

Registrar

The TAYSA Registrar leads all activities related to ensuring smooth registration of players and adult volunteers into TAYSA soccer activities and all registered TAYSA players and adult volunteers with Massachusetts Youth Soccer.

Reports to: Secretary

Email: Registrar.TAYSA@gmail.com

Responsibilities:

- Answers incoming questions related to TAYSA registration activities and logistics.
- Works closely with the Treasurer for resolving financial related concerns as it relates to player registrations and refunds.
- Sets up soccer seasons within TAYSA website.
- Manages registration opening and closing dates and late fees within TAYSA website.
- Works with the Travel and In-Town Directors on player recruitment activities.
- Process player registration submissions with MYSA.
- Coordinates adult registration, CORI and Safe Sport requirements for all TAYSA adult volunteers.
- Distributes MYSA adult volunteer Credentials.
- Coordinates MYSA Safe Sport requirements for all TAYSA 18+ High School players as required.
- Coordinates with Uniform and Travel Director to ensure new travel players are assigned jersey numbers.
- Obtain Insurance Binders from MYSA, per Executive Board approval.
- Attends monthly board meetings.

Travel Director

The TAYSA Travel Director will lead all activities related to participation in NVYSL play. The Travel Director shapes the direction of the soccer experience for all travel aged players from grade 3 through highschool competition. In addition to updating and placing TAYSA teams within the NVYSL, the Travel Director is also a critical contributor to a fair and objective player evaluation process. The Travel Director also works with the Coach and Player Development Director to ensure travel coaches and players have an engaging and rewarding soccer experience.

Reports to: Vice President

Email: TravelDirector.TAYSA@gmail.com

Responsibilities:

- Answers incoming questions related to the TAYSA travel program for existing and prospective TAYSA travel soccer players.
- Registers and submits placement recommendations for all TAYSA travel teams in accordance with the NVYSL team registration process.
- Maintains TAYSA field availability status within the NVYSL website.
- Maintains TAYSA organizational details within the NVYSL system.
- Creates team travel rosters within NVYSL roster submission system for approval.
- Submits all needed waiver requests to the NVYSL Roster Registrar for approval.
- Communicates with the Equipment Director to ensure all travel team head coaches have needed equipment for games and practices.
- Works with Registrar to recruit coaches for all teams.
- Works with the Registrar for player retention and recruitment activities.
- Leads/participates in seasonal coaches meeting for all travel coaches.
- Sends weekly emails to coaches with updates.
- Maintains and oversees Player Pass usage, including submitting requests to the NVYSL Roster Registrar.
- Oversees score reporting to NVYSL.
- Participates in TAYSA's player evaluation process.
- Serves on TAYSA's player and coach placement committee.
- Communicates with the Fundraising Director to help publicize seasonal fundraisers.
- Organizes the travel team practice schedule with input from coaches.
- Coordinates with In-town Director for spring pictures.
- Assigns supporting activities and tasks to the Travel Coordinator.
- Serves as TAYSA's NVYSL Representative when the NVYSL Rep role is otherwise vacant.
- Attends monthly board meetings

In-Town Director

The TAYSA In-town Director will lead all activities related to in-town soccer for players ages 3 to 2nd grade.

Reports to: Vice-President

Email: intowndirector.taysa@gmail.com

Responsibilities:

- Answers incoming questions related to the in-town program.
- Create the In-Town team rosters.
- Order, ensure delivery, and distribute shirts for all In-Town teams.
- Works with Registrar to recruit coaches for all teams.
- Participates in seasonal coach's meeting for all coaches.
- Send weekly lesson plans to all U5 and U6 coaches.
- Coordinate U8 practice schedule with Coach input.
- Communicates with the Equipment Director to ensure all in-town team head coaches have needed equipment for games and practices.
- Organizes and Administer "Sports Photo" day each season.
- Order end of season trophies for all intown players.
- Sends weekly or bi-weekly emails to all families with updates.
- Coordinate and administer the "Snack Shack".
- Communicates with the Fundraising Director to help publicize seasonal fundraisers.
- Perform other duties as assigned by the Vice-President.
- Attends monthly board meetings.

Information Services Director

The TAYSA Information Services (IS) Director will lead all activities related to technology used by TAYSA.

Reports to: Secretary

Email: TAYSA IS Director

Responsibilities:

- Answers incoming questions related to the TAYSA website and software use.
- Manages the official TAYSA website.
- Maintains TAYSA email accounts.
- Assists TAYSA Directors with technical issues related to their TAYSA roles.
- Proposes ideas to the Executive Board designed to provide technical capabilities to the TAYSA community and directors.
- Per Executive Board approval, purchase and maintain all TAYSA technology accounts.
- Perform other duties as assigned by the Secretary.

Referee Director

The TAYSA Referee Director will lead all activities related to training and scheduling referees within TAYSA.

Reports to: Secretary

Email: refdirector.taysa@gmail.com

Responsibilities:

- Must be certified assignor through MSRC.
- Answers incoming questions related to refereeing.
- Recruit referees for both in town and travel programs
- Create, maintain and publish schedule for referees for in-town and travel games.
- Continue ongoing program for referee training and certification.
- Evaluate town referee performance.
- Distribute and collect game cards for all travel referees.
- Maintain and publish referee guidelines.
- Administer referee mentoring program with experienced referees mentoring younger less experienced referees.
- Attend NVYSL pre-season referee meeting and disseminate updates to referees. Encourage TAYSA referees to attend.
- Plan and hold pre- and mid-season referee meetings. Pre-season meeting to be held with coaches meeting to introduce referees to coaches.
- Perform other duties as assigned by the Secretary.

