

## **AVYSL Officer Responsibilities:**

**President:** Shall be thoroughly familiar with the Constitution, By-Laws, Rules and Regulations of this Organization and its affiliates. Shall prepare the agenda and preside over all meetings of the Organization. Shall comply with the duties of this office as established in the Constitution and By-Laws of this Organization and its affiliates. Shall ensure separation of duties and act to eliminate and prevent conflict of interest situations.

**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 the standing committees.

**Secretary:** Shall be responsible for preparing accurate records of all meetings and maintaining the League files. Shall handle correspondence. Shall maintain an updated version of the League's Constitution, By-Laws, and Rules and Regulations. Shall secure meeting locations for Board Meetings and activities.

**Registrar:** Shall be responsible for the registration of all AVYSL players. Shall provide the Board with membership numbers by age groups and by category such that teams can be formed. Shall serve as point of contact and liaison with the District II registrar. Shall coordinate all registration activities and conduct registration in accordance with AVYSL Rules and Regulations.

**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 checks in excess of \$1,000.00 drawn on any League checking account shall require the signature of at least two (2) officers. Shall prepare books for tax returns by March 31.

**Sponsorship/Special Events Director:** Shall be responsible for the sponsorship program. Shall assist in obtaining sponsors and handle sponsorship gifts. Shall be responsible for submitting invoices and collecting sponsorship fees. Shall solicit bids on sponsor's gifts for players. Shall coordinate all special events, such as promotions, awards program, the season kick off event, and team photographs. Shall be responsible for securing and distributing team trophies.

**In-House (Recreational) Director:** Shall be the liaison between coaches of all in-house age groups and the Board. Shall obtain and assign coaches for all teams in the Organization, except Select and Competitive Teams. Shall arrange clinics and meetings, etc., necessary to assist coaches in performing coaching duties. Shall inform coaches of all rules and regulations of this Organization and its affiliates. Shall ensure fair and unbiased team formation. Shall recruit and mentor all age group coordinators. Shall coordinate with appropriate AVYSL personnel to ensure that required equipment and fields are available and ready for use including the preparation and distribution of field lining and practice schedules. Shall schedule all recreational games.

**Class 1 (Select) and Class 3 (Competitive) Directors:** Shall be the liaisons between coaches of all Select/Competitive teams and the Board. Shall administer the Select and Competitive programs. Shall represent AVYSL in the corresponding playing leagues at their monthly meetings. Shall provide coordination for select and competitive tryouts. Shall arrange clinics and meetings, etc., necessary to assist coaches in performing coaching duties. Shall inform coaches of all rules and regulations of this Organization and its affiliates. Shall establish and maintain a system to ensure all players applying have been informed of tryout locations, times, and dates. Shall coordinate with appropriate AVYSL personnel

to ensure that required equipment and fields are available and ready for use including the preparation and distribution of field mowing, lining, and practice schedules for all Comp and Select fields.

**Referee Director:** Shall be responsible for obtaining and assigning referees for all official home league events. 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 be responsible for arranging for payment of all referees.

**Fields Director:** Shall be responsible for securing and preparing all playing fields. Responsible for assessing field conditions during inclement weather and providing a means of communicating game status to the general membership

**Equipment Director:** Shall be responsible for purchasing, distributing, maintaining and storing all uniforms, soccer balls, corner flags, goal posts, nets, goal anchors, field marking equipment, and other equipment provided by the league. Responsible for presenting the annual in-house program uniform selections and for having them approved by the Board of Directors.

**Communications Director:** Shall form the normal channel of communications between the membership and the Board of Directors, including mailing, distribution and reproduction coordination. Shall distribute a League Newsletter at least twice per year. Shall structure and maintain the league's web page.

**Tournament Director:** Shall be responsible for organizing and running any invitational tournament held within league boundaries.

**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 all meetings of the League.

**Optional Directors:** Shall be responsible for defined Almaden Valley Youth Soccer League function as appointed by the President and ratified by the Board of Directors.