

Highland Park Soccer Academy: Roles and Responsibilities Director of

Coaching

Within the framework of the Highland Park Soccer Academy the Director of Coaching (DOC) must meet the follow criteria to effectively build the Academy in a positive, effective, and efficient manner:

Coaching Education:

- The DOC is responsible for creating a collaboration of all coaches within the club and addressing club concerns in a proactive manner. This includes, but is not limited to:
 - Two coaches' in-service days with all coaches (1 per season)
 - Develops and maintains an HPSA "coaches manual" that includes the Academy curriculum, coaches' best practices, and any additional tips that the DOC feels if relevant to his/her coaching staff. DOC's ongoing routine should include regular coach-DOC meetings to make sure HPSA team expectations are being met (i.e. coaching staff is directed by the DOC to submit rosters to HPSA Admin by a deadline and does so accordingly; DOC ensures all coaching expectations, policies, and rules are clear to the staff; DOC ensures coaching staff is communicating with their team parents, and so on).
- Game evaluation (with written evaluation to coach and cc'd to HPSA Leadership Team) of teams and/or coaches with scheduled follow-up meetings with the coaches on a regular basis to discuss the team and development needs of the players, at least 2 per season.
- Work with teams, when the coach and/or DOC feels is necessary, to help with the development of all club teams and players
- Helping coaches with training and developmental session plans in accordance with the Academy Curriculum
- Organize seasonal testing dates for all teams – i.e. fitness tests and/or skills tests (U11 should be able to juggle at least 15 consecutive times...are U11 team players demonstrating this ability? If not, DOC works more hands-on with the coach to make sure players are where they need to be).

Community & Parental Relations:

- Attendance at all YMCA Parent Coach– Player clinics as set up by the academy in conjunction with the Moody YMCA. Admin will set this up with YMCA for a time that works on both ends – the DOC & the YMCA.
- Meet with parents on a scheduled basis to discuss personal development plans for teams and/or players.
- Organize and instruct parental meetings that discuss the tactical and technical developmental plan for teams in support of the team coach
- All soccer related issues will be run through the DOC

Team/Player Organization:

- The formation of teams through recruitment of parent managers in the local community
- Hiring of qualified coaches for each team
- Education of the "new" parent managers and parents
- Evaluation of teams and determination of which competition level is appropriate to

assure the appropriate development and success

- Ensuring team coaches have provided a player evaluation at the close of every season (2 per year)