



## Menomonie Area Soccer Association

<b>Job Title:</b>	Traveling Soccer Coordinator	<b>Job Category:</b>	Volunteer
<b>Association:</b>	Menomonie Area Soccer Association	<b>Governing Authority:</b>	Menomonie Area Soccer Association Board
<b>Remuneration:</b>	One youth registration fee for recreation or competitive travel soccer participation	<b>Location:</b>	Menomonie, WI
<b>Contact:</b>	MASA Board	<b>Appointment:</b>	Appointed
<b>Calendar:</b>	September 1-August 31 (Seasonal) Transition begins immediately with outgoing board member	<b>Election cycle:</b>	Annual Meeting (Spring)
<b>Term:</b>	One year	<b>Board of Directors</b>	Non-voting Member Meeting attendance as needed
<b>MASA website:</b>	<a href="http://www.menomonieareasoccer.org">www.menomonieareasoccer.org</a>		
<b>Notes:</b>			
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Serve for seasonal year in which they are appointed</li> <li>• May be removed by majority vote of Board at any Board Meeting</li> <li>• Appointed Coordinators should attend regular Board Meetings, shall advise the Board on all matters pertaining to the programs under their jurisdiction and may participate in Board discussions</li> <li>• Appointed Coordinators do not vote on Board issues and should not be considered when reaching quorum</li> </ul>			
<p><b>Role and Responsibilities (according to constitution under Article 3. Appointed Coordinators):</b></p> <ul style="list-style-type: none"> <li>• Be responsible for soccer play in the WYSA and MYSA competitive leagues</li> <li>• Develop and carry out a Traveling Soccer Program in compliance with WSYA and MYSA rules and team formation policies for competitive teams</li> <li>• Communicate information on programs, Association policies, and general information relating to Association activities and team organization to team coaches</li> <li>• Working with Registrar, order uniforms for Competitive teams, subject to Board approval.</li> <li>• Coordinate the recruitment and selection of coaches with the Coach Coordinator and identify Team Managers within each team, subject to Board Approval</li> <li>• Coordinate with the Registrar and Coach Coordinator the assignment of players and coaches to teams.</li> <li>• Recommend registration fees and procedures to the Board</li> <li>• Ensure availability of toilets and concessions</li> <li>• Ensure that the WYSA and MYSA dates are met for Registration</li> <li>• Report to the Board on all matters relating to classic soccer</li> </ul>			



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### Working duties and responsibilities:

- Recruit and train all team managers
- Purchase and distribute MASA Chamber Bucks for all traveling coaches and team managers.
- Select and develop team social media team communication tools
- Schedule team pictures for traveling teams
- Etc.

Reviewed By:	MASA Board	Date:	12/3/2018
Approved By:	MASA Board	Date:	12/3/2018
Last Updated By:	Jacqueline Bonneville	Date/Time:	1/5/2019