



# INVER GROVE HEIGHTS SOCCER ASSOCIATION

## PROCEDURES, POLICIES & GUIDELINES

*Exceptions to these Procedures, Policies & Guidelines can only be made  
with the approval of the Board of Directors*

Version: July 28, 2016

## Registration

The Inver Grove Heights Soccer Association (the Association), aka Inver Grove Heights Heat, will present basic information prior to registration. Information provided may include the following:

1. Breakdown of registration fee
2. Link to League Rules and Regulations
3. Link to the By-Laws
4. Link to Procedures, Policies and Guidelines
5. How to Register

## Registration Provisions

- A parent or guardian who completes the online registration for a participating player is considered to have signed the registration, and shall be enrolled as a voting member of the Association.
- The Board of Directors may waive the participation fee due to financial hardship. Waivers shall be decided on a case by case basis.
- The Board of Directors shall establish the participation fee for each age level.
- The Board of Directors may accept late registrants only if space is available on team rosters and, where appropriate (e.g. C1 level or higher team) said registrants' skill sets qualify them for the team.
- After acceptance of a roster spot, refunds are not provided except in the following cases:
  - (1) Season- ending injury: If injury occurs prior to June 15, a prorated refund may be granted. If injury occurs after June 15, no refund is given.
  - (2) Upon approval of the Board of Directors.

A formal request for a registration fee refund must be made to the appropriate gender coordinator.

## **Financial Assistance available for Heat Players**

### **- Volunteer Earned Discounts**

- If you are an active volunteer Board Member in good standing for one MYSA calendar year, you will receive one paid registration for the following spring/summer season and one paid registration for the fall season in the following MYSA calendar year.
- If you are a volunteer head coach for the spring/summer season, you will receive one paid registration for the following spring/summer season; if you are a volunteer head coach for the fall season, you will receive one paid registration for the following fall season.
- If you are a volunteer assistant coach or team manager for the spring/summer season, you will receive \$100 off of one paid registration for the following spring/summer season; if you are a volunteer assistant coach or team manager for the fall season, you will receive \$50 off one paid registration for the following fall season.

For the volunteer discounts as described above, anyone who has earned multiple discounts during an MYSA calendar year will be given the opportunity to use all of them during the following MYSA calendar year, as appropriate.

### **- Annual Fundraising**

- Participation in annual fundraising activity. This provides the opportunity to earn back the Fundraising Deposit collected at registration. In addition, it provides for players to earn more than their deposit and some players have paid for their full registration fee and more. Usually conducted near the beginning of the soccer season.

### **- Team Fundraising**

- Team can organize and conduct fundraising activities at their discretion. Need to notify the Board. Use of funds is determined by the team as long as it's toward soccer expenses.

### **- Payment Plans**

- Fees are divided into 5 installments with the first installment of \$25 to be collected online upon conclusion of the registration session via Visa, MasterCard, Discover, or checking account. Note there is an additional \$25 fee to use this option.

### **- Financial Aid Awards**

- A request is submitted in writing to any Board member. The request is presented to the Board by the requester or by the Board member who received the request. Awards are made based on need and on a case-by-case basis. Information/discussion is confidential.
- Recipients of financial aid awards are expected to assist with volunteer activities/functions as deemed by the Board.

## Team Formations

- Applies to all age groups, U9 & older
- Team Formations previously sometimes referred to as Tryouts

### 1. Pre-Team Formation activities, meetings, and communications

#### ➤ Team Formation plans are well thought-out in advance

- A **Team Formation Committee** consisting of the Training & Development Director, Girls and Boys Coordinators and at least one other Board Member will be formed.
- A Team Formation plan that includes logistics and list of evaluators will be prepared by the Team Formation Committee and presented to the Board for approval.

