

October 30, 2018

Christopher Witkowski
Vice President/Nomination Chair
Northern Chautauqua Soccer Association
P.O. Box 331
Fredonia, NY 14063

Dear Mr. Witkowski:

I wish to express my interest and intent to continue service to our community as the President of Northern Chautauqua Soccer Association (NCSA). My experience in Youth Soccer is extensive and ranges from coaching to club administration. Since 2009, I've supported NCSA in various capacities as a member of numerous committees, as coordinator, at large member, vice president and currently, as president.

During my tenure with NCSA, I assumed a critical role in the transition of leadership, and attended to the needs of NCSA during the loss of our long time president, Betsy Dixon-Lang. In this transition I recruited seasoned and newly fielded individuals to navigate and support the ever-changing US Soccer policies and best-practice models. Some changes occurred more quickly than our small group of volunteers could keep up with, and a new online model for registration arose, first with travel, and then to the entire summer house league. These dramatic changes did not come without resistance, however through genuine conversation, and a willingness to accept feedback for future practices, the summer league began without a hitch. The fields were lined, all players had t-shirts prior to game day, pictures were completed, training schedules distributed, coaches were assigned, and they were provided practice supplies; balls, cones, pinnies and basic first-aid kits. This preparedness allowed for the unexpected setbacks outside of our control to be handled with the support of extra volunteers who were risk management approved.

Off the field, I've spearheaded initiatives that have made dramatic change in the operation of our organization; from the style of coaching, format of play and even making changes in meeting structure and work flow. Most notably, Concord FC received an opportunity to become recognized by and to play in the Buffalo/WNY Junior Soccer League.

Successfully completing my national "F" license and subsequent grassroots trainings, coupled with my professional career leadership make me an ideal candidate for the continued transitions, growth and success of NCSA. As the current Associate Vice President of People, Inc, and prior role of Administrator of Amedisys Home Health in Amherst, I have successfully lead teams of over 150 clinicians to deliver care in a fiscally responsible and efficient way, managing a \$21 million annual budget to serve more than 1,000 patients on a daily basis. As a nurse, my career has focused on care of frail, medically complex individuals, and those most vulnerable. The experiences that life has provided me professionally and personally, have prepared me to serve as the Chief Executive Officer of Northern Chautauqua Soccer Association, it would be an honor to continue service to our community through this endeavor.

Respectfully Submitted,



Jacob T. Wilkins

*OBJECTIVE: To remain active in my role as the Northern Chautauqua Soccer Association
Board President for the term of 2019-2021.*

NCSA SOCCER ADMINISTRATION

President, 1/1/2018 – Present

Interim President, 3/18/2017 – 12/31/2017

- Nominated by NCSA board members, and selected as the *2018 Administrator of the Year* by New York State West Youth Soccer Association
- Instrumental in the creation and execution of two successful Soccer Fest events in collaboration with charity fundraisers for family members of NCSA
- Participated in the NYS West Youth Soccer Association Annual General Meeting to secure grants for 6 FarPost Goals to help NCSA adapt to the training suggestions and guidelines published in the Player Development Initiatives created by US Soccer
- Successfully coordinated and facilitated several trainings for coaches and coordinators from Little Kickers through 19U
- Assisted Concord FC to become recognized by the Buffalo/WNY Junior Soccer League
- Chief Executive Officer to preside at all Board Meetings
- Appoint chairs/directors to all committees and focus groups of the association including land acquisition, policy development, regional league opportunities (CARS MOHL)
- Monitor association email, social media, and press release information in collaboration with the Vice President/Director of Travel

Vice-President, 1/1/2016 – 3/17/2018

Interim Vice-President, 8/31/2015 – 12/31/2015

- Coordinated the first annual soccer fest, alumni soccer game, and charity raffle event in honor of Betsy Dixon-Lang
- Assisted in the development of the Fall Soccer program that began in the fall of 2015
- Developed a relationship with Dicks Sporting Goods that ultimately resulted in a sizeable donation to NCSA bringing over 150 new soccer balls, 500 pinnies, and thousands of cones in addition to various whistles, ball pumps and other equipment.
- Performed duties of the President in the President's absence
- Served on various committees and projects as designated by the President
- Administered board elections at the annual meetings

At Large Member, 1/1/2009 – 8/30/2015

- Crucial member of the development team for Little Kickers Program that began in 2012
- Served as liaison to the general membership
- Served on committees and focus groups as assigned by the President
- Attended board meetings as a full voting member

Uniform Coordinator, 1/1/2009 – Present

- Participate in the uniform bid every 3-years (per bi-law regulations)
- Function as liaison between vendors and the association to coordinate colors, logos, sizes, and uniform orders, including volunteer and coach shirts

COACH CERTIFICATIONS/PHILOSOPHY

NCSA Coaching Experience, 2005 – Present

- Little Kickers
- 6U (coed)
- 8U (coed)
- 10U (Boys)
- 12U (Boys)
- 15U (coed)

9v9 Grassroots License, US Soccer, 5/20/2018

4v4 Grassroots License, US Soccer, 5/19/2018

11v11 Grassroots License, US Soccer, 3/10/2018

Introduction to Safe & Healthy Playing Environments, US Soccer (web-based training), 3/10/2018

7v7 Grassroots License, US Soccer, 1/14/2018

Introduction to Grassroots Coaching: Instructor Level Course, US Soccer, 1/14/2018

National “F” License, US Soccer, (web-based training), 3/4/2016

CDC HEADS UP Concussion Youth Sports Trained, CDC, (web-based training: cdc.gov), 3/4/2016

American Heart Association Certified in Basic Life Support, 1996 – 2020

Coaching Philosophy

- Focus on fun and the player development over winning
- Ball control skills using fun activities to achieve greater skill mastery
- Each player should be challenged to the extent of their abilities to build success and confidence
- Encourage and praise players rather than focus on negatives
- Build up the person not just their feet
- Coach to help them fall in love and stay in love with the game
- Encourage players to be better than when THEY started not better than their team mate
- Respect each other on and off the field

PROFESSIONAL & COMMUNITY LEADERSHIP

Associate Vice President of Home Health – People Inc.

Administrator/Director of Operations – Amedisys Home Health

Director of Patient Services – Willcare Home Health

- 21 years nursing experience caring for medically frail, physically and developmentally challenged

Pack 267 Cub Scout Den Leader – Webelos, Fredonia, NY

- Youth Protection Trained – Boy Scouts of America
- Den Leader Trained – Boy Scouts of America
- Committee Member Trained – Boy Scouts of America
- Certificate of Scouting, University of Scouting – Allegheny Highlands Council

PROFESSIONAL LEADERSHIP DEVELOPMENT/TRAINING

The Great Playbook – Pittsburgh, PA, 2018

Six Sigma – Independent Study, 2016

Leadership and Change – Atlanta, GA, Chattanooga, TN and Hackensack, NJ, 2015-2017

Advanced Director Training – Baton Rouge, LA, 2014

Director Training August 2013 – Baton Rouge, LA, 2013