

Evansville Soccer Club Board of Directors Positions

This document provides an overview of each ESC BOD position but is not limited to only the duties that are listed; other duties may apply. Each board member is a representative of the Evansville Soccer Club and is expected to have a positive and supportive attitude.

ESC Voting Positions

President

The President's primary duty is to coordinate the meetings and actions of the Board of Directors. The President also serves as President of the corporation. He/She calls and presides over Board and Club meetings, serves as chair of the Risk Management Committee, and, with the agreement of the Board, set and achieve goals for club advancement. The President serves as primary contact with MAYSA and any other organizations of which the Club is a member.

Vice President

The ESC Vice President assists with duties of the President, serves on the Registration and Scholarship Committees, and has had primary responsibility for In-House and MAYSA Team Uniform Ordering. The Vice President will facilitate and assist with possible disciplinary actions. The Vice President fulfills any of the duties and responsibilities of the President when the President is unavailable. This person with the help of the President will track and assist with actions items for the club.

Past President

The Past President is the most recent available former Board President. He/She serves as an advisor to the Board to promote continuity across office holders. The Past President serves as a member of the Scholarship Committee.

Treasurer

The Treasurer is responsible for all funds and securities of the organization. He/She handles deposits and withdrawals of all funds, maintains adequate and correct accounts of the Corporation's properties and business transactions, including account of its assets, liabilities, receipts, disbursements, gains, losses, capital, and surplus. The Treasurer regularly reports on the finances to the Board of Directors upon request and renders a full financial report at the annual meeting of members. He/She is also responsible for filing all required federal & state tax documents by their due dates or extended due dates. He/She prepares, with the assistance of a committee, the annual budget for approval by the Board.

Secretary

The Secretary keeps the minutes of all meetings of the officers of the Corporation, the Board of Directors and meetings of members. He/She ensures that all notices are duly given in accordance with the provisions of these Bylaws or as required by law and ensures that the books, reports, statements and all other documents and records required by law are properly kept and filed. The Board position also serves as corporate secretary of the corporation.

Field Coordinator

The Field Coordinator reserves city park soccer fields for the club prior to the spring and fall seasons and communicates field usage and maintenance needs with parks department staff as needed. He/She verifies the specific field sizes and number of fields needed, coordinates set-up and lining of fields prior to the start of the season and assists with scheduling of fields for practices and games. The Field Coordinator monitors field conditions to make sure fields are fit for play and notifies league commissioners if fields are not fit and games need to be rescheduled.

Referee Coordinator

The Referee Coordinator facilitates the pre-season and on-field training for in-house referees, and schedules referee crews for U-8 and U-10 in house games. Responsibilities also include mentoring referees as needed during the season, and promoting eligible referees to attain USSF certification. The Coordinator is also a liaison as needed with the Club's registered Assignor for MAYSA Recreational matches.

Equipment Manager

The Equipment Manager is responsible for maintaining, purchasing, distributing and collecting all equipment necessary to support the Evansville Soccer Club. In the spring equipment is generally purchased and assembled into the team practice kits. The Equipment Manager assigns and distributes kits to all coaches. Prior to the beginning of the season nets are brought out of storage and installed onto the goals. Throughout the season the equipment manager is responsible for replenishing lost, consumed and damaged equipment, as well as providing equipment to support other club-sponsored events. At the end of the season the equipment manager collects equipment from coaches, inventories it, and stores it. The nets are removed from the goals and stored. The nets are collected and stored with in the club's storage unit.

Youth Director

The Youth Director promotes soccer within the community. He/she will ensure that commissioners and coaches are following the club direction and curriculum provided by the Board of Directors. This position will have a working relationship with the Director of Coaching in creating and improving the curriculum as well as assisting in the efforts to have coaches receive the required coaching certifications. Our in-house program is essential to the success of the club long term in building a foundation. He/she organizes a staff of Commissions, help find coaches as needed, and effectively communicates with these commissioners, coaches, parents, and the board of the Evansville Soccer Club throughout the year. The youth director will work with the commissioners to organize the players into teams utilizing all available tools to create the most equally matched teams possible in an effort to foster good and competitive games. The youth director helps his/her commissioners with organizational and scheduling concerns. The Youth Director will organize various tournaments as well as organize opportunities for the younger ages to play in tournament play if they are interested.