#### ➤ Detailed communications are sent well in advance to all members/players/parents

- Team Formation evaluation sessions will be scheduled for teams we expect – with a reasonable level of certainty – to field the following spring/summer season. A good faith attempt will be made to place players at the appropriate age and whenever possible to form a team at each age group. Therefore, age groups will only be combined for Team Formation sessions when, based on current numbers and other known factors, it is not expected there will be enough players to form a team at that age group the following season.
- A \$50 Team Formation fee must be submitted *before Team Formation sessions begin* by all players who wish to be considered for team placement.
  - If a player is offered a roster spot, accepts it and registers within the timeframe set forth by the Association for roster spot acceptance, that player's \$50 Team Formation fee *will be credited toward registration fees.*
  - If a player is not offered a roster spot, that player's \$50 Team Formation fee *will be returned.*
  - If a player does not accept a roster spot that is offered, or does not register by the timeframe set forth by the Association for roster spot acceptances, that player's \$50 Team Formation fee *will not be returned.*
- **Information on what the Team Formation sessions groups will be** (age and playing level) will be posted on the club website by the Training & Development Director by July 1. TBD teams will be listed as such. The Training & Development Director will also send out a communication to all parents of current players containing the same information posted on the web. The Association will typically start Team Formation sessions the last Sunday in July.
- **Coach's player evaluation forms** are to be completed by the current team coach and submitted to the Training & Development Director at least one week prior to the first Team Formation session date set forth by the Association. The coach's player evaluation form should evaluate all players on the same team by areas such as offensive skills, defensive skills, athleticism and coachability as described on the player evaluation form.
- The **Waiver process** is to be used when a player is unable to attend any portion of his or her designated team formation session(s) due to a medical issue (including injury) or because of previously scheduled travel. The waiver is a way for a player to communicate their interest in being placed on a team. Players who submit a waiver for a Team Formation session are not guaranteed a roster position.

Please note:

- A waiver form must be submitted by the start time on the first day of the player's age group Team Formation session and registration must be paid in full by the date indicated on the waiver form.
- In the case of a medical issue, a doctor's note is required.
- A player who submits a waiver and then declines a roster spot offered to them will not have the \$50 Team Formation fee refunded.

## 2. Format of Team Formation Sessions

- **Ensure so far as is possible that Team Formation sessions are unbiased and objective**
  - Evaluations will be conducted by experienced, professional, non-club personnel (when possible and appropriate) appointed by the Training & Development Director to ensure objectivity.
  - The Training & Development Director will establish the Team Formation session format and supply evaluators with evaluation forms and directions. A suggested format for Player Evaluation Forms to be used is included in Appendix A. Coaches that completed the end-of-season player evaluation forms should also observe the Team Formation sessions.
  - During Team Formations, players may be evaluated as a field player and as a goalkeeper, or just as a goalkeeper. If the Training & Development Director identifies the need for a separate evaluation session for players wishing to be evaluated as a goalkeeper, such a session will be held at a different time from the field player evaluations.
  - Team Formation sessions will assess and evaluate player skills in the various field positions. If a Team Formation session consists of two sessions, then the second session may also address situations where evaluator scores of player skills from the first session vary widely and/or where evaluator scores vary from the coach's player evaluations (submitted at the end of the season).
  - The evaluators' task will be to assign each player a rank of 1, 2, or 3 (1=playing at a level above their peers / 2=playing at level equal to peers / 3=playing at a level below their peers) in two areas – technical and tactical. Each evaluator will then submit a recommended roster in player rank order based off overall scores.
  - All scores will be submitted to the Training & Development Director within 2 hours of the end of the Team Formation session.
  - Players may attend the Team Formation session for an older age team; however, they **MUST** also attend the Team Formation session for their own age group as well, if applicable. **Exception:** *The Association allows players to attend a Team Formation session with their School Grade Level peers irrespective of their birth date, and in compliance with MYSA age rules. In such cases, the requirement to attend the Team Formation session for the player's own age group as well, does not apply.*
  - Requests for consideration for team placement from players who are not able to attend the Team Formation session and who submitted a waiver form will be considered on a case-by-case basis. The coach's evaluation of the waived player will guide placement decisions in the Team Formation process. Individuals submitting a Team Formation Session Waiver Form are not guaranteed a roster spot on any team. The Association strongly advises player participation in the Team Formation session process.

