

BEEKMAN YOUTH SOCCER CLUB, INC.

Role Descriptions

Elected Officers

1. **President** -The President is an Officer and an elected Board position. The President will:
 1. Serve as the Chief Executive Officer of the BYSC
 2. Conduct the affairs of the BYSC and execute the policies established by the Board of Directors as set forth in these by-laws and by any decisions voted on at regular meetings.
 3. Conduct regular monthly meetings and take minutes if the secretary is absent.
 4. Present a report of the condition of the BYSC at the annual meeting.
 5. Represent BYSC at external meetings as deemed necessary.
 6. Communicate to the Board of Directors, such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the BYSC. The President shall have the power to delegate some or all of the duties to other officers.
 7. Be responsible for the conduct of the BYSC in strict conformity to the policies principles, Rules and Regulations of the United States Soccer Federation, EHYSL and the BYSC
 8. Investigate complaints, irregularities and conditions detrimental to the BYSC.
 9. The President is responsible to provide a meeting place for Club activities
 10. The President is responsible for arranging, with the appropriate representatives of the Town of Beekman, for the use of sufficient and adequate soccer fields for use in all Club activities.
 11. Keep the League Directors notified of Soccer Events and Tournaments as information becomes available
 12. Represent BYSC at ENYYSA and EHYSL meetings, activities, functions and seminars where representation is required. This duty may be delegated to other members
2. **Vice President** - The Vice President is an Officer and elected Board position. The Vice President will:
 1. In case of the absence or disability of the President, and provided he is authorized by the President or Board to so act, perform the duties of the President, and when so acting, shall have all the Powers of that office.
 2. Fill a temporary Officer vacancy, but shall only hold one vote. The Vice President shall be expected to fill the first vacant

- position until such time as a duly elected replacement is in place.
3. Shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.
3. **Secretary** - The Secretary is an Officer and elected Board position. The Secretary will:
1. Be responsible for recording the activities of the BYSC and maintaining appropriate files, mailing lists and necessary records
 2. Maintain the role of attendance at every meeting to qualify voting members.
 3. Give notice of all meetings to the Regular Members.
 4. Keep the minutes of the regular club meetings and record them in a book or file kept for that purpose. Prepare copies of said minutes to be distributed at the next regular Club meeting.
 5. Prepare and handle all mailings (including email)
4. **Treasurer** - The Treasurer is an Officer and an elected Board position. The Treasurer will:
1. Receive all monies and securities and deposit same in a depository approved by the Board of Directors.
 2. Keep records for the receipt and disbursement of all monies and securities of the BYSC and approve all payments from allotted funds and draw checks therefore.
 3. Be the liaison between the BYSC and the accountant hired for the purposes of financial reporting and oversight
 4. Keep one bank account for the general fund and keep a separate single bank account for the travel program. The Treasurer will keep individual books for each Travel team.
 5. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof. Said budget to be presented at the first regular meeting in February.
 6. Provide payments to referees who have officiated at BYSC games
 7. Send monthly statements to all members with outstanding balances until such balances are paid or are deemed uncollectible.
5. **Registrar** - The Registrar is an Officer and an elected Board position. The Registrar will:
1. Maintain a list of all Members (including registered player members and regular members)
 2. Examine the application and supporting proof-of-age document of every new player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
 3. Administer the on-line registration application.

4. Provide registration reports to East Hudson Youth Soccer League as required.
 5. Ensure that each player and each Coach and Assistant Coach participating in the Travel and LDT programs has been provided with a picture ID from EHYSL.
 6. Act as the liaison between EHYSL and BYSC for player registration and authorization
6. **Travel Program Director** - The Travel Program Director is an Officer and an elected Board position. The Travel Program Director will:
1. Administer the BYSC Travel Soccer Program and activities and will act as the liaison between the travel coaches and the BYSC Board of Directors by providing and communicating information to Travel Coaches
 2. Coordinate and form new travel teams as required.
 3. Provide coaches and other directors with game schedules and rule modifications (if applicable).
 4. Setup meetings and clinics for travel coach/player education and training with the coaches and other directors.
 5. Give direction and guidance to Referee coordinator
 6. Ensure that weekly home game scores are transmitted to EHYSL in a timely manner
 7. Along with members of the BYSC Board and others, participates in the periodic review and updating of the Coaches Manual

Appointed Officers

1. **Training Director** -The Training Director is an appointed Board position. The Training Director will:
 1. Arrange for coaches/players training, continuing education programs and skills improvement clinics.
 2. Prepare/maintain selection criteria (licenses, affiliation etc.) for adding new trainers to the approved list should a team decide to pursue a trainer who is not on the approved list of trainers.
 3. Administer the Club intramural soccer program and activities
 4. Prepare/maintain a list of BYSC approved trainers to be engaged by interested BYSC team.
 5. Serve as the BYSC focal point for all training providers – research and select new providers, interface with the providers, evaluate their program/offering in light of BYSC needs, make recommendations to BYSC Board of Directors
 6. Provide guidance/consultation to the BYSC board to help a struggling team.
 7. Arrange for periodic training and continuing education programs for BYSC Coaches in the In-house, Limited Distance Travel and Travel programs
 8. Provide and communicate training information to all program directors