MAYSA Advisor

The MAYSA Advisor is the primary coordinator and point of contact between MAYSA commissioners, coaches, team managers, players/families and the Board. He/She is responsible for coordinating team formation and commissioner recruiting prior to the season. The Advisor is responsible for disseminating information from MAYSA or the Board to teams, and for communicating any issues or concerns from teams back to the Board or to MAYSA for action. The position works closely with the Director of Coaching to ensure a positive and developmental soccer experience for all participants involved with MAYSA-level teams and will help ensure coaches have the necessary coaching certifications as determined by the BOD. Advisor will escalate and resolve any coaching, player, or parent escalations from MAYSA and/or within the club with the help of the Board of Directors.

Registrar

The Club Registrar is responsible for registering soccer teams and players with the appropriate competitive authority, mainly MAYSA. Responsibilities include overseeing configuration and operation of online registrations, as well as receiving non-electronic payments and forms for processing. Communicates with the league Youth Director, MAYSA Advisor, and the Director of Coaching about player registration counts for purposes of team formation. This position is appointed by the board as it relates to sensitive member financial information.

Communications/Marketing Director

Works closely with the BOD members, coaches and volunteers to promote club activities through various forms of communication. Develops communication to promote club events including: games, player and coach development activities, tournaments, fund raisers, etc. The Director will also maintain the club website, Facebook page, general club email, and fosters club sponsorship relations.

Director of Coaching

Works closely with the other members of the Club and reports to the Board of Directors. Provides a plan to aid coach development and encourages a unified standard of coaching and skills-building for the in-house and traveling (MAYSA) programs.

In addition to the primary purpose listed above; the Director has the following tasks to accomplish, obligations to fulfill and rights to enjoy:

- Build, recruit, and maintain a soccer program that is consistent with the goals of the club.
- Abide by the mission statement, bylaws, policies, and philosophies of the club.
- Manage conflict in a positive manner.
- Be knowledgeable of current soccer and sport philosophies.
- Work with the commissioners to select and mentor qualified parent coaches for the teams' training, games, and team management.
- Work to license and further educate new and existing coaches; this includes both in-house and MAYSA (Madison Area Youth Soccer Association) travel levels.
- Have good oral and written communication skills to communicate and upholds the club principles, ethics, and morals.
- Attend and assist with club tryouts. Along with the MAYSA commissioner, arrange for evaluators and promote the tryout by producing and distributing tryout information, and meets the coaches to make selections.
- The recreational program is continually updated by the DoC. Attends the coaches' meeting to redress their grievances.

ESC Non-voting positions

MAYSA Commissioners

The MAYSA Commissioners are the primary coordinator and point of contact between coaches, team managers, players/families and the MAYSA Advisor. They are responsible for coordinating team formation and coach recruiting prior to the season. The Commissioners are responsible for communicating any issues or concerns from teams back to Advisor or BOD for action. The positions work directly with the Advisor to ensure a positive and developmental soccer experience for all participants involved with MAYSA-level teams.

In-house Commissioners

The Commissioners promote soccer within the organization. They organize a staff of coaches and effectively communicate with these coaches, parents, and the Youth Director throughout the year. The commissioners collaboratively work with the Youth Director to organize the players into teams utilizing all available tools to create the most equally matched teams possible to foster good and competitive games. The commissioners set the team schedules and help the coaches with organizational and scheduling concerns.

Player Development (Camp) Coordinator

Coordinates with external coaches and organizations to provide player development camp opportunities in Evansville. Responsible for coordinating additional volunteers to assist during day- or week-long camps as needed. Works with the Director of Coaching to offer other opportunities for player development outside normal team-sponsored practice, including winter indoor sessions and other off-season training opportunities.

Volunteer Coordinator

Assist and works with ESC program coordinators to identify volunteer needs for the club. Recruits required number of volunteers based on program and club needs. Creates volunteer schedules for events and tracks adherence to these schedules. Communicates regularly with volunteers to ensure preparedness and gather feedback. Leads a committee to assist in any of the above.

Fundraiser Coordinator

Coordinates the club's fundraising efforts in collaboration with the BOD. Works with the Volunteer Coordinator to recruit the help needed to execute the fundraising activities. Leads a committee to execute the fundraising efforts.