## 3. Post-Team Formation session activities, meetings and communications

- After the evaluations have taken place and scores have been received by the Training & Development Director, the Team Formation Committee will meet to form teams for submission to the Board.
- Player team placement will be recommended by evaluations at Team Formation sessions and the player evaluation form submitted by the previous season's coach. In addition, immediately following the Team Formation sessions, the Training & Development Director, evaluators and coach(es) from the previous season will meet to discuss evaluation results, resolve discrepancies and finalize rankings to present to the Board.
  - As a safety net for "proven" players who had under-performed at the Team Formation session or in the case of waived players, a combination of Team Formation session scores and the most recent coach's evaluation may be used. If the team's coach has already been assigned and he/she was the coach who completed the most recent player evaluation forms, then he/she has final say in how 15% of the roster spots are filled.
- A player who attended the Team Formation session(s) for an older team is eligible to be placed on that team's roster only if their overall (averaged) score was in the top 15% of all the players considered at the Team Formation session(s). 15% of an 18-player roster is top-three. **Exception:** *The Association allows players to attend Team Formation session(s) with their School Grade Level peers irrespective of their birth date, and in compliance with MYSA age rules. In such cases, the requirement to score in the top 15% at the Team Formation session does not apply. Also, if there is no team available at a player's age level (therefore they are required to play up by default), then there is no minimum ranking required in order to be placed on the team.*

- Rosters will be posted as soon as possible on the Association website and no longer than 14 days after the last Association Team Formation session date. Information posted will list the players' first name and last name initial and/or pinnie number. If a player did not attend a Team Formation session (and completed a waiver) that player will be assigned a pinnie number as well which will be communicated at the time the waiver is received.
- Players will be given 14 days to accept the roster position. A roster position is considered accepted when the player registers (and pays) for the following spring/summer season.
- The roster posted is the final roster. However, if due to individuals declining roster positions on a team, roster spots become available, players who did not attend Team Formation sessions and/or players not making the initial team roster may be placed on the team. A separate evaluation, to be arranged by the Training & Development Director, may take place if required.

**For U9/U10 ages:**

- An additional evaluation session may be held in early Spring to accommodate new players who register after the July session.
- "Friend Requests" may be considered by the Board only for teams playing at the Gold level.

## **Playing Time**

1. All players on U10 or younger teams will receive approximately the same playing time in both league and tournament play. Coaches may make exceptions to this minimum playing time because of either disciplinary problems or due to injuries. Coaches should talk with a player's parent about exceptions to the playing time minimum.
2. All players on U11 and older teams will play in each game they are present for.

## **Players Playing Up for other Heat Teams**

### ***This policy applies to all MYSA-sanctioned games***

1. Arranging for play-ups is always handled by the Head Coaches of each team.
2. The Head Coach of the Team A seeking to borrow a player(s) must contact the Head Coach of Team B, from which he/she wishes to borrow. Coaches of Team A must not contact Team B players or parents directly.
3. Head Coach of Team A provides details of the game, playing age/level, date & time, and number of players sought (max. 3, and so long as max. roster is not exceeded).
4. Head Coach of Team A may request certain players, but it is always Head Coach of Team B's decision as to who will be offered to play.
5. Head Coach of Team B is not required to provide players. But since we as a club value opportunities for players to play up, we do ask an explanation be given if the request needs to be declined (e.g., already have a game same day, important practice session, etc.).
6. Parents or Guardians of the players involved need to approve the arrangement.
7. The Head Coach or Manager of Team A is responsible for collecting player passes and returning them in a timely manner.
8. All MYSA Play-Up rules must be adhered to. This includes: players can never play "across" to a team at the same age and playing level (e.g., players cannot play across two U13 C2 teams)\*; C3 can play up to C2 at same age group, and C2 can play up to C1 - but a C1 player could only play up to an older age group

[\* Exception: **U9 Gold** teams]

**Fees Guidelines for Paid Coaches**

**Fee Scale Guidelines for Paid Head Coaches (for Spring-Summer Season)**

<b>License &amp; Experience</b>	<b>Coach's Fee Range</b>
'F' License with minimal coaching experience	Up to \$1,000
'F', 'E' or 'D' License with 1-5 years coaching experience	\$1,000 - \$3,000
'D' or higher License with 5+ years coaching experience + demonstrated ability to produce successful teams	\$3,000 and up

**Fee Scale Guidelines for Paid Assistant Coaches\***

Pay is determined based on qualifications and experience	\$500 - \$1,500
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\* Paid assistants may be hired when a team's parents choose, or in a situation where there are no parent volunteer(s) to assist

