CG United Soccer Club

Job Descriptions, Roles and Responsibilities
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1.0 Introduction

This document describes the roles and responsibilities of key positions required to manage CG United Soccer Club (hereafter referred to as CGU). All positions are staffed by volunteers, unless noted otherwise, and are either elected by the membership (President, VP/Treasurer and Secretary) or appointed by the President and ratified for the position by CGU Board. Ideally, CGU will strive to have each position assigned to a different individual, however, by necessity, it is recognized that an individual may be performing multiple jobs. In addition to providing clarity regarding which position within the club is responsible for which task, it is the intent of this document to provide volunteers with a clear view of what each position requires in an effort to facilitate the recruiting of volunteers. Each position is served for a two-year term, and that term can be renewed for additional terms if the person chooses and is appointed to that position.

2.0 General Knowledge and Skill

In addition to specific knowledge and skills required to fulfill the responsibilities of a specific position, CGU will strive to fill the positions with individuals who possess or will be trained to acquire the following general knowledge and skills:

- Knowledge of CGU’s mission, guiding principles and structure
- Knowledge of CGU’s policies and Age Group Curriculum
- Ability to communicate in both written and oral form
- Ability to listen to others
- Ability to be inclusive of others ideas while leading and managing by CGU’s advocated approach.
- Ability to make decisions with moral courage in the interest of all the players even if the actions are unpopular with others.

3.0 Board of Directors

The business of CGU will be managed by a Board of Directors (hereafter referred to as the BOD), which will exercise all powers of CGU, except as otherwise provided Law, the CGAA Bylaws. CGU is required to elect a President, VP/Treasurer, Registrar and Secretary at the Annual General Meeting. A nominating committee shall provide a proposed slate of officers before the meeting. Members may also make nominations from the floor. For all other position listed below the President will appointment a volunteer for each of the additional positions, these appointments will then be ratified by the CGU Board.
The Board of Directors (BOD) of CGU shall consist of the following:

- President
- VP/Treasurer
- Secretary
- Competitive Director – Boys
- Competitive Director – Girls
- Director of Pre-Academy
- Registrar
- Director of Fields/Facilities
- Director of Equipment
- Director of Uniforms
- Director of Publicity
- Director of Special Events
- Director of Fundraising and Volunteers
- Director at Large
- Director of Coaching/Player Development
- High School Liaison

4.0 Committees

In addition to any special committees appointed by the president, the following committees will be appointed by the BOD yearly at the November BOD Meeting to conduct CGU business for the upcoming year. Minimum membership is identified below, however, each committee will have the authority to add additional members as required to conduct their business. Each committee will as their first orders of business determine the process that will govern the committee and its functions. The process shall be in compliance with CGU policies and CGAA bylaws and be subject to BOD approval. Once approved the processes will be incorporated into this document.

4.1 Nominating Committee

The Nominating Committee will recruit and prepare a slate of nominations of officers and directors to be voted at the Annual General Membership meeting. The Nominating Committee shall consist of the President and two (2) other members of the BOD. The President will be the chairperson of the Nominating Committee. The Nominating committee will conduct its business as follows:

1) Poll Current BOD members and BOD future position holders for commitment to renew or start term.
2) Committee members Assignment of Recruitment Activity – Involve others as necessary
   a) Develop list of potential job candidates from Known interested parties
   b) Use Fall/Spring volunteer list to contact potential interested parties
   c) Branch out to coaches and other parents as required
   d) Concentrate on U6-U10 for long term stability based on positions

3) Review Candidates and Develop BOD Nominations Slate for AGM.

4.2 Team Selections and Placement Committee

The Team Selection and Placement Committee will oversee the selection and placement of the Travel Program teams and coaches for the Spring and Fall seasons ensuring that the teams are selected and placed in accordance with CGU Team Formation Policy and that teams are placed in the most appropriate division according to each team’s skill level. In addition, this committee will identify and review coaching candidates for the Travel teams for the Spring and Fall seasons, and, develop and maintain a coach evaluation process. The Team Selection and Placement Committee will consist of the Competitive Directors, and Director of Coaching. The Director of Coaching will be the Chair for this Committee. The Team Selection and Placement Committee will conduct its business as follows:

1) Collect/Analyze data previous Seasons
   a) Team Placement Evaluation – categorize placements from previous two seasons as correct, too high, or too low.
   b) Identify Team Placement/League Trends if applicable

2) Update Team Selection Process from existing CGU Team Formation Policy

3) Develop Process and Schedule for Annual Tryouts.

