

Convener Role and Responsibilities

The Role of a convener is basically to oversee smooth operation of their division and act as the liaison between the Coaches and the Head Convener.

Pre Season:

- Recruit Coaches and ensure they are informed that they must obtain a police clearance. This is mandatory.
- Encourage Coaches to enroll in coaching clinics. Posted on the web when available.
- Create team rosters, using previous year ratings, to make the teams as fair as possible.
- Attend pre-season Coaches Clinic to distribute uniforms, equipment and coaching pkgs.
- Email all your Coaches the game schedule and your contact information.
- Email the Head Convener your team rosters and any available open spots for late registrants.
- Email the Head Convener a list of your Coaches and their full address, phone numbers, etc as well as t-shirt size. The club must register the Coaches, this info is very important.

During the season:

- Obtain game scores from your coaches and email them to the Head Convener after each game night. U12 and up. Referees are also supposed to be submitting game scores.
- Investigate/arbitrate minor issues between coaches and/or parents.
- Communicate major issues to the Head Convener anything beyond your comfort level.
- Keep coaches informed of all changes to the schedule as soon as they occur.
- Direct the Coaches to the website, www.tecumsehsoccerclub.org and all it has to offer. The Constitution, Rules & Regs, news, updates, field maps, forms, Board contacts, etc.
- Attend games when available to ensure all rules are being followed such as uniforms, cleats, only registered players on the field, etc.
- Report Referee 'no-shows' ASAP to the Head Referee, Ryan Brown (email on the web).
- Distribute team pictures when they come in.

End of Season:

- Additional help on Day of Champions weekend if possible.
- Collect Player evaluations, goalie jerseys, cones and manuals.