**Notes:**

- Figures shown are the recommended fee ranges and serve as guidelines only.
- These fees cover a paid coach's time and expenses related to all team meetings, practices, scrimmages, MYSA league games, MYSA state qualifiers and state tournament games, and agreed-upon tournaments.
- Paid coaches' participation in any activities not mentioned here or in their signed contract are to be discussed and agreed upon in consultation with the respective team.
- Prior to registering for tournaments, the team and the paid coach(es) should agree in advance as regards any extra reimbursement of expenses the coach will receive for attendance at tournaments which require an overnight stay.
- Variances to the guidelines may be made based on additional factors such as: types of coaching experience, other qualifications, age and/or level of team, agreed upon incentives, etc.
- Fee negotiations are initiated by the Coaches Selection Committee during the selection & hiring process, and then confirmed with the team's parents.
- Please note that all paid coaches are hired by the Association as Independent Contractors, are issued 1099 tax forms by the club, and all fee payments are subject to appropriate taxes.
- Mileage: Paid coaches are not compensated separately for mileage incurred as part of their coaching duties. Mileage is a deductible expense for tax purposes.

### **Tournament Fees** (Updated 3-13-16)

The IGH Heat will pay the entry fee for one summer regular MYSAsanctioned tournament for each team, within the following limits:

- U9 to U12 - max **\$450** for one tournament
- U13 and above - max **\$500** for one tournament

For U11 and older teams which elect to participate in summer post-season play\* (Summer State Tournament Qualifiers or Summer State Tournament):

- The Heat reimburses the \$65 entry fee and the team's share of the referee fees for Summer State Tournament Qualifiers (League or District Play-Offs).
- The Heat will pay the entry fee for any team that qualifies for the Summer State Tournament or Fall State tournament.

For any U11 and older teams which elect not to participate in summer post-season play\* (Summer State Tournament Qualifiers or Summer State Tournament):

- The Heat will give up to another \$150 towards the entry fee for an additional summer tournament.

U9/U10 Teams: Since there are no play-offs for U9/U10:

- The Heat will pay up to another \$150 towards a U9/U10 team's entry fee for a summer Jamboree-type event (i.e., a tournament open to U9/U10s only)

\* Election to participate/not participate is made on the MYSAs web-site by the MYSAdesignated deadline.

***Election to not participate must be approved by the Heat Board.***

### **Posting of Player Names on the IGH Heat Website**

The club's policy is that only **First Name + Last Name *Initial*** may be used when players are named anywhere on the IGH Heat website.

## Coaching Responsibility

1. Must uphold the purpose and philosophy of The Association as well as adhere to the procedures, policies and guidelines established by The Association.
2. Must abide by all league and tournament rules.
3. Shall abide by the details of their contract, including the Conduct and Compliance requirements:
  - Conduct: Use their best efforts to promote and maintain the success and reputation of the Association, and set, encourage and enforce the highest standards of leadership, fair play and good sportsmanship.
  - Compliance: Comply with all rules and regulations of both the Association and MYSA including, but not limited to its drug and alcohol use policies.
  - Reporting: Promptly report to the assigned Director, Gender Coordinator or Vice President, all issues or problems that arise with respect to the conduct or compliance of the Team, any individual member of the Team, a parent or another coach.
4. Must host a pre-season parent/coaches meeting.
5. Attend periodic meetings conducted by the assigned Director.
7. Will treat players, coaches, officials and fans with dignity and respect at all times, regardless of race, sex, creed or ability.
8. Will demand a drug, alcohol and tobacco free sports environment for the players and agree to set an example by refraining from their use at all youth sports events.
9. If a player receives a RED CARD the coach will promptly notify, within 48 hours, the Gender Coordinator and Vice President of the Association.
10. The head coach of any team must hold a Class F or higher USSF license. Student coaches who are contracted to coach will have the cost of the USSF F License covered by the club. The course is to be taken at the earliest possible time (typically, by mid-May).

## Player Responsibilities

1. Have fun and enjoy the game of soccer. Practice skills at home to improve. Your effort will be the largest factor in determining how far you can go with your ability.
2. Give 100% effort every time you play regardless of your assignment.
3. Be a team player. Use your skill in a team effort and always support your teammates with encouragement.
4. Practice good sportsmanship and maintain a positive attitude at all times.
5. Learn and abide by the rules of soccer.
6. Will treat other players, coaches, officials and fans with dignity and respect at all times, regardless of race, sex, creed or ability.
7. Treat all players, coaches, officials and fans with dignity and respect in speech, attitude and behavior at all times.
8. Be aware of team schedule and attend all practices, games or other team events. If you cannot attend, it is your responsibility to notify the coach.
9. Keep yourself fit and advise your coach immediately of any injury, however minor.
10. Keep your head up in defeat, and keep your pride under control in a victory.
11. Show appreciation of your coach, parents and game officials for their efforts in making the program a success.
12. Take proper care of your uniform and equipment.
13. Abide by The Association philosophy as well as adhere to the procedures, policies and guidelines established by The Association.
14. NEVER USE TOBACCO, ALCOHOL OR DRUGS OF ANY KIND.
15. Be responsible for your own conduct and its consequences.
16. Be aware that your conduct or behavior on or off the field could affect your position on the team. Coaches may choose not to play certain players at various times as a disciplinary action. Any RED CARD that you receive will be reviewed by the Gender Coordinator and Vice President of The Association, and is subject to possible further disciplinary action by the Association Board of Directors.

