

# **Findlay Soccer Club Operating Committee**

## **Roles and Responsibilities**



### **Vice President Competitive**

The Vice President – Competitive Soccer shall:

- A. Represent competitive soccer at H.S.A. and all competitive league meetings
- B. Appoint and run an operations committee which shall:
  - 1. Consists of Boys Group Director and Girls Group Director and a Tournament Review Committee (has only recommending power to competitive coaches)
  - 2. Assists Facilities Director in maintaining equipment and fields.
  - 3. Assists the Secretary in maintaining records.
  - 4. Assist the Coaching Director in the selection and recruiting of coaches.
  - 5. Help establish fee(s) for participation in H.S.A.
  - 6. Assist the competitive coaches in running a yearly open competitive tryout in all age groups.
  - 7. Maintains the integrity of the Competitive programs.
  - 8. Recommends a list of competitive coaches for the Board of Directors to appoint
  - 9. Insures that every competitive coach has filed a KidSafe form with OYSAN.
  - 10. Presides over the Competitive Division meetings.
  - 11. Manage the collection of fees to H.S.A.
- C. Voting member of FSC Board of Directors
- D. Provide agenda for monthly Board Meetings

### **Competitive Director, Boys and Girls (2 separate positions)**

The Competitive Boys Director shall be elected and shall:

- A. Voting member of FSC Board of Directors
- B. Hold meetings with the Boys Competitive Coaches and represent them in all H.S.A. matters
- C. Fill in the for the Vice President Competitive if requested at all meetings whether H.S.A. or competitive league meetings
- D. To protect the integrity of the programs of the board

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E. To be the overseer of the sportsmanship program

### **Administrator, Boys and Girls (2 separate positions)**

- A. Voting member of FSC Board of Directors
- B. Organize and attend Open tryouts held in June each year
- C. Attend all FSC board meetings
- D. Notify parents/players of Parent Meetings (meet after July 1st)
- E. Attend Parent Meetings and handle paperwork and paperwork issues
  - Prepare agenda & provide budget
  - Secure Player Registration Form, Waiver of Liability form, copy of birth certificate, photo for player cards, and obtain uniform size (VP-Competitive retains Player Reg. Form)
  - Make sure those who need it are aware of financial aid
  - Collect player fees (checks payable to FSC) & deposit into FSC Administrator checking account
  - Contact parents who have not paid fees, etc.
- F. Advise Team Managers to get dates to block out for match/tournament play from parents at start of each season
- G. Register teams on-line with appropriate league (NWOYSL or other) (mid-Feb & mid-July)
- H. Forward Player Registration Form, Birth Certificate, Team Calendar along with fees to league (NWOYSL or other)
- I. Prepare player passes and maintain team rosters - medical release forms maintained by coach
- J. Attend Mandatory Coaches' Meeting along with Team Manager (Aug. & March)
- K. Distribute funds to Team Managers for referees
- L. Order new uniforms, when necessary - ship to Team Manager for distribution
- M. Ensure that all coaches & managers have registered with KidSafe (OYSAN)
- N. Provide "Map Packets" to Team Managers for distribution
- O. Attend League Scheduling Meeting
- P. Tournaments - Register each team on-line

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- Work with FSC Treasurer to pay tournament fees out of FSC Administrator account
  - Obtain Travel Permits for tournaments outside Ohio North (\$15.00/team/tournament paid out of FSC Admin account)
  - Send hotel/booking information email to Team Managers
  - Send correspondence from tournament directors to team managers - schedules, maps, t-shirt order forms, etc.
- Q. Other - Be the "Point Person" for Team Managers & parents on administrative issues
- R. Take Board Meeting minutes and distribute

### **FSC Treasurer**

- A. Voting member of FSC Board of Directors
- B. Oversee W-2 completion in cooperation with Hancock Soccer Association (H.S.A.) Treasurer. The H.S.A. Treasurer will actually complete all the tax forms for the W-2s.
- C. Oversee the collection of W-9s from coaches. Provide new coach and updated W-9 forms as needed to H.S.A. Treasurer.
- D. Pay coaches' fees directly to coaches out of FSC Administration accounts per the dates specified in the FSC Coaches Contract
- E. Provide annual reconciliation of Findlay Soccer Club Administration accounts to H.S.A. Treasurer by December 1<sup>st</sup> of each calendar year
- F. Pay invoices, as appropriate and maintain receipts
- G. Pay HSA fees due date or pay fine associated with it
- H. Present monthly financial report at FSC Board Meetings

### **Director of Coaching, Youth Boys and Youth Girls**

- A. Voting member of FSC Board of Directors
- B. Candidates are elected bi-annually in November by the Findlay Soccer Club (FSC) Board. Youth Boys elected in even years and Youth Girls on odd years
- C. Voting member of FSC board and non-voting member of Hancock Soccer Association (HSA)

# **Findlay Soccer Club Operating Committee**

## **Roles and Responsibilities**



- D. Attend all FSC meetings
- E. Attend training session for each team in assigned gender/age groups, per season to help evaluate players
- F. Recommend coaches and their pay to FSC Board
- G. Recommend tournaments for appropriate age groups and teams.
- H. Attend appropriate tryouts and evaluate players
- I. Provide FSC Board with player placement recommendations
- J. Provide info to coaches on upcoming licensing opportunities
- K. Provide information on available on camps, ODP, Speed Training sessions and other opportunities to coaches for player development
- L. Oversee the annual player evaluation process in conjunction with the team coach
- M. Design and maintain player development curriculum

### **Director of Coaching Education**

- A. Voting member of FSC Board of Directors
- B. Provide ongoing Coaching Education, through 3-4 clinics per year. The clinics would in part be theory based (i.e. in a classroom), but more so on the soccer field.
- C. Provide specialized coaching clinics to players within the Findlay Soccer Club. For example, a goalkeeping/finishing clinic.
- D. Provide feedback and/or knowledge to Findlay Soccer Club as required.
- E. Coach a Spring team and/or Premier Team for Findlay Soccer Club each year.
- F. Attend all FSC board meetings
- G. Candidates are elected bi-annually in November by the Findlay Soccer Club (FSC) Board (even years).
- H. Present on a coaching related soccer topic at FSC monthly coaches meetings.
- I. Attend training sessions to evaluate coaches.
- J. Help coaches plan and implement practice sessions, as requested by coaches.

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- K. Complete written evaluation of coaches, annually or as deemed necessary, in assigned gender/age groups.
- L. Provide coaches with training session resources (i.e. Success In Soccer, etc)
- M. Attend appropriate tryouts and evaluate players.

### **Director of Coaching, Juniors**

- A. Voting member of FSC Board of Directors
- B. Candidate is elected bi-annually in November by the Findlay Soccer Club (FSC) Board (odd years).
- C. Attend all FSC meetings.
- D. Attend training session for each team in assigned gender/age groups, per season to help evaluate players.
- E. Recommend coaches and their pay to FSC Board.
- F. Select tournaments for appropriate age groups.
- G. Attend appropriate tryouts and evaluate players.
- H. Provide FSC Board with player placement recommendations.
- I. Coach a Spring team and/or Premier Team for Findlay Soccer Club each year.