Fundraising Director

The TAYSA Fundraising Director will lead all activities related to fundraising for TAYSA.

Reports to: Treasurer

Email: fundraisingdirector.taysa@gmail.com

Responsibilities:

- Answers incoming questions related to fundraising activities.
- Propose fundraising ideas to the Executive Board designed to meet budget goals.
- Oversee collection of fundraising funds and transfer the funds to the Treasurer on a timely basis.
- Per Executive Board approval, purchase items necessary for fundraising purposes (i.e. supplies, prizes).
- Solicit and coordinate activities of individuals to assist in fundraising projects.
- Works with Treasurer to solicit sponsors each season.
- Communicates with the Publicity, Travel, and In-town Directors to help publicize seasonal fundraisers.
- Perform other duties as assigned by the Treasurer.

Player Development Director

The TAYSA Player Development Director will lead all activities related to players, to ensure players have an engaging and rewarding soccer experience.

Reports to: Vice-President

Email: playerdevelopment.taysa@gmail.com

Responsibilities:

- In coordination with Travel and In-town Directors, answers incoming questions from families and players related to player development.
- Conduct program for player training including the acquisition of materials, sponsoring of clinics for all age levels.
- Monitor player development courses, seminars, clinics, and other relevant events sponsored by other organizations (i.e. MYSA, USYSF, soccer club) and inform the Board and members of the Association.
- Evaluate player performance.
- Administer and coordinate travel team evaluation process.
- Perform other duties as assigned by the Vice-President.

Coach Development Director

The TAYSA Coach Development Director will lead all activities related to coaches, to ensure coaches have an engaging and rewarding soccer experience.

Reports to: Vice-President

Email: coachdevelopment.taysa@gmail.com

Responsibilities:

- In coordination with Travel and In-town Directors, answers incoming questions from Coaches.
- Conduct program for coach training including the acquisition of materials, sponsoring of clinics for all age levels.
- Monitor coach development courses, seminars, clinics, and other relevant events sponsored by other organizations (i.e. MYSA, USYSF, soccer club) and inform the Board and members of the Association and maintain certification records.
- Function as the Coach Education Director for TAYSA to MYSA.
- With Travel Director, leads/participates in seasonal coaches meeting for all coaches.
- Perform other duties as assigned by the Vice-President.

Field Director

The TAYSA Field Director will lead all activities related to maintaining the TAYSA Squannacook Meadows Fields.

Reports to: Vice-President

Email: fielddirector.taysa@gmail.com

Responsibilities:

- Answers incoming questions related to the TAYSA fields.
- Prepare fields for both fall and spring play.
- Securing field use permits.
- Purchase supplies and/or equipment as needed per the approval of the Executive Board.
- Ensure field conditions are ready to play for scheduled games.
- Coordinate field services including septic, trash and mowing.
- Coordinate with the Travel Director to determine inclement weather field use.
- Perform other duties as assigned by the Vice-President.

Equipment Director

The TAYSA Equipment Director will lead all activities related to purchasing, distributing and maintaining the soccer playing equipment needs to the TAYSA organization.

Reports to: Secretary

Responsibilities:

- Answers incoming questions related to TAYSA equipment.
- Take annual inventory of TAYSA's on hand equipment quantity and quality, including but not limited to balls, pinnies, nets, goals, first aid kits.
- Lead purchasing activity to fill TAYSA's equipment needs
- Prepare and distribute equipment bags to TAYSA coaches
- Collect and maintain equipment bags from coaches at the end of the soccer season/year
- Coordinate set up, break down, maintain, and store field equipment.
- Establish field preparation crew as needed.
- Ensure fields are ready to play for scheduled games.
- Work with the treasurer on recommended equipment budget annually
- Identify opportunities for new equipment types/purchases to improve safety, quality and training opportunities for TAYSA players.
- Perform other duties as assigned by the Secretary.

Publicity Director

The TAYSA Publicity Director will lead all activities related to social media.

Reports to: Secretary

Email: publicitydirector.taysa@gmail.com

Responsibilities:

- Post on social media weekly game highlights
- Work with Registrar to maintain parent permission for publication.
- Advertise for the Spring and Fall registration.
- Work with the Fundraising Director to help publicize seasonal fundraisers.
- Publicize TAYSA events on social media.
- Respond to or redirect social media messages and questions.
- Perform other duties as assigned by the Secretary.

Uniform Director

The TAYSA Uniform Director will lead all activities related to travel player uniforms.

Reports to: Secretary

Email: uniformdirector.taysa@gmail.com

Responsibilities:

- Answers incoming questions related to travel uniforms.
- Communicates with the Registrar, Travel Director, and families to ensure travel players order uniforms as needed.
- Maintain and assign jersey-numbering system for travel teams and ensure information is correctly maintained in the database.
- Coordinate and purchase Travel Award Jerseys.
- Maintain records of any donated uniforms and distribute as needed.
- Perform other duties as assigned by the Secretary.

NVYSL Representative

The TAYSA NVYSL Representative serves as TAYSA's face to the NVYSL community. The NVYSL Rep will be the main avenue of communication between the NVYSL and TAYSA and represent TAYSA's interest at NVYSL meetings.

Reports to: President

Email: nvysl.rep.taysa@gmail.com

Responsibilities:

- Attends all NVYSL meetings.
- Votes on TAYSA's behalf and interests in all NVYSL voting issues including NVYSL board positions, by laws and league motions.
- Updates TAYSA operating board of league happenings at all TAYSA board meetings.
- Communicates closely with the TAYSA President and Travel Director for all league related matters.
- Communicates closely with the TAYSA Ref Director on all league rule changes, highlights and assignor related matters.
- Answers incoming questions related to NVYSL.
- Attends monthly board meetings