## Parent Responsibilities

### Inver Grove Heights Soccer Association – Parent Code of Conduct

1. I agree to treat all players, coaches, referees, and spectators with dignity and respect in my speech, attitude and behavior at all times, regardless of their: age; race or ethnic origins; gender; sexual identity or orientation; religion or creed; ability or performance. I will also ask this of my child.
2. I will encourage good sportsmanship by demonstrating positive support – in word and deed – for all players, coaches, and referees, at every game and practice. I will also ask this of my child.
3. I will only give positive feedback to players, coaches, and referees. I will not make negative comments about the game, coaches, referees, or players in my child's or other players' presence. I understand that this can negatively influence my child's or other players' attitude and overall experience. Any concerns shall be put in writing and submitted to a Board Member or other club representative.
4. I agree not to coach my child or other players from the sidelines. All comments from the sidelines (to *any* player) should be in the form of positive feedback and encouragement.
5. Remembering that the game is primarily for the youth and not for the adults, I will place the emotional and physical well-being of my child ahead of any personal desire to win.
6. I agree that joining a team also means making a commitment to that team. I will do my best to make sure my child is present and on time for all practices and games.
7. I understand that improper behavior at a game on the part of any parent or other spectator may result in the individual being asked by the referee, coach, or club official to leave the vicinity of the field.
8. I understand that the Inver Grove Heights HEAT Soccer Association demands a substance free sports environment. I agree to refrain from all alcohol, tobacco and drug use at all youth soccer events and facilities/venues.
9. I agree to take an active role in other HEAT related activities such as fundraising, meetings, carnival, camps etc.

## Teams' Off Season Activities

Inver Grove Heights Soccer Association ("The Heat") involvement in "off season" soccer activities:

1. "Off season" in this context refers to the time between the end of the MYSA fall league play and the start of the upcoming Spring/Summer league play.
2. The Heat encourages participation in soccer and other sports during the soccer MYSA "off season".
3. Teams and players are encouraged but not required to arrange or participate in "off season" training in addition to what the Association offers.
4. The Heat may schedule some soccer activities (training, festivals, etc.) during the "off season" and will make it clear that it is a Heat sponsored activity/event.
5. Players/teams are free to enroll in "off season" soccer leagues and other soccer activities but the Heat will not sponsor or be responsible for organizing these activities.
6. To help keep costs down, Heat players who own Heat uniforms may use them during "off season" activities as long as the organizers are made aware that they are using the uniforms for convenience, but the team is not an MYSA registered Heat team.
7. If a Heat team that has been formed for the upcoming MYSA season participates in "off season" play, the coach/manager/adult responsible for enrolling the team must provide an equal opportunity to participate to all team members registered on that team for the upcoming MYSA season. He/she can check with the Heat registrar to get a list of all players registered on a team.

## Coaches Selection

The Coaches Selection Committee (CSC) shall consist of the assigned Director and the Boys and Girls Coordinators. If any of these positions is unfilled, the President will serve in place of that position.

The Committee identifies and presents candidates to the Board for approval, based upon but not limited to:

- Parent Evaluations
- Assigned Director Evaluations
- Experience, Qualifications and Background

## Coach Selection/Hiring Process

The following process applies to both paid and volunteer coaches:

- The club posts an invite for applications (application form included) on the website no later than the end of the Spring/Summer season
- Candidates submit an application form to the Director of Training & Development by designated deadline.  
All candidates must submit an application form, whether new to the Heat or returning.
- Candidates who are new to the Heat are interviewed by the CSC. Returning candidates meet with all or some of the CSC, either in person or via telephone.
  - For paid coach positions fee expectations are discussed and agreed upon during this process.  
*Candidates are informed that fees are subject to agreement by parents once the coach assignment has been announced.*
- The CSC prepares coach team-assignment recommendations and presents to the Board for approval
- Approved coaches are notified by the Director of Training & Development of their coaching assignment immediately after the approval, and are given 14 days to accept the offer.
- Once coaches accept the offer, the Director of Training & Development informs the teams' parents and the coaching fee is confirmed
- A coach contract is drawn up, signed and put in place.

