

## **St. Anselm 2003 Soccer Program**

### **Division Director Responsibilities**

- Division Directors should be present for all games within their Division.
- Enforce the rules and resolve any disputes between coaches, referees, players and spectators.
- Be sure all games start and finish on time.
- Be sure someone is working the time clock.
- Be sure there are adequate referees for all games. (Whistles are stored in the soccer locker).
- Be sure the boards and goals are properly set-up on Saturday mornings.
- Be sure boards and goals are placed on the stage on Saturday nights (when necessary for other activities).
- Be sure boards and goals are properly stored away on Sunday nights.
- Be sure time clock is stored in soccer locker on Saturday and Sunday nights.
- Check hallways and stairways periodically to be sure that no one is playing.
- Be sure stair and door alarms are properly activated and shut them off when they are accidentally triggered.
- Replace all school assignments that fall from walls (masking tape is in the soccer locker).
- Be sure an Incident Report (Non-Medical Incident and Comprehensive Incident) is filed for all incidents. (They are stored in the soccer locker).
- Be sure there is an adequate supply of ice packs readily available for all games and try to control any unnecessary usage. (They are stored in the soccer locker).
- Be aware of any medical conditions (Asthma, Allergies, etc.) of the players. (A listing of players with medical conditions is posted on the soccer locker).
- Report any, and all, incidents to one of the Soccer Commissioners.