4) Oversee and Manage Tryouts and Final Team Selections.

4.3 Budget Committee

The Budget Committee will prepare the budget for the following fiscal year to be approved at the November BOD meeting. The Budget Committee will consist of VP/Treasurer, President, and 2 additional Directors chosen by the VP/Treasurer. The VP/Treasurer will be the chairperson of the Budget Committee.
5.0 CGU Job Descriptions, Roles and Responsibilities

The following key positions are required to manage the work of CGU

5.1 President

The President is the Chief Executive Officer of CGU, and, subject to the direction of the BOD, shall have general supervision and control of its business.

Duties and Responsibilities:

The President will:

- Ensure that CGU is managed in accordance with CGAA’s By-laws, CGU policies, mission statement and guiding principles
- Ensure that all decisions and/or directives of the BOD are implemented in a timely manner.
- Ensure that CGU operations are managed in a timely efficient manner
- Ensure that all positions required to run CGU are staffed
- Appoint committees as required to carry out CGU business
- Work with the BOD to develop a dynamic strategic roadmap for CGU
- Preside at all meetings of CGU and CGAA, and establish the agenda for all BOD meetings, Annual and Special Meetings.
- Present an annual report of the state of CGU at the Annual General Membership meeting.
- Act as the principal representative of CGU
- Have signature authority, in addition to the Treasurer and Club Admin/Asst to Treasurer, for club expenditures.

Special Knowledge and Skills:

- Ability to take directions and provide direction to others
• Ability to mediate
• Ability to establish and manage execution of plans
• Ability to use sound judgment
• Ability to manage and lead meetings
• Robert’s Rules of Order

Time Commitment
4-8 hours per week.

5.2 BOD Member “At Large”

The BOD Member “At Large” will be a CGU member not involved in the past or present operations of the club as a BOD member or officer of the club. The individual will be selected to represent the viewpoint of the general membership and as such should frequently communicate with the members to understand their concerns and issues and convey them to the BOD. This position will have a term limit of one year.

5.3 VP/Treasurer

The Treasurer, subject to the direction of the BOD and CGAA’s Financial Guidelines, has general charge of the financial affairs of CGU.

Duties and Responsibilities

The Treasurer will:
• Implement and/or maintain the bookkeeping system and accounting processes required to provide a detail set of records of income and expenditure of CGU
• Be responsible for directing the CGU Club Admin/Asst to Treasurer for all day-to-day bookkeeping and handling of accounts payable and accounts receivable issues
• Have custody of all funds, securities, financial records and tax documents of CGU
• Establish and annual operating budget as chairperson of the Budget Committee and submit it for BOD approval prior to the start of the fiscal year
• Publish monthly and year-end financial statement
• Submit an Annual Report of Finances to the CGAA Board and CGU BOD for presentation at respective Annual Meetings.
• File all reports to as needed to CGAA and MYSA.
• Pay all bills that are within the approved limits of the GSC annual operating budget or have been otherwise approved by the BOD, in a timely manner.
• Obtain BOD decision for expenditures not covered in the annual budget
• Maintain a Bank Account in the Club’s name
• Be one of three persons, together with the President and Assistant Treasurer, authorized to sign checks.

Special Knowledge and Skills
• Knowledge of general accounting practices for non-profit organizations
• Skilled in use of electronic bookkeeping (e.g. Quickbooks)
• Ability to create reports using MS Excel

Time Commitment
Average of 6-12 hours per month

5.4 Secretary
The Secretary is responsible for recording, maintaining and distributing records of CGU business.

Duties and Responsibilities
The Secretary will:

• Record the minutes of all CGU meetings (including meeting time, date, location, attendance, BOD vote results, and highlights of key discussions)
• Distribute meeting minutes within one week of each club meeting
• Be the custodian of all official records of CGU (i.e. minutes, insurance documents, policies, etc)
• Collect and distribute accordingly all correspondence received by CGU
• Plan, schedule, secure location and notify the BOD of upcoming and scheduled meetings

