

ALMADEN VALLEY YOUTH SOCCER LEAGUE

2011 AVYSL Proposed Board of Directors

President
Vice-President
Secretary
Treasurer
Past President
Director of Training
Competitive Program Director
Fields Liaison Director
Field Site Director
Referee Director
Coach Compliance Director
Tournament & Events Director
Volunteer Coordinator Director
Field Equipment Director
Team Equipment Director
Public Relations & Marketing Director
Fall Recreational Director
Fall Recreation Director Assistant
Recreational Supplement Director
Spring Recreational Director

2011 AVYSL Paid Positions

Operations Administrator/ League Registrar – (salary) - TBD
Director of Coaching: (salary) - TBD
Referee Assignor: (paid per game scheduled) - TBD
Fund Raising/ Sponsorship Coordinator- (paid with retainer and % of money raised) - TBD
Registrar: - (paid hourly / per player per task) – TBD
Registration/Director Support- (paid hourly /or by completion of task per player) - TBD

Old → New Board Positions Layout

This does not represent specific tasks. See Board position descriptions below for details on specific tasks. This is the requested layout showing the transition from the current Board positions to proposed Board positions.

1. President	→	1. President
2. Vice President	→	2. Vice President
3. Secretary	→	3. Secretary
4. Treasurer	→	4. Treasurer
5. Past President	→	5. Past President
6. Communication Director (Clarisse)	→	6. Public Relations/Marketing ...Operation Director (paid position)
7. Sponsorship/Events (Lorena)	→	...Public Relations/Marketing ...Tournament & Events Director ...Fund Raising/Sponsorship Coordinator (paid position)
No Current Role	→	...Public Relations/Marketing
8. Tournament Director (Lela)	→	7. Tournament & Events Director
9. Field Director (Art/Scott)	→	8. Fields Liaison Director
	→	9. Field Site Director
10. PCA Director (Dave Es)	→	10. Coach Compliance Director
11. Referee Director(comp/select)(Mark)	→	11. Referee Director
12. Referee Director (Rec) (Tom)	→	...Referee Assignor (paid)
13. Equipment Director (Steve)	→	12. Field Equipment Director
	→	13. Team Equipment Director
14. Director of Training (Dave Eb)	→	14. Director of Training
15. Class 3 Director (Andrew)	→	15. Competitive Program Director
16. Class 1 Director (Norbert)	→	...Competitive Program Director
17. Volunteer Coordinator (Debra)	→	16. Volunteer Director
18. Fall Rec Director (Denise)	→	17. Fall Recreational Director
19. Fall Rec Director (Tamara)	→	18. Fall Recreational Director Assistant
(currently Neil, Denise, Kelly, & Debra)	→	19. Recreational Supplemental Program Director
20. Spring Rec Director (Dave Eb)	→	20. Spring Recreational Director

Proposed BYLAWS Section 4. Duties of the officers of this Organization are as follows:

President:

- Shall be thoroughly familiar with the Constitution, Bylaws, Rules and Regulations of this Organization and its affiliates.
- Shall prepare the agenda and preside over all meetings of the Organization using Robert's Rules of Order.
- Shall comply with the duties of this office as established in the Constitution and Bylaws of this Organization and its affiliates.
- Shall ensure completion of duties by other Board Members, act to eliminate and prevent conflict of interest situations, and represent the league at the District level.

Vice President:

- Shall likewise preside over Board and general meetings in the President's absence.
- Shall assist the President with the business of the Organization when called upon to do so.
- Shall be responsible for the effective operations of standing committees and follow up between meetings on open agenda action items when necessary.
- Conduct and report written reviews of all League paid positions.

Secretary:

- Shall be responsible for preparing accurate records/ minutes of all meetings.
- Shall maintain an updated version of the League's Constitution, Bylaws, and Rules and Regulations.
- Shall secure meeting locations for Board Meetings and be responsible for distributing agenda and notification of meeting.
- Shall secure locations for all League sponsored meetings (i.e. coaches & parent meetings)
- Shall maintain and keep up to date all League contact information documents and the Board e-mail list.
- Shall be responsible for collecting mail from the PO Box weekly.

