



Job Description

FC Bartlesville Director of Coaching (DOC)

1. Essential Duties and Responsibilities

- A. The DOC shall oversee all soccer related activities and the development of the Washington County Soccer Club (Club), its Teams, Coaches, Trainers and Players.
- B. The DOC shall develop, operate and oversee programs for all levels of play.
- C. The DOC shall act as an ambassador for the Club and promote the interests of the Club at all times.
- D. Together with the Academy Director of Coaching (ADOC) and the Washington County Soccer Club (WCSC) Board the DOC will create a curriculum for each age level and develop a Coaching Manual and a Coaches Orientation Manual.
- E. Identify the most talented Players in Club and alert State and Regional Coaches for possible inclusion in State and Regional teams
- F. Oversee tournament selections to ensure proper Team and Player development.

2. Selection of Coaches and/or Administrators

- A. DOC & ADOC shall establish criteria, subject to approval of the WCSC Board for the selection of Parent Coaches and/or Administrators
- B. DOC & ADOC shall establish a job description for the role of Parent Coach and/or Administrator;
- C. DOC & ADOC shall work closely with the Parent Coaches and/or Parent Administrators;

3. Selection of Trainers

- A. DOC and the ADOC will work together to solicit and recommend to the WCSC Board possible Trainers for all Academy age groups and Teams.
- B. DOC and the ADOC will work together to establish criteria for the selection of all Trainers and shall establish minimum qualifications for Trainers at all Club levels.

4. Tryouts

- A. Create a universal evaluative tool to evaluate Players at tryouts.
- B. DOC in conjunction with the WCSC Board shall establish a tryout schedule.
- C. DOC shall arrange for evaluators and/or Trainers to attend each tryout session.
- D. DOC shall promote the tryouts of the Club.
- E. DOC shall work with the Coaches when pairing Coaches with Teams; The WCSC Board will have final approval of Coach/Team pairings.

5. Supervision & Oversight

- A. The DOC shall report to the WCSC Board President with respect to all matters concerning the Club; and shall work closely with the WCSC Board President with respect to the day-to-day operations of the Club.
- B. DOC will attend WCSC Board Meetings and shall provide reports to the WCSC Board providing updates on soccer related issues and advise the WCSC Board on issues relating to Player development.
- C. DOC will be responsible for promoting the Club Code of Conduct and will report any allegation of inappropriate conduct by a Player, Parent, Administrator, Trainer or Coach to the WCSC Board President and WCSC Board Games Committee. The WCSC Board in all cases will determine what sanctions, if any, are appropriate.

6. Parents and Players

- A. DOC will hold Parent and/or Player meetings as necessary or requested by the WCSC Board President and/or WCSC Board.

7. Public Relations

- A. DOC shall engage in community involvement by promoting the Club and assisting with public relations, this includes but is not limited to appearances at Club functions and events.

8. Training and Development

- A. DOC shall be responsible for overseeing the activities of the Coaches and Trainers and ensure that all Trainers adhere to Club By-Laws, Standing Resolutions, Policies and Procedures.
- B. DOC shall establish a written Mission Statement, Club Philosophy, Player Development Program (PDP) for all levels of play in the Club.
- C. DOC shall oversee the implementation of the PDP. Once created, the PDP shall be the exclusive property of the Club.
- D. DOC shall promote and administrate training programs including but not limited to clinics and camps; and design and administer a Coaching Education Program.
- E. DOC shall have exclusive rights to run camps.
- F. DOC shall perform other such duties deemed reasonable by the WCSC Board.
- G. DOC shall hold meetings at least once each month with the Coaches on such topics as; tournament schedule, league play, Player development, recruiting, and other topics deemed reasonable by the DOC or WSC Board.

- H. DOC shall hold bi-annual meetings with ADOC to ensure the universal application of the PDP.
- I. DOC shall develop a standard Coaching evaluation process.
- J. DOC shall develop a standard Player evaluation process.

9. Recreation Program

- A. DOC shall conduct recreation Coach's clinics prior to the commencement of each recreation season and provide written practice plans for use by Coaches for practices if desired.
- B. The DOC shall help the WCSC Board Coaches Coordinator to solicit Coaches and Trainers for Recreation Teams.

10. Academy Program

- A. DOC shall solicit and recommend candidate for the position of ADOC for interview by the WCSC Board for final approval.
- B. DOC shall establish criteria, subject to approval of the WCSC Board for the selection of ADOC and shall establish a job description for the role of ADOC.
- C. DOC shall solicit and recommend Trainers for all developmental age groups and shall develop and implement a Training Curriculum for the developmental program consistent with the PDP.
- D. DOC shall work closely with the ADOC in the selection of tournaments, league play and the administration of training sessions.

11. Club Tournaments

- A. DOC will advise and assist the WSC Board when requested in promoting Club tournaments.

12. Oversight

- A. As laid out in the By-Laws of the Club, the DOC will be subject to an annual review of job performance by the DOC Oversight Committee, who will report in written form their findings to the WCSC Board. The WCSC Board shall have sole responsibility in determining any corrective measures or sanctions.

13. Employment Terms

- A. The DOC position shall be a paid position within the Club.
- B. The position shall pay \$5 per registered and dues paying Competitive Player per month.
- C. There is no term length for the position, the term of employment for the position shall be open ended. The WSC Board has sole discretion in the removal of a DOC by a super-majority or two-thirds (2/3) vote of the entire WSC Board.