Special Knowledge and Skills

• Ability to capture key discussion points in clear, concise manner and “ask for clarity” in situations where discussion points are not clear
• Skilled in the use of Microsoft Word, E-mail, and Google Docs

Time Commitment
4-8 Hours per month

5.5 Registrar

The Registrar has overall responsibility for CGU’s player registration and CGU’s affiliation with MYSA

Duties and Responsibilities

The Registrar will:

- Implement and/or maintain the CGU registration process to ensure an accurate and timely registration of CGU membership for Spring, Summer and Fall
- Maintain and update as necessary CGU registration forms and provide for the efficient distribution of the forms via mailings, on-line, school take-home, recreation department and other means necessary to ensure general availability to the membership and potential registrants.
- Manage registration funds and ensure timely coordination with the Treasurer
- Maintain a database of all currently registered players as well as past players
- Coordinate resolution of incomplete registrations
- Coordinate processing of mail-in registrations
- Coordinate wait lists for Age Groups
- Provide the Director of Uniforms with an accurate count of uniform purchases requested as part of registration.
- Provide each Competitive Director and Pre-Academy Director with the latest registration information
- Ensure that all players, coaches and team managers have fulfilled all required background checks and affiliated requirements (i.e. concussion training) as required by MYSA and CGAA.
- Submit all required affiliation information and fees due to MYSA in Spring and Fall.
- Verify rosters and verify/process pass cards for MYSA Spring and Fall Season.

Special Knowledge and Skills

- Basic knowledge of computers and MS Excel or database management
- Attention to detail
Time Commitment

Generally 4-6 hours per month. 12-16 hours per week during registration periods (August-September and May-July).

5.6 Director of Competitive Boys & Girls

The Director’s of Competitive Programs have overall responsibility for the Competitive (Travel) Program. This role largely provides an over-sight function. The DOC has ultimate responsibility for all Soccer Programs, ensuring that they are administered per CGU’s Policies.

Duties and Responsibilities

The Director’s of Competitive Programs will:

- Ensure that the pre-season planning activities and outcomes, including team and coach assignment are accomplished in each age group, as per CGU’s Team Formation Policy and the Travel teams are ready by the start of the soccer season
- Participate in the development of the Travel Program team rosters and placements as part of the Team Selection and Placement Committee
- Organize and run the Coaches Kick-off meeting before start of each season
- Ensure by working with the Director of Fields/Facilities that field space is allocated and adequate to accommodate matches and practices
- Ensure by working with the Director of Equipment that equipment required for the Competitive Program is available prior to the start of the season
- Ensure working with the Director of Coaching(DOC), that coach development activities are communicated and made available to coaches
- Ensure that information is passed along in a timely fashion to all coaches and others, as appropriate
- Ensure the club philosophy, development approach and important current events are communicated to all Coaches/Team Managers for distribution to parents/guardians before the season and during the season as appropriate
- Ensure the end-of-season player and coach evaluations are collected and made available to the Team Selection and Placement Committee
- Communicate the team placements and rosters identified by the Team Selection and Placement Committee to the Coaches, Registrar and others as necessary for submission to MYSA
- Ensure that all coaches have submitted required Coaches Conduct forms and MYSA background check.
- Provide approved rosters, schedules, equipment and general guidance to coaches as required
● Work with Director of Coaching to facilitate coach recruitment
● Ensure that all Competitive Program issues are addressed and solved to a satisfactory and timely resolution
● Act as a contact person for parents who have issues with placement or coaches
● Ensure that coaches and other key volunteers are recognized for their contributions
● Ensure that the Competitive program continually improves and evolves to meet the current demands and youth-in-soccer philosophies

Special Knowledge and Skills
● Ability to provide direction to others
● Ability to mediate
● Ability to establish and manage execution of plans
● Ability to use sound judgment
● Ability to manage and lead meetings

Time Commitment
Generally 6 hours per month.

5.7 Director of Pre-Academy (Recreational Program)

The Director of Pre-Academy has overall responsibility for CGU’s recreational soccer program. This role is largely performs and over-sight function, but the Director of Pre-Academy, ensuring that they are administered per CGU’s policies.