Treasurer:

- Shall maintain and record all financial transactions of the League.
- Shall ensure all bank accounts utilized by the Organization are reconciled and submit a written report summarizing the activity of the accounts to the Board at each Board meeting.
- In the event of a planned absence from a meeting, the report is to be submitted to the President no later than the morning of the Board meeting.
- All payments to third parties in excess of \$1,000.00 drawn on any League account shall require the signature/approval of at least two (2) officers.
- Shall prepare books and oversee preparation of tax returns by May 15, following year end.
- Responsible for collecting hours and calling in payroll for all paid positions, in a timely manner. Responsible for assuring all payroll taxes and appropriate reports are filed timely.
- Interface with taxing authorities and insurance agencies as needed.
- Assure mail is picked up, and invoices are sent to the appropriate board representative for approval before being paid, to assure bills are paid in a timely manner.
- Work with the board members to prepare an annual budget of projected revenues and expenses. (This assumes the cooperation of the board members).

Past President:

- Shall be responsible for assisting the President with the running of the Organization, especially at the beginning of his/her term of office.
- Shall act as Parliamentarian at attended meetings of the League.
- Shall act as a historian to help new Boards understand past decisions.

Fields Liaison Director:

- Shall be responsible for securing all permits for playing fields.
- Shall represent our organization to all parties that give permits to our organization.
- Shall maintain and communicate available fields/dates/times and restrictions to appropriate Directors.
- Shall coordinate field distribution & negotiation amongst programs.
- Shall manage general field availability and communication for league.
- Shall communicate with Field Equipment Director on issues related to shared equipment.
- Shall create and manage plans for solving field related issue that endanger League's field permits.

Field Site Director:

- Shall be responsible for communicating with applicable directors in order to maintain a master schedule for all fields in use by league (including all practices, scrimmages, and games).
- Shall communicate schedule to Referee Assignor where a referee assignment is applicable.
- Shall coordinate with appropriate AVYSL personnel to ensure that required fields are ready for use including the facilitation of proper size, field mowing, initial lining, and appropriate goal placement.
- Responsible for assessing field conditions during inclement weather and providing a means of communicating game status to the general membership
- Update all field maps with proper field orientation and marking details such as proper goal storage location, field box, parking restrictions, port-a-potty location.
- Shall facilitate the billing and collection of turf rental fees.
- Facilitate the solution for pest or quality of turf issues

Coach Compliance Director:

- Verifies proper licensing for all registered coaches.
- Schedules state licensing courses/ coach training seminars as necessary.
- Creates and administers evaluation surveys for all paid coaches, and volunteer team leaders.
- Shall track and communicate all volunteer coaches being in compliance with League requirements (i.e. fingerprint, 1628 procedure).
- Shall chair grievance committee.
- Shall follow up on coach ejections/red card issues.
- Shall facilitate the appropriate communication on complaints related to parent conduct.

Volunteer Director:

- Shall facilitate the scheduling, reminding, and tracking of all League hourly volunteers.
- Shall track and communicate with families and League Operations Administrator (Registrar) of a family's completion of hourly volunteer requirement.
- Shall oversee all appointed positions that manage hourly volunteers.
- Shall maintain i-volunteer tool, and coordinate with Directors to list hourly volunteer needs in i-volunteer.
- Shall seek to fill necessary volunteer roles

Referee Director:

- Responsible for arranging clinics, meetings, and other training, so that licensing requirements are met, and responsible for informing referees of all rules and regulations of this Organization and its affiliates.
- Shall communicate with the Directors and coordinate with referee assignor to address complaints and issues related to the referees.
- Shall be the communication link between the membership, outside affiliates, and the Board of Directors.

Field Equipment Director:

- Shall be responsible for ordering, maintaining and storing corner flags, goal posts, nets, goal anchors, field marking equipment, and other field related equipment provided by the League.
- Shall be responsible for proper upkeep of contents of all on-site storage lockers, including but not limited to restocking new and recycling spent cans of lining paint.
- Shall be responsible for maintaining effective chains and locks at all sites, including the changing of combinations seasonally where necessary.
- Shall be reachable when site equipment information is needed or
- Shall be responsible for delivering and restocking of all Field Marshal equipment and forms.
- Shall be responsible for adequately stocking and restocking first aid supplies in the lock boxes at each site during seasons field is in use by our League.
- Shall facilitate the League restroom and garbage plans for each site.
- Shall create and maintain field equipment spreadsheet, and distribute to program directors when necessary.
- Shall facilitate field relining process.

