

## Convenor Duties

1. Help with registrations.
2. Come to all executive meetings.
3. Attend coaches' meeting.
4. Help in obtaining police checks from coaches.
5. Call coaches, players from their division(s) and relay information.
6. Help with skills week/evaluation of players, collect data.
7. Handout equipment, uniforms, team lists to coaches, etc.
8. Oversee the picking of the teams with executive members/coaches.
9. Help at field with nets, fields, soccer box cleanout.
10. Handout schedules, game sheets, and other coaching materials.
11. Receive feedback from coaches, parents, players.
12. Handle issues in your division and seek help if needed, relay information to and from executive.
13. Help with year-end wrap-up.