

The Operations Director is considered a Director and Coordinator of Facilities and Operations (also Director of Fields)

- Director of Facilities and Operations is a Director on the Board of Directors, under the direction of the President. Responsibilities include providing overall supervision of fields and facilities and ensuring that necessary tasks are performed in support of club day to day operations, to include maintenance of fields and posting of field usage (open/closed/limited) and coordination with the Board and TD/DOC and practice schedules as they may affected field availability and/or condition. This Director may assign Assistant Program Commissioners with duties to directly support fields / facility usage and setup as approved by the board of Directors. The Operations Director understands their position in respect to their time and ability to ensure that the facilities and operations are in proper condition for safety and playability and maintenance if such is their direct physical responsibility. They may have subcommittee or staff members under them as outlined in this document however; they are responsible for satisfaction of the duties of the office to which they are elected.

The Operations Director of the Board shall:

- a. Order equipment (as needed) for each season – balls, pinnies, flags, discs, jerseys, nets, first aid supplies, etc.
- b. Set up and help with Field Day before each season – to measure and line fields and get them ready for the season.
- c. Coordinate maintenance of all building, equipment, fields, etc... and ensure that all necessary items for operation of CSL are handled on an on-going basis, at the direction and approval of the Board of Directors
- d. Make sure that equipment bags contain balls, pinnies, discs, and first aid supplies at all times.
- e. Take flags and equipment bags out to all games and take them home after the games (or coordinate this with other Board members)
- f. Store equipment bags, flags, and nets between seasons.
- g. Follow all procedures as outlined by any affiliated organizations with which CSL is a member/participant.
- h. Follow all field closure policies as required by CSL policy, City policy or policy as outlined by any affiliated organizations with which CSL is a member/participant.
- i. Perform board duty, as scheduled, on game days in order to have a Board member present at all times.

OPERATIONS DIRECTOR-OD

1. Assembles identified field needs for CSL.
3. Develops a plan to meet training and match needs with available resources.
4. Plans, provides a budget for, and coordinates capital equipment replacement.
5. Oversees the maintenance of all club used fields.
6. Plans and budgets for expended supplies.
7. Works with the Board and all coaching staff to develop field usage schedule to support joint program training plans for field use in conjunction with the TD and/or any Technical Staff.
8. Maintains status of materials to ensure adequate quantities remain available.

9. Prices and procures expendable materials to execute.
10. Every season, the OD will develop and assign a schedule to all Maintenance Staff (as approved by the Board) and any duly appointed Team Field Representatives of their responsibilities for field maintenance; placement of flags, nets, lining, empty trash cans, etc.
11. The OD is authorized to delegate facility support responsibilities to Program Assistant Commissioner with Board of Directors approval.
12. Work with the City Liaison in cooperation with the City of Portsmouth in maintaining the partnership and assistance of City support.
13. Will report to the President, any action and activities past, present or future (happened, ongoing or planned) and will provide to the Board of Directors a monthly report of all activities and/or needs of the League along with any associated financial information affecting the Operation of the league as described in this document.
14. Work with any Committees/ Chairs in developing plans, budget and /or goals for the future sustainability of the league in its operational needs as pertains to the areas described in this document or as deemed an area of concern by the President or at the direction of the Board.

Subcommittee Chairs

The Board of Directors may have non-voting subcommittee chairs under their direction as follows:

- i. **Field Coordinator (having been approved by the Board)**
 - Reports to the Board and will provide reports, feedback, information when requested by President, VP and monthly through the Operations Director
 - Work with the City's Parks Department as required by the Board
 - Manage the upkeep and maintenance (e.g. mowing, fertilizing, watering, etc) of soccer fields.
 - Ensure that the fields are lined before and during the season
 - Monitor field equipment and assist with lists/information for the Operations Director and the Board to ensure adequate and timely placed orders when needed
- ii. **Uniform Coordinator (having been approved by the Board)**
 - Reports to the Board and will provide reports, feedback, information when requested by President, VP and monthly through the Operations Director
 - Responsible for calculation, coordination and submission of Requisition Requests for purchase of uniforms for soccer play to the Board of Directors in an adequate and timely manner
 - Maintains all records for all uniforms
 - Responsible for the storage, maintenance, issuance, collection, and inventorying of all uniforms