## **Equipment**

1. Uniforms are the player's responsibility. Uniforms must remain in good condition or be replaced by the player.
2. Each coach is responsible for all equipment issued to the team.

## **Grievance and Dispute Resolution**

During the course of a season, occasional disputes or differences of opinions will arise between participants. In order to resolve disputes in a respectful and reasonable manner, participants shall observe the following steps:

1. The participants involved in the disputed matter shall meet privately and attempt to resolve their differences informally.
2. If informal dispute resolution is unsuccessful, any participant may refer the matter to the appropriate Gender Coordinator, who shall again encourage participants to resolve the disputed matter through discussion or other informal means. If necessary, the Gender Coordinator will bring the matter to the attention of the Association's Vice President.
3. A participant may initiate the formal resolution process by delivering a written grievance to the Association Vice President to resolve the disputed matter promptly.
4. The Board or designated sub-committee shall have final authority to resolve the disputed matter. Its decision may not be appealed. The decision does not, however, establish a precedent for future situations. If the Board or designated sub-committee identifies any matter which may require clarification or amendment of The Association By-Laws, policies or procedures, it shall refer them to the full Board for consideration.

## **Fundraising**

### **Individual Teams**

Individual teams are encouraged to create and implement their own fundraising activities. A team representative must present to the Fundraising Chairperson any and all fundraising activities that the team wishes to conduct, prior to the planning and implementation of the activity. Assistance and direction will be given to the team representative for their team fundraising activity. There will be no fee assessed for this activity by the Association, unless the Association provides funds to help conduct this activity.

The proposal will be reviewed based on the following criteria:

1. What is the need for these funds and how will the funds be spent.
2. How many volunteers are needed?
3. Date and time of the activity.
4. Brief description of planned activity.
5. List of sponsors and contributors, if any.
6. Does the proposed activity influence any existing or in process fundraising activities of the Association or its teams?
7. Does the proposed activity require financing or investment by the Association?
8. Would the proposed activity be available to the other teams in the Association or for the overall Association benefit?

### **Donations**

Donations may be accepted by the Association or Individual Teams. However, the donation must be used as specified by the donor. Any team receiving a donation must submit a letter from the donor to the Association Board of Directors describing how the donation is to be used. If the donation is a monetary amount, the funds shall go to the Association for disbursement of the funds for their intended use.

### **Association Sponsored Activities**

Any fundraising activity offered by the Association is the responsibility of the Fundraising Chairperson, to be reviewed by the Board for approval.

## Board Roles and Responsibilities

### Notes:

1. Responsibilities listed describe WHAT a role is responsible for, not HOW the function is performed. A person in a role may solicit and/or assign tasks to other individuals, but that does not absolve them of the responsibility.
2. Items in **bold** are copied from the By-Laws, so these cannot be changed without first changing the By-Laws.
3. These roles/responsibilities may be modified if/when the bylaws are changed and/or as agreed to by the Board.

### Responsibilities that apply to all Board Roles:

- Provide status at the Board meetings on activities associated with role responsibilities.
- Attend 75% of Board meetings.
- Recruitment of players and board members.
- Identification of candidates for coaching and team manager positions.
- Assist in planning approved activities and participate in sub-committees (ongoing or ad-hoc).
- Assist with Association events
- Document detailed procedures as needed to ensure consistency in carrying out specific responsibilities.