9. Along with members of the BYSC Board and others, participates in the periodic review and updating of the Coaches Manual
2. **Age Group Director** -The Age Group Director is an appointed position. The Age Group Director will:
1. Be responsible for administering their respective Age Group program
 2. Recruit coaches for each team
 3. Create game and tournament schedules
 4. Collectively, administer the Club intramural soccer program and activities
 5. Be responsible for disbursement of pertinent information to coaches
 6. Assist the Registrar in obtaining and keeping accurate registration records of all player members
 7. In coordination with the Training Coordinator, establish coach / player training clinics
 8. Assist the intramural referee coordinator by providing information on schedules, tournaments, field allocation and cancellations.
 9. Along with members of the BYSC Board and others, participates in the periodic review and updating of the Coaches Manual
3. **Equipment Manager** - The Equipment Manager is an appointed position. The Equipment Manager will:
1. Maintain the BYSC equipment and property in good working order and arrange for safe storage of said equipment during off season times.
 2. Prior to the start of each fall/spring season, will obtain a list of all new equipment needed from each Program Director; Travel, Limited Distance Travel and In-house. For the Spring Season, this will be presented to the Board by January 15th and by June 15th for the fall season.
 3. Prepare a summary list of needed equipment, research reasonable and appropriate costs, and prepare an estimate of costs to be presented to the Board for approval. Upon receipt of said equipment, will disburse accordingly.
 4. Will receive requests for additional equipment during the season as required. Will seek purchase approval for such equipment by collecting information on the specifics of the equipment requested including, need, scope of use, estimated usable lifetime and anticipated cost. The Equipment Director will as above.
 5. At the end of each fall / spring season, The Equipment Director will collect all equipment and store it until the next season. Said storage place will be provided by the BYSC or by a volunteer, as determined by the BYSC Board.

6. Conduct an annual inventory of equipment and its current location
4. **Field Manager** - The Field Manager is an appointed position. The Field Manager will:
 1. Serve as the liaison between BYSC and the Town of Beekman Grounds Department.
 2. Work with the Town of Beekman to assure that BYSC fields are appropriately maintained
 3. Work with all Program Directors to schedule the fair and equitable use of all available fields.
 4. Be responsible for the periodic lining of BYSC fields. This will include arranging for volunteers to assist with this task
 5. Along with the designated official of the Town of Beekman Highway and Grounds crew, will determine when BYSC field should be closed due to poor condition. The Field Manager will communicate this closure information to the appropriate Board representative as well as to the BYSC individuals responsible for notification of members, usually the Secretary and the Registrar.
5. **Uniform Manager** - The Uniform Manager is an appointed position. The Uniform Manager will:
 1. Be responsible to provide uniforms of appropriate cost, quality, color and style for all BYSC Player members, Coaches and Assistant Coaches.
 2. When requested by the BYSC Board, will research appropriate uniforms for all BYSC programs, and will provide detailed information to the BYSC.
 3. Once a uniform kit has been approved, the Uniform Manager work with the Registrar to determine the quantity and sizes of uniforms to be ordered in order to ensure a sufficient quantity of uniforms for all players
 4. Will organize newly acquired uniforms for distribution to the Program Directors
6. **Awards Manager** - The Awards Manager is an appointed position. The Awards Manager will:
 1. Research appropriate trophies and awards for BYSC needs including tournaments and special events
 2. Orders, receives and prepares all trophies and awards, either alone or with volunteers and distributes them to the appropriate Program directors
7. **Referee Coordinator** - The Referee Coordinator is an appointed position. The Referee Coordinator will:
 1. Administer the program of referees provided for BYSC In-house Program games and Limited Distance Travel Program home games.
 2. Maintain an up to date list of all referees currently certified to work BYSC games.

3. Schedule referees for In-house and Limited Distance Travel games that are played on BYSC fields.
4. Provide communication and information exchange between the BYSC, League Directors and Referees.
5. Maintain a list of all referees who officiate each game. At the end of the fall season, this list will be reviewed to determine if any official has received sufficient remuneration to require BYSC to issue a form 1099. This list will be provided to the BYSC Treasurer to be included in the annual financial records of the BYSC for that year.
6. BYSC BOD will assess effectiveness of our referee program at the end of each season through feedback from the three Program Directors – LDT, Inhouse, and Travel. Coaches and age group coordinators are encouraged to provide their feedback to their appropriate directors. This feedback will be shared with our referee coordinator to improve the effectiveness of our program.
8. **Web Administrator** - The Web Administrator is an appointed position. The Web Administrator will:
 1. Responsible for the operation and maintenance of the BYSC Internet presence.
 2. Edit and modify BYSC web pages as directed by the Board of Directors to promote club communication and information
 3. Administer BYSC email accounts and access.
9. **Beekman Cup Director** -Beekman Cup Director is an appointed position. The Beekman Cup Director will:
 1. Responsible for organizing and coordinating all aspects of Beekman Cup which is held annually on Columbus Day weekend

Edited and reviewed June 2010