Duties and Responsibilities

The Director of Pre-Academy will:

● Ensure that pre-season planning activities and outcomes, including team and coach assignment, are accomplished in each age group.
● Oversee the development of the Pre-Academy Program team rosters
● Working with the DOC and Assistant DOC – Pre-Academy ensure that all coaches have been trained and completed all the necessary forms and background checks.
● Ensure by working with the Director of Equipment that equipment required for the Pre-Academy is available prior to the start of the season
● Ensure by working with the Director of Fields/Facilities that the field space is allocated and adequate to accommodate games and practices
● Ensure by working with the Director of Uniforms that all uniforms for players and coaches have been ordered and delivered to each team prior to the start of the season
- Coordinate with the Referee Assignor to ensure referee assignments are carried out as required
- Monitor the progression of the season and provide appropriate reporting to the overall Board
- Ensure that the club philosophy, approach and important current events are communicated to all coaches for distribution to parents/guardians before the season and during the season as appropriate
- Ensure that all Pre-Academy program issues are addressed and solved to a satisfactory and timely resolution
- Act as a contact person for parents who have issues with program or coaches
- Provide rosters, schedules, equipment and general guidance to coaches as required
- Ensure that players are acknowledged for their participation (awards) and, coaches and other key volunteers are recognized for their contributions
- Ensure that the Pre-Academy program continuously improve and evolve to meet the current demands and youth-in-soccer philosophy

Special Knowledge and Skills
- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement
- Ability to manage and lead meetings

Time Commitment
Generally 4-8 hours per month.

5.8 Director of Fields/Facilities

The Director of Fields/Facilities is responsible for the overall management, operation, scheduling, coordination and availability of all game and practice facilities used by CGU.

Duties and Responsibilities

The Director of Fields/Facilities will:

- Generate and communicate (MYSA and CGAA) home game schedule from schedules provided by leagues and maintain and update home game schedule changes during the season.
- Coordinate field availability with coaches for reschedule games
- Generate and communicate practice schedule from DOC and coaches inputs
• Coordinate with the Referee Assignor to schedule referees for all home games and rescheduled games for Competitive and Pre-Academy programs
• Monitor field conditions before and during season and close fields as required if fields are deemed unplayable
• Communicate with City of Cottage Grove and ISD 833 for the development and maintenance of soccer fields for CGU and expend funds as appropriated by the BOD for such development and maintenance
• Coordinate with Director of Equipment to ensure any equipment required for field maintenance and preparation (e.g. nets, goals, painting equipment) is procured
• Liaison with the Cottage Grove Public Works, ISD 833, and other necessary organizations to obtain field and facility use permits as needed.
• Be responsible for ensuring that game fields are properly set up at the beginning of the season, maintained during the season, and equipment is stored at the end of the season
• Establish a budget for fields and facilities requirements for each fiscal year

Special Knowledge and Skills
• Ability to provide direction to others
• Ability to establish and manage execution of plans
• Ability to use sound judgment

Time Commitment
Generally 4-6 hours per week. 8-16 hours per week during pre-season periods (April-May)

5.9 Director of Equipment
The Director of Equipment is responsible to provide and manage the necessary equipment required by the CGU to operate its soccer program.

Duties and Responsibilities

The Director of Equipment will:

• Work with the Directors of Competitive, Director of Pre-Academy, Director of Runnin w Wolves, Director of Special Events, and Director of Fields/Facilities to establish their yearly requirement for equipment
• Establish an equipment budget for each fiscal year
• Keep and accurate inventory of all equipment owned by CGU (this includes all on field items, goal replacement supplies, game and practice items, and first aid needs)
● Work with the Director’s of Competitive Programs and Director of Pre-Academy to schedule the distribution and return of equipment

Special Knowledge and Skills
● Ability to provide direction to others
● Ability to have attention to detail
● Ability to establish and manage execution of plans
● Ability to use sound judgment

Time Commitment
Generally 4-8 hours per month. 8-10 hours per week during pre-season periods
5.10 Director of Uniforms

The Director of Uniforms is responsible for the planning, acquisition, distribution and inventory management of all club players, coaches and Board member apparel that is requested and required for the proper outfitting of the CGU Soccer program.

Duties and Responsibilities

The Director of Uniforms will:

5.10.1 Work with the Club President, Director of Coaching and the Directors of the club competitive and recreation programs to identify, acquire and distribute yearly uniform requirements of the competitive and recreation programs player and coaching apparel.