### President

- **Be the principal executive of the organization subject to the control of the Board of Directors and membership.**
- **Supervise all business and affairs of the organization.**
- **Preside at all meetings of the membership and the Board of Directors.**
- **Sign all official documents of the organization.**
- **Have the power to invite persons not members of the organization to attend the regular or special meetings of the Board of Directors.**
- **Ensure the correct copies of the By-Laws and Procedures, Policies & Guidelines of the Association are maintained on the Association's web site.**
- **Perform such other duties as are specifically provided in the Articles of Incorporation and the By-Laws and shall be imposed upon them by resolution of a majority of the Board of Directors.**
- **Ensure that an annual budget is presented to the general membership.**

### Vice President

- **Perform the duties of the President in the event of the inability of the President to act and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. In the event that there is a sudden vacancy in the President or Treasurer position because of death, resignation, removal, disqualification, or otherwise, the Vice President will with immediate effect serve as President or Treasurer until the next Board meeting, at which time the Board will elect a new President or Treasurer (see Bylaws Article 3., Section 10).**
- **Perform such other duties as from time to time may be assigned by the President or the Board of Directors.**

### Secretary

- **Perform all duties of the President in the absence of the President, Vice President and Treasurer.**
- **Maintain and distribute the minutes of the meetings of the organization and of the Board of Directors.**
- **Shall perform all duties incident to the office of the Secretary, subject to the control of the Board of Directors, and as from time to time may be assigned by the President or Board of Directors.**
- **Upon completion of the term of office, deliver all books, papers and reports to the new incumbent.**
- **Shall maintain an official voting membership roster.**
- **Perform such other duties as from time to time may be assigned by the President or the Board of Directors.**

### Treasurer

- **Perform all duties of the President in the absence of the President and Vice President.**
- **Shall have charge and custody of and be responsible for all funds of the organization; receive and give receipts for monies due and payable to the organization from any source whatsoever, and deposit all such monies in the name of the organization. Shall pay all bills of the organization as designated by the Board of Directors.**
- **Shall prepare, publish and distribute an annual report on receipts and expenditures for presentation to the annual membership meetings.**

- **Shall submit a detailed written financial statement for the year-to-date at each meeting of the Board of Directors.**
- **Shall in general, perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or the Board of Directors.**
- **Provide teams with the necessary funds to execute approved activities; obtain copies of receipts associated with the disbursement of funds to teams & individuals.**
- **Ensure that all contractual obligations are fulfilled prior to disbursing funds.**
- **Perform such other duties as from time to time may be assigned by the President or the Board of Directors.**

#### Gaming Manager

- Ensure all Association gaming activities are performed in accordance with state regulations and Association By-Laws.

#### Assistant Gaming Manager

- Assist the Association Gaming Manager with gaming functions/activities as appropriate and in accordance with state regulations and Association bylaws.

#### Fundraising Chairperson

- To organize fundraising activities that support and benefit the IGH Soccer Association and its youth members.
- To assemble a fundraising committee and to direct or delegate all volunteers in the planning of fundraising events and activities.
- To create and present to the Board of Directors for approval, an annual budget request and the projected fundraising goals for the new calendar year general budget. This proposal will be presented at least 30 days prior to the Board's approval of the Association's annual general budget.
- To encourage individual teams that wish to raise funds for specific team needs, by providing support and ideas for raising funds.
- To report to the Board the progress and details of any fund raising activities each board meeting.
- Identify fund raising opportunities/ideas and bring to the Board for approval.
- Plan and lead fund raising activities approved by the Board.

#### Risk Coordinator

- Ensures that the rules that are prescribed by MYSA are followed by the club.
- Facilitate the process of identifying risk mitigation strategies for identified risks and ensuring MYSA rules are adhered to by the club.
- Serve as a consultant to the Board and association members as needed on Risk Management items.
- Ensure that coaches, team managers and Board members are aware of their legal and risk management responsibilities.
  - Background Checks
  - Make sure club understands policies
  - Liability Waivers
  - Concussion training requirements
  - Etc.
- Provide copies/proof of insurance as needed to people like schools and Park & Rec, etc.
- Insurance and medical liability forms.

#### Girls Coordinator

- After the season begins, if injuries or other circumstances reduce the roster of any team, the Coaches and Boys and Girls Coordinator will address the need for replacement players to a team. The Board shall establish a participation fee appropriate for the circumstances.
- Placement of teams in levels of league competition will be the responsibility of the Coordinators and Coaches based upon skill levels of each team, subject to Board approval.
- Ensure that administration of the Association girl teams is consistent with IGH Soccer Association bylaws.
- Serve as the primary point of contact for all Girls team coaches and managers.
- As requested, distribute information from the Board, Registrar, and Program Coordinator to the Girls team managers and coaches.
- Serve on the Team Formation Committee.
- Serve on the Coaches Selection Committee.
- Work with the Boys Coordinator, Training & Development Director, and others assigned by the board to develop training programs.
- Lead and engage others as necessary to resolve player and/or team issues.

