



**WEST HAMILTON
YOUTH
SOCCER
CLUB**

EXECUTIVE ROLES
Draft September 12th 2006

**Executive Roles of West Hamilton Youth Soccer Club Incorporated
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President

Except:

- as provided for in the Dispute Resolution Policy of the OSA, and
- where the President delegates the responsibility to another person,

The President shall:

- Preside at all general meetings of the Club and of the Board of Directors.
- be ex officio a member of all committees, except any nominations committee
- appoint all chairs of standing and special committees subject to ratification by the Board
- coordinate all duties of the Board, committees, staff
- be the spokesperson for the Club
- bear all other operation responsibilities of the club
- be directly responsible for the yearly appointment of the club administrator

Vice-President

The Vice President shall

- act in the absence of the President and shall have other powers as assigned by the Board of Directors.
- be directly responsible for coordinating all events comprising Super Soccer Weekend in conjunction with other club and executive members.

Treasurer

The Treasurer shall

- ensure that full and accurate records are kept of the accounts of the Club
- report to the Board of Directors at least once per quarter
- shall submit an Annual Report to the Annual General Meeting
- prepare monthly financial statements
- present monthly financial statements to the Board of Directors for review
- Be the primary signing officer

Secretary

The Secretary shall

- maintain a record of all minutes of the organization and transmit to all executive members in a timely fashion
- be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belong to the club
- maintain copies of all committee reports
- notify officers and committee Members of their election or appointment
- furnish committees with those documents required to perform their duties
- sign all certified copies of acts of the organization (unless otherwise specified in the Club's published rules)



- maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting
- send to the Membership a notice of each general meeting, send to the Board of Directors notices of each meeting
- conduct the general correspondence of the organization that is not the proper function of another office or committee
- prepare, prior to each meeting in consultation with the presiding officer an order of business, and, in the absence of the president and vice-president, preside until the immediate election or appointment of a new presiding officer.
- prepare and file annual Incorporation documentation

REGISTRAR shall

- maintain historic registration files
- compile new season registrant's files
- ensure by-laws compliance
- provide analysis to assist team makeup
- provide player list to conveners and Interlock Coordinator
- provide mailing data to Secretary and Treasurer

TECHNICAL DIRECTOR shall

- arrange coaches clinics and associated training and materials as deemed necessary by the executive
- train coaches and conveners on club rules and regulations
- run targeted training as appropriate (or arrange for suitable training)
- provide counsel to conveners and coaches when requested
- perform periodic practice / game monitor and counsel
- in collaboration with the Referee Coordinator, interpret league rules and regulations as appropriate for WHYSC

REFEREE COORDINATOR shall

- arrange referee clinics and associated training and materials as deemed necessary by the executive
- create and post schedule referees for club and WWISL games at least 2 weeks prior to games
- arrange referee clinics and associated training and materials
- Train referees on club specific by-laws
- Provide counsel to referees when requested
- Perform periodic game monitoring
- counsel/interpret league rules and regulations as appropriate for WHYSC
- submit time invoices of all referees to the Treasurer for referee reimbursement

INTERLOCK COORDINATOR shall

- Divide coaches and setting up player evaluations for team composition
- Divide field usage for WWISL teams in conjunction with Board
- Single Point of contact between (WWISL) Interlock Soccer League and West Hamilton Youth Soccer Club Board



- Attend all WWISL meetings. In the event member cannot attend, Interlock Convener will assume responsibility
- Work with Interlock Convener to implement changes, address any concerns.

YOUTH SOCCER COORDINATOR shall

- Divide coaches
- set up player evaluations for team composition
- Divide field usage for Youth (non-Interlock) teams in conjunction with Board
- Be a direct liaison between the executive and all conveners
- Be responsible to coordinating conveners and coaches during regular season and all special events
- Be responsible for running annual conveners (Youth/non-Interlock) orientation meetings.

SELECT SOCCER COORDINATOR

- shall procure and assign coaches
- setting up player evaluations for team composition
- Divide field usage for Select teams in conjunction with Board
- Be a direct liaison between the executive and all select coaches
- Be responsible to coordinating coaches during regular season and all special events.
- Be responsible for running annual conveners (Youth/non-Interlock) orientation meetings.
- Making arrangements for all tournament play
- Ensure player compliance to house league priority policy

CONVENERS shall

- be accountable to the appropriate coordinator
- assist in procuring coaches
- ensure all coach registrations are submitted to the executive for coach registration
- ensure training as appropriate, provide schedules, liaise with Technical Director, assess player's skills/levels with coaches
- ensure practice and game coach's coverage
- communicate by-laws, enforce by-laws, etc as required
- keep Equipment and Field Coordinators informed
- resolve on field disputes or liaise with executive to resolve disputes

INTERLOCK CONVENER shall

- in addition to standard convener duties; maintain stats for one WWISL division and assist Interlock Coordinator.

MARKETING COORDINATOR shall

- arrange for all marketing promotion of events through school boards, local media and other outlets in a timely fashion
- Work with sponsorship coordinator to further business awareness of the club.
- Submit annual budget to executive for approval



EQUIPMENT COORDINATOR shall

- perform equipment inventory and condition audit
- assure equipment condition and access
- order new equipment as required and as authorized
- Budget approved by executive, recommend acquisitions
- perform periodic checks including ball pressure, provide whistles, arrange for winter storage facilities and equipment transfer
- with assistance of appropriate Coordinators, issue and sign out equipment for each age group with Interlock being treated as a group;

SPONSORSHIP COORDINATOR shall

- recruit community team sponsors as required by budget
- keep sponsors informed
- Deliver team picture and sponsor sweaters, ensure correct logos.
- Invite sponsors to special events including appreciation events

UNIFORMS COORDINATOR shall

- select vendor
- select colors and sizes
- ensure correct logo and name
- procure and deliver to conveners in May
- Responsible for selecting shirt vendor for coaches T-Shirts.

FIELDS COORDINATOR shall

- arrange field permits for regular season and all special event field requirements
- layout field lines in May
- contact city Rep for field maintenance
- arrange schedule for volunteer assistance in setting up net, positions in fields

PHOTOS COORDINATOR shall

- review price by photographer
- procure photographer for May team and individual photos
- procure and distribute photos to conveners and sponsors

TROPHIES COORDINATOR shall

- procure supplier
- work with vendor to ensure appropriate trophies are available for all special events.



FOOD COORDINATOR shall

- liaise with Registrar for player numbers
- establish budget for tournament purposes
- order food within budget
- procure helpers
- ensure arrangement for events
- Oversee the event(s), provide receipts to Treasurer, and procure advances from Treasurer as required
- Responsible for all arrangements of coach's dinner.