Team Equipment Director:

- Shall be responsible for ordering all uniforms, coaching polos, and all team equipment provided by the League, under the direction of the appropriate program Directors.
- Shall be responsible for maintaining and storing all uniforms, soccer balls, cones, pennies, coaching polos, and other team equipment provided by the League, under the direction of the appropriate program Directors.
- Shall be responsible for implementing a plan for collecting uniform sizes for our competitive program.
- Shall create, distribute, and collect all team bags for the Spring and Fall Rec recreational programs.
- Shall aid the competitive Director in ordering and distributing team equipment to our competitive program.
- Shall check in once during the middle of each season to resolve team equipment issues.

Tournament & Events Director:

- Shall coordinate all special events, including AVYSL tournaments, photoday (Spring and Fall), Shall represent the league within the District regarding tournaments.
- Shall be responsible for organizing and running any invitational tournament held within League boundaries.
- Shall be responsible for ordering and distributing team trophies and awards for all League programs.

Public Relations/Marketing Director:

- Shall actively promote our program.
- Shall organize and promote League events with professional and collegiate organizations.
- Shall be responsible for writing and submitting League advertisements and information in local newspapers.
- Hang Banners for advertising League events.
- Shall be responsible for the following website responsibilities. May oversee a volunteer web master.
- Shall be proactive in requesting updated documents to post on website for various programs.
- Shall create an attractive and informational main page per our programs' seasonal phases.
- Shall collaborate with necessary Directors to create and maintain coach and informational pages on all non-recreational teams.
- Shall be responsible for the posting of schedules for all programs to the website.
- Shall clean off old and outdated files from the website's database.

Fall Recreational Director:

- Shall Create a Fall Recreational calendar and submit for Board approval in March/April.
- Shall represent and communicate the program's details through answering e-mails and updating Fall Rec website pages appropriately.
- Determine number of teams per age group, create waitlists, and provide Operations Administrator/Registrar with information so that he/she may effectively communicate with the membership on this issue.
- Shall facilitate the recruitment and selection of team leaders/coaches per age group.
- Shall facilitate the making of teams in accordance with League adopted policies and procedures.
- Shall submit a field use plan end of July.
- Shall create all practice, game, and jamboree schedules.
- Shall recruit, select, and train all Age Group Coordinators.
- Shall facilitate all Fall Rec. Team Manager's meetings.
- Shall address issues and questions from the Fall Rec. families.
- Shall coordinate the distribution of trophies and team photos.

Fall Recreational Director Assistant:

- Shall assist the Fall Recreational Director in tasks related to the running of the Fall Rec. program.
- Shall facilitate the u14 and older teams that play in the Fall Play-through League.

Recreational Supplemental Program Director:

- Shall run the TOPS Soccer program in Almaden.
- Shall facilitate the Project 40 program.
- Shall facilitate the u5 Kicker's Club program.
- Shall coordinate with appropriate Directors in running the Center of Excellence program.
- Shall select and train all Program Coordinators related to these programs.
- Shall coordinate with Director of Coaching to determine paid trainer use for these programs.

Spring Recreational:

- Shall submit a Spring Recreational plan for Board approval in January.
- Shall represent and communicate the program's details through answering e-mails and updating Spring Rec. website pages appropriately.
- Determine number of teams per age group, create waitlists, and provide Registrar with information so that he/she may effectively communicate with the membership on this issue.
- Shall facilitate the recruitment and selection of the ideal number of coaches per age group.
- Shall facilitate the making of teams.
- Shall submit a program field use plan.
- Shall create all practice and game schedules.
- Shall coordinate the distribution of awards and team photos.

Director of Training:

- Shall lead the hiring and evaluation process of the Director of Coaching (DOC) position according to Board approved process and timeline.
- Shall collaborate with the DOC to run an initial coaches meeting for all non-recreational coaches (paid and volunteer).
- Shall be responsible to ensure that program decisions are aligned with the Board approved program goals and objectives.
- Shall consult with DOC and Competitive Director to facilitate the placement of all AVYSL competitive teams into the correct level of league play.
- Shall facilitate and be the liaison with the Board for the volunteer parent assistant coach role for competitive programs.
- Shall assist the DOC with running the competitive tryouts and subsequent player selection and notification.
- Shall facilitate relationships with professional and collegiate soccer organizations.
- Shall be responsible for decisions related to our program's goals, coach evaluations, player evaluations, and specific soccer objectives for our competitive program that are not completed by the DOC.