- Keep the Board informed on issues and bring solutions/recommendations to the Board for approval of when appropriate.
- Serve as the primary point of contact between the Association and the MYSA Girls Coordinator.
- Serve as the point of contact for Girls team coaches/managers when addressing issues with other soccer associations and/or MYSA.
- Represent the IGH Soccer Association in District MYSA meetings.

Boys Coordinator - See Girls Coordinator description (replace Girls with Boys).

Equipment Coordinator *Revised as of 3/1/13 - Uniforms were previously included within Equipment section*

- Take care of all equipment needs for the association, including vendor selections & purchasing new or replacement supplies.
- Work with coaches/team managers to accommodate team equipment needs (balls, cones, pinnies, bags, First Aid kits, etc.)
- Ensure teams have keys for access to field box (for field flags).
- Manage our storage locker.
- Manage inventory

Uniform Coordinator *Revised as of 3/1/13 - Uniforms were previously included within Equipment section*

- Look for appropriate uniform solutions for the association (vendor selections, etc.).
- Take care of uniform needs for the association, including managing our relationship with online retailer.
- Communicate the process of obtaining uniforms to coaches and parents.
- Maintain log of uniform numbers for levels/teams.
- Manage a process for avoiding duplication of uniform numbers where possible.
- Work with Boys and Girls Coordinators to ensure uniforms paid for by the association for financial aid participants are returned to the organization.

Registrar

- Responsible for registration and all that it encompasses for Fall and Summer seasons.
- Use MYSA Keeper software to submit and form teams.
- Use online software to register members of the club.
- Coordinate with the risk manager and the boys and girls coordinators to monitor the progress of background checks, concussion requirements, and coach and manager placements so teams can be formed.
- Coordinate with the web administrator to ensure the website has the registration open to our members.
- Coordinate with the web administrator to ensure the website has the proper information regarding registration and team formations.
- Coordinate with the boys and girls coordinators to ensure team formations reflect the numbers of registered players.
- Distribute coaches, players, and manager passes to the teams.
- Coordinate with MYSA on league developments and Keeper upgrades as it affects our club.
- Communicate with members on an ongoing basis regarding registration questions.
- Provide board members with registration data/information to help facilitate their function.

Communications Coordinator

- Overall member communications (school folders, open house arrangements, parade information, Team Formation session information, fundraiser information, beginning of the season meetings with teams/parents, recruitment flyers, etc.).
- Work in conjunction with web administrator so appropriate information is posted on the Website.
- Communicate with each team manager & coach to ensure that everyone has the same information regarding rules/regulations/policies/resources/any info that all teams should have.
- Bring communication releases to the Board for approval.
- Work with Program/Boys/Girls coordinators to ensure that there are no conflicts with other communications being issued to teams.
- NOTE: Responsibilities do not include items that are specific to teams/players and will be issued by Program and/or Boys/Girls Coordinators.

Web Site Administrator

- Proper administration of the Association web site so that it is fully functional and available to the Association for use. This includes working with the web hosting company as necessary to make updates and/or fix issues.

- Making timely updates to the Association web site with information provided by other Board members. (Announcements, Board Meeting Minutes, forms, team pages, etc.)
- Educate and/or train team managers and/or coaches in use of the Association web site so they can administer their own team pages.

At Large Members:

- Lead at least one Board approved IGH Soccer Association event annually.
- Participate on at least one board sub-committee annually.

Other responsibilities:

- B.E.S.T. Scholarship
- Parade (IGH Days)

**Paid Non-Voting Board Member Positions**

Training and Development Director

- Ensure that administration of the Association player development and coaching programs are consistent with IGH Soccer Association bylaws.
- Ensure that training and skill development providers are meeting their obligations in accordance with contracts approved by the Board.
- Work with the Boys and Girls coordinators, Registrar and others assigned by the board to conduct Team Formation activities (planning and execution), team formations (developing recommendations to bring to the Board for discussion and/or approval), coach recommendations (identification, selection and preparing recommendation for Board discussion/approval).
- Lead and work with the Boys and Girls Coordinators and others assigned by the board to develop training programs for all players, teams, and coaches.
- Coach training.
- Required to attend at least 1 practice and 1 game for each team.
- Work with the Girls and Boys coordinator to prepare and bring training recