

NBAYSA BOARD MEMBER RESPONSIBILITIES

PRESIDENT

- A. Oversees proper organization of the soccer board.
- B. Conducts board meetings in order to maintain good communication between Micro and traveling programs.
- C. Attend MYSA meetings to represent club and file proper paperwork for membership.
- D. Coordinate financial transactions with treasurer, approve all expenses over \$100.00 and sign checks with amounts \$500.00 and above.
- E. Disperse mail to other board members as needed.
- F. Check for incoming mail at our P.O. box

VICE PRESIDENT

- A. Assist President with their duties.
- B. Assume presidents role in their absence.
- C. Public relations representative for the club.

SECRETARY

- A. Record minutes of board meetings.
- B. Keep and create records for all club functions.
- C. Approve expenses in the absence of President and Vice President.
- D. Type notes, forms, letters, etc.

TREASURER

- A. Maintain the checkbook and financial responsibilities for the club.
- B. Communicate budget information to the club
- C. Pay MYSA fees.
- D. Work closely with the president.
- E. Make all scheduled payments, keep records of all incoming revenue, outgoing bills and reimbursements.

DISTRICT REP FOR TRAVELING PROGRAM

- A. Attend MYSA league meetings throughout the year to represent North Branch Traveling soccer.
- B. Communicate rule and policy changes to the soccer board.
- C. Work with the league to define teams within our district.

WEB COORDINATOR

- A. Maintains web site by making any changes the board needs relative to the association.
- B. Receives and distributes mail sent in via the website.

REGISTRAR

- A. Attend MYSA league meeting to represent North Branch Traveling Soccer and to be trained on how to use the league software program.
- B. Register soccer teams and players for the traveling program by the deadlines established by the league.
- C. Pick up player / coach passes for the traveling program at assigned league location.
- D. Organize and distribute player / coach passes.
- E. Work with all coaches, assistant coaches and board members to make sure MYSA risk policies are followed and mandatory paperwork gets completed.
- F. Make sure all teams have correct amount of players according to MYSA rules.
- G. Orders uniforms for traveling teams.

RISK MANAGER

- A. Protects and provides a safe and healthful environment for players playing in North Branch & MYSA.
- B. Makes sure coaches and players are informed on safety rules, regulations and guidelines of inappropriate behavior.
- C. Deals with complaints.
- D. Develops & distributes health forms for players to fill out and makes sure coaches maintain them.
- E. Makes sure coaches, assistants and board members fill out appropriate notarized paperwork required by MYSA to do background checks and sends them in to MYSA.
- F. Orders medals for Traveling teams.

EQUIPMENT COORDINATOR

- A. Inventory soccer equipment and report shortages to soccer board.
- B. Handout and retrieve all equipment.
- C. Stock first aid boxes for each team.
- D. Organize storage facility.
- E. Put on the soccer nets at the beginning of the season.
- F. Buy paint for marking the fields.

FIELD COORDINATOR

- A. Paint field lines approx every 3 weeks during the season.
- B. Cut the lines on the field.
- C. Work with the Community Ed. to report problems with the fields.
- D. Schedule field times with each coach for practices and games.
- E. Communicate and schedule with Community Education.
- F. Meet with the Referee Coordinator to schedule games.
- G. Communicate with coaches on field changes.

TRAVELING COORDINATOR

- A. Organize and coordinate Traveling soccer program.
- B. Relay equipment needs to Equipment Coordinator for traveling teams.
- C. Work with Registrar to develop teams.
- D. Works closely with Traveling Coaching Director.

MICRO COORDINATOR

- A. Helps develop good coaching techniques.
- B. Find coaches and assistants for teams.
- C. Follow up on coaches to maintain positive reinforcement of sportsmanship.
- D. Support coaches by answering their questions.
- E. Make sure kids are having fun and learning the game.
- F. Provide training to coaches.
- G. Work closely with Micro soccer coordinator.
- E. Conduct Coaches meeting to relay coaching expectations, gather any documents that need to be signed by the coaches and give out any necessary meeting dates or information that pertains to coaches.
- F. Organize and coordinate Micro soccer program.
- G. Order shirts & medals for Micro program.
- H. Maintain equipment for program.
- I. Work closely with Community Ed. and Micro Coaching Director.

COACHING DIRECTOR – TRAVELING SOCCER

- A. Help develop good coaching techniques.
- B. Find coaches and assistant coaches for teams.
- C. Follow up on coaches to maintain positive reinforcement of sportsmanship.
- D. Attend District meetings and stay up on changes to MYSA policies.
- E. Explain expectations of MYSA and basic guidelines.
- F. Support coaches by answering their questions.
- G. Make sure kids are having fun and learning the game.
- H. Provide training to coaches.
- I. Set up clinics and coordinate them.
- J. Work closely with Traveling soccer coordinator.
- K. Conduct Coaches meeting to relay coaching expectations, gather any documents that need to be signed by the coaches and give out any necessary meeting dates or information that pertains to coaches.

REFEREE COORDINATOR – (position needs to be an active Referee)

- A. Attend MYSA league meeting to be trained on how to effectively schedule referees for the traveling soccer season home games.
- B. Maintain a list of certified referees in the area.
- C. Communicate closely with the traveling coaches to help evaluate referee performance.

FUNDRAISING / VOLUNTEER COORDINATOR

- A. Work with Traveling and Micro programs to coordinate