

Announcement: SAULT YOUTH S. C. MEMBERS MEETING – Monday February 24, 2020

Sault Youth Soccer Club (SYSC) Members Meeting (formerly know as Annual General Meeting) will be held February 24th at 8:00 pm at the Machine Shop 83 Huron Street

Positions up for election this year are:

1. Treasurer
2. Director of Player Development
3. Director of Coaching (please see proposed Amendment below)

Those interested in putting their name forward for nomination please email information detailing qualifications and experience. Candidates will be posted on the SYSC website by February 17.

Please forward your letter to : [www.saultyouthsoccer@outlook.com](mailto:www.saultyouthsoccer@outlook.com)

Nomination form can be found here:

<https://www.saultyouthsoccer.com/page/show/4027881-documents>

Amendment to By- laws

SYSC would like to propose an amendment to the current By-Laws:

Article 5: Board of Directors

SYSC is seeking approval from the membership to add a Director of Coaching to the SYSC Board. The position shall serve a term of 2 years and shall be elected in even numbered years

Proposed Duties for the position of Director of Coaching:

- assist director of grassroots and youth recruit coaches
- assist recreational coaches with session planning
- ensure coaches complete necessary Ontario Soccer and SYSC requirements
- plan coaching clinics (Soccer for Life, Learn to Train, etc.)
- manage coaching complaints

Rationale:

SYSC are seeking a director to assist with the recruitment, management and training of recreational coaches:

Nominations will be accepted and reviewed by the Nomination Committee along with the other positions up for election this year. If the amendment is approved at the Members Meeting, this Board position will be implemented immediately, and the nominees will be brought forth for election after the position of Director of Player Development.

### **Director of Player Development – Board Member 2 year term**

Minimum Requirements: C license certified. , Willing to complete National B license Part 1.

- Manage the Competitive Program
- Oversee 2 appointed positions (GM of Junior and Soo City United)
- Apply to host Ontario Cup and manage event
- Attend all SYSC Board Meetings
- Chair SYSC Competitive program Committee
- Manage Development Pathway Opportunities (SYSC affiliate's London Whitecaps OPDL)
- Attend meetings with Affiliates
- Report to SYSC Board
- Manage competitive program policies and procedures
- Review budgets for Junior United and Soo City United programs to be brought to SYSC Board for approval
- Manage player movement amongst teams
- Manage social media and advertising
- Apply for and attend League participation (WRSL, CSL)
- Coordinate IPDL (Indoor Player Development League), meet with coaches to develop teams
- Coordinate with Senior leagues for competitive teams participating
- Report to Competitive Program Committee
- Manage budget for the competitive program
- Provide monthly reports to the board progress of competitive program
- Meet with GM's every 3 months for program planning
- Provide session planning support to all competitive coaches . Ensure coaches practices are sessions are inline with players ages.
- Assist coaches by facilitating practices throughout the training season, specific to level of coaching certification.
- Provide coaches with session plans.
- Assist coaches with developing session plans.
- Assist with recruitment, selection and appointment of coaches for the Junior and Soo City united teams
- Forward coaching complaints to the Competitive Program committee
- Monthly reports to the SYSC board

### **Treasurer – Board Member 2 year term**

- Transaction Stream: Revenue
  - All revenue is registration fees and sponsorships. Some small amount of cost sharing with Sault Amateur Soccer association.
  - Registrations are submitted to the main office. The office administrator collects forms and payments.
  - Registration fee is submitted with application.
  - Registrations are entered into the OSA website through a program called IT Socccernet.
  - Receipts are not issued to members. Registration account is reconciled annually at audit time.

- The only thing kept is the registration form. On each form is a section to record payment amount, type and received date.
  - At registration time numerous volunteers are utilized to receive and record payments and register players.
  - Accruals are not currently utilized - cash basis.
  - Typically no accts receivable - recorded on a cash basis when received.
- Transaction Stream: Cash Receipts
    - It is John Trevisan's responsibility to ensure that receipts are credited to the right accounts receivable at the correct amount, and also to record receipts
    - John Trevisan performs bank rec. on a monthly basis. No secondary review in practice.
    - The executive receives a monthly financial statement from John.
    - Cheques and miscellaneous payments are submitted to John for bank deposit.
- Transaction Stream: Purchases/ Expenses
    - Office administrator collects bills and passes on to John for issuance of cheques and verification of the payable.
    - All payables are input into QuickBooks via John.
    - Cheque requisition process with invoice attachment ensures that payments have been recorded correctly in the general ledger. No form of approval on requisition.
    - Payments made on receipt of invoice and verification of the billing.
    - John prepares all cheque requisitions and issues cheques.
- Transaction Stream: Cash Disbursements
    - All payment transactions are recorded in QuickBooks by John.
    - John also issues all payments and reconciles payable accounts.
    - Two signatures required on all payments.
    - Each signature has original invoice and requisition for verification and review.
    - Payments generally made weekly via computer generated cheques from QuickBooks program.
- Transaction Stream: Payroll
    - Treasurer maintains all payroll records for internal posting.
    - Payroll deductions done using CRA tables and quarterly CRA remittances.
    - The executive committee determines hourly rates and criteria for hiring administrators and summer students.
    - Employees paid biweekly with cheques made by John via QuickBooks.
    - Payroll cheques require 2 signatures.
    - Dean's manual payroll book used to keep record of wages paid and deductions taken/remitted
- Transaction Stream: Financial Statement Close Process
    - Treasurer has sole responsibility for FS close process, with the aid of BDO.
    - Cut-off of accounts receivable and payables not an issue because cash basis of accounting mainly used and given the time of the year end - season is over and there's not much activity.
    - Treasurer has standard checklist for audit submissions to ensure that all information is gathered that is necessary for the preparation of the financial statements.