Competitive Program Director:

- Shall be the liaisons between the membership of all Competitive teams and the Board.
- Shall represent AVYSL in the corresponding playing leagues at their monthly meetings.
- Shall be a resource to whole league on rules and regulations of all affiliated Leagues.
- Shall train and facilitate the competitive team manager role in all areas of the role not related to initial paperwork and registration,(ie appropriate tournament selection, guidelines for team summer training, etc).
- Shall be responsible for distribution of information and items such as team pictures for all competitive teams.
- Shall ensure the practice schedule created by the DOC appropriately uses fields and is aligned with related program goals and objectives.
- Shall facilitate communication on uniform and equipment needs that is not the DOC's responsibility.
- Shall facilitate all responsibilities of the competitive program that are related to logistics, equipment, and rules and regulations of affiliated Leagues.

Paid Positions**Director of Coaching:**

- Shall work to ensure the development of our Almaden players while also creating a competitive program.
- Shall provide coordination for competitive tryouts.
- Shall provide a timeline for the competitive selection process, and facilitate the communication with families regarding selection according to timeline.
- Shall hire best possible coaching staff for our program.
- Shall arrange clinics, trainings, and multiple meetings, necessary to ensure paid coaches are prepared to perform their role per League policies and procedures.
- Shall be on-site intermittently in order to support, monitor, and evaluate paid coaches.

- Shall select and implement an evaluation process for all paid coaches, which includes on-site review of practices and game day behavior as well as parent and coach surveys.
- Shall select and implement a process for continued player evaluations.
- Shall facilitate movement between teams for temporary and permanent purposes.
- Shall facilitate supplemental trainings for competitive program (ie Goal Keeper training)
- Shall collaborate with Directors to run initial informational program meetings for all team leaders.
- Shall coordinate with appropriate program Directors to select and train all supplemental paid trainers for recreational programs and competitive programs.
- Shall establish and communicate coaching curriculum per age group, per program.
- Help write & implementing age group policies regarding player selection, target roster size, movement between teams, training style and frequency, and game day expectations for each age group and level of team.
- Shall communicate with teams on Olympic Development Program opportunities, and ensure League representation at such events.
- Shall coordinate with Fall Rec. Supplemental Director to run Center of Excellence program.
- Shall facilitate a relationship with colleges and help our players and their families be informed on collegiate playing opportunities.
- Shall create the practice schedule for all competitive teams (including a subsequent plan for when we loose light in Fall.)

Operation Director/ League Registrar:

- Shall oversee all facets of player and team registration with all outside organizations (including but not limited to, initial set up and maintenance of on-line registration process, facilitation of collection and inputting of coach and player paperwork.
- Shall communicate all policies and procedures about the registration process with all League team managers, and/or persons aiding in the process.
- Shall maintain communication lists for all subgroups of League.
- Shall track and communicate completion of League volunteer status. Note: information on hourly volunteers will be supplied by volunteer coordinator.
- Shall input and maintain applicable information into the League database, including boundary status, player ratings, and coach compliance information.
- Shall oversee proper paperwork completion and submission for injuries that happen during League events.
- Shall assist the coach compliance director with tracking and communicating with volunteer coaches on compliance with League requirements.
- Shall track and communicate with families regarding the registration payment process for all programs.
- Shall verify correct assignment of financial aide to recipient families.
- Shall be the primary communication channel between the membership and the Board of Directors.

Registrar:

- Shall maintain open registration process, and assist with paperwork for registration process, under direction of the Operation Director.
- Shall work under the direction of the Operation Director in helping complete registration process for all programs, including summer camps, competitive program, fall/spring rec., recreational supplemental programs, etc...)
- Shall communicate with families on their placement and waitlist status per program director guidance.
- Shall update league's lost and found portion of the website as needed.
- Create team packets for all teams in both the competitive and recreational programs.

Fund Raising/ Sponsorship Coordinator:

- Shall submit a fund raising plan and sponsorship goal to Board in January for approval

- Shall implement and communicate fund raising events to constituency
- Shall work to obtain sponsorships for our teams and programs

Referee Assignor:

- Shall access referees' performance
- Shall be responsible for scheduling referees for all home games and arranging for payment of all referees.

Registration/Director Support:

- Shall support in the registration process per League Registrar's direction.
- Shall support Directors per direction.