

## **SOCCER CONVENOR JOB DESCRIPTION**

Collect registrations from Gateway admin

Put teams together at each group: male and female separately

Secure coaches for the teams

\* Attend transfer meeting at which time all convenors from Phoenix district will be in attendance. At this meeting transfer the Gateway players for whom there are not sufficient numbers to form a team at Gateway, and accept players from other clubs to Gateway to help fill out the Gateway roster.

Upon completion of team rosters, provide copy to Head Coach, Gateway admin and keep copy for yourself

Provide to list of those players transferred to and from other clubs and name of club to Gateway admin.

Enter rosters in Goal Line Data Base.

\*Ensure coaches have secured Police Check, Child Abuse Check and Respect In Sport Course which will allow them to get a coaches card.

Provide to Phoenix Admin list of Gateway teams, coaches name, and e-mail address.

Notify Gateway coaches of any pertinent information as communicated by Phoenix, Winnipeg Youth Soccer or Manitoba Soccer.

Attend monthly convenor meetings and Gateway Board Meetings.