

Leicester Soccer Club  
Leadership Roles & Responsibilities



**President**

- When present, preside over all meetings of the Board of Directors and Members
- Supports board members
- Carries out the business of the corporation subject to the direction set by the Board of Directors
- Signs and executes any deeds, contracts, etc.
- Principal contact with MAYS and Mass Youth Soccer
- Interfaces with parents/public
- Provides leadership to the Club and Board
- Supervises work of the Board
- Ensures orders and resolutions of the board and its policies are carried out

**Time requirement:** Significant time commitment. Several hours every week. Typically more in between seasons

**Vice President**

- Acts as president if president is unavailable or departs the role unexpectedly
- Manages CORI check process for all volunteers
- Other projects as requested

**Time requirement:** Several hours a week for the month before the season starts

**Secretary**

- Takes notes and publishes minutes of each meeting
- Responsible for keeping and organizing the club's information
- Should be familiar with collaborative file sharing technologies (i.e. Google Drive)
- Coordinate board meetings and other official meetings of the Club
- Provide agendas for Board Meetings (in consultation with President)

- Manages the scholarship process (unless a relative or friend is involved) and abstains from voting to maintain impartiality.

**Time requirement:** Typically 1-2 hours a month outside of meetings

**Treasurer:**

- Responsible for the maintenance of the Club's checking and other financial accounts
- Maintains custody of all funds, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements as authorized by Board.
- Tracks expenses against budget (monthly) and reports at each Board meeting
- Presents a financial statement at the end of Club's fiscal year and presents this at the annual Meeting
- Files taxes and other paperwork required to maintain the non-profit status of the club
- Should have adequate spreadsheet skills

**Time requirement:** Greater during the season when paying referees. On the order of a couple hours a month.

**Director of Development:**

- Arranges programs for training players, coaches and referees
- Keeps club apprised of changes to game rules, regulations
- Researches and makes available training materials for players and coaches
- Organize annual training for new coaches
- Coordinates and manages player evaluation process, as needed
- Provides leadership, direction and vision for coaches
- Helps coaches who request guidance or support

**Time requirement:** Depends on how many training programs are being arranged. Typically an hour or so a week when planning sessions. Several hours for the week or two prior to a training session.

**Equipment Coordinator**

- Responsible for ordering and managing uniforms for players
- Coordinates ordering and distribution of team equipment, including balls, pinnies, cones and goalie equipment(?)
- Work with field coordinator to procure all needed field equipment, including goals, flags, anchors, etc.
- Records uniform numbers assigned to players in team management software

**Time requirement:** 2-4 hours a week for a few weeks prior through a few weeks after the start of the season. Most of your time will be spent organizing and distributing equipment.

**Field Coordinator**

- Get permission from school/parks and rec to use fields
- Developing and maintaining a working relationship with the town of Leicester and the school district (and possibly Becker College)

- Coordinates porta potty delivery and pick up
- Responsible for goal safety...
  - Makes sure each facility has anchored goals or weighted goals
  - At the end of the season, positions the goals so that they face each other and are locked together.
  - Ensures goals are in good shape
- Responsible for lining fields
- Responsible for organizing work parties
- Responsible for making the call to close fields
- Responsible for fixing field issues
- Responsible for maintaining storage areas at each location
- Ensures the following supplies at each location are in place for the season and removed at end of season (or is this equipment manager)
  - Corner flags
  - Paint machine
  - Paint
  - First aid kit
  - Pugg nets
  - Game pinnies

**Time Requirement:** 2-4 hours per week when obtaining permits and preparing fields for play during the season. Also depending on how much help coaches provide with field lining.

### **U6/U8 Registrar**

- Responsible for getting U6/U8 players registered
- Works with Director of Development and Board to identify coaches for fall and spring/summer season
- Works with coaches and Director of Development to identify proper fit for players on teams
- Registers players and volunteers with Mass Youth Soccer
- Maintains birth certificate inventory
- Establishes schedule for practice/games for U6 and U8 players for the spring and fall seasons
- Recruits and manages referees for U6 and U8 games
- Attends all (or most) U6/U8 Saturday morning games

**Time requirement:** 4-6 hours per season, mostly during registration time, a few hours a week during the season at U6/U8 games and assigning referees.

### **Travel Teams Registrar**

- Responsible for getting travel players registered
- Works with Director of Development and Board to identify coaches for fall and spring/summer season

- Works with coaches and Director of Development to identify proper fit for players on teams
- With Board and coaches, help determine appropriate placement of teams to ensure competitiveness with other MAYS teams
- Registers teams with MAYS
- Registers players and volunteers with MYS
- Maintains birth certificate inventory (?)

**Time requirement:** 4-6 hours per season, mostly during registration time, and 1-2 hours a month taking care of miscellaneous or late registrations.

### **Director of Communications**

- Responsible for disseminating information to coaches and members
- Maintains the team management application (Sports Manager)
- Maintains and publishes new information through the appropriate channels
- Responsible for the website, Facebook account
- Develop and publish the newsletter on a quarterly basis
- Maintains mailing lists
- Should be familiar with web publishing and website development

**Time Requirement:** 2-3 hours per month

***Completed and adopted by the Board of Director in July of 2020.***