5.10.2 Establish and submit a uniform budget for each fiscal year.

5.10.3 Coordinate seasonal uniform requirements with the Registrar, Competitive and Recreational Directors.

5.10.4 Provide an accounting for monies received as part of direct sales to members of uniform items and coordinate with the Treasurer.

5.10.5 Establish a unique numbering process for all CGU competitive players. Also to ensure that process is monitored, maintained and updated on a consistent basis for accuracy.

5.10.6 Establish requirements for uniform inventory levels and ensure that those levels are monitored, updated and maintained for accuracy and accountability.

5.10.7 Establish, coordinate and maintain a method of uniform distribution that provides for accurate and timely distribution for board member, coaching and player uniform apparel.

Special Knowledge and Skills

● Working knowledge of supply chain and logistics management
● Working knowledge in customer service relations and interactions
● Working knowledge of computers, Gmail and MS Excel and file management
● Working knowledge in the use of Microsoft Word, Email, and Google Docs
● Ability to create reports using MS Excel and Google Docs
● Ability to establish and manage execution of plans regarding CGU Uniform responsibilities.
● Ability to demonstrate attention to detail and sound judgment.

Time Commitment

Generally 6 – 10 hours per month. 8-10 hours per week during pre-season periods.
5.11 High School Liaison

The High School Liaison will be responsible for interfacing and coordinating with the South Washington County High Schools Athletic Departments specifically regarding its soccer teams.

Duties and Responsibilities
The High School Liaison will:
- Establish a continuing relationship with the Park and East Ridge High School Athletic Director and its soccer coaches
- Determine and communicate the number of CGU players eligible to participate at the High School Level during the upcoming year
- Obtain feedback from the high school and provide this feedback to the CG United BOD

Special Knowledge and Skills
- Ability to mediate

Time Commitment
Generally 1-2 hours per month

5.12 Director of Marketing/Public Relations

The Director of Marketing/Public Relations publicizes CG United activities and acts as the liaison to all outside groups.

Duties and Responsibilities

The Director of Marketing/Public Relations will:
- Writes articles and advertisements to publicize CG United activities such as registration, tryouts, Parent Meetings, Runnin W Wolves, Soccer Camps, the need for volunteers, etc. and submits them to various media including the Washington Bulleting and MYSA Soccer News
- Work with the Website to maintain the Current Events and New Sections
- Coordinate with Runnin W Wolves Committee for all Publications for the Tournament
- Maintain the look and feel of all Club publications

Special Knowledge and Skills
- Knowledge of basic design and publication layout
- Strong writing skills
- Attention to detail
Time Commitment
Generally 2-4 hours per month

5.13 Director of Special Events
The Director of Special Events has overall responsibility for planning and operating club special events including but not limited to the annual Runnin W Wolves.

Duties and Responsibilities
The Director of Special Events will:

- Work with the Tournament Director for Runnin W Wolves:
  - Establishing subcommittees for publicity, sponsors, volunteers, awards, referees, program, etc.
  - Ensuring all permits are obtained and paid for
  - Create and Budget for all Tournament Revenues and Expenses
  - Present the Financial Report to BOD after events is completed
- Manage East District Girls Play Event
- Manage Pre-Academy Summer Tournament
- Manage other Special Events as approved by the BOD

Special Knowledge and Skills
- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings

Time Commitment
Generally 2 hours per month until March. 6-8 hours during May-Sept.

5.14 Director of Fundraising and Volunteers
The Director of Fundraising and Volunteers has overall responsibility for all Club Fundraising activities, for the recruitment and coordination of all volunteers (except coaches) to assist in club operations as required.

Duties and Responsibilities
The Director of Fundraising and Volunteers will:
- Establish a volunteers contact list initially working with the Registrar and subsequently by active recruitment
- Work with other Directors to establish seasonal volunteer requirements
- Obtain commitments from volunteers to fill volunteers requirements
- Fill any other volunteer positions as directed by BOD including but not limited to special committees
- Initiate recommendations to the BOD for improvements in the volunteer recruiting, managing and/or coordinating processes that will result in improvement in club operations
- Manage fundraising process and approval

Special Knowledge and Skills
- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement
- Ability to manage and lead meetings

Time Commitment
Generally 4 hours per week during season and 6 hours per week leading up to major events. 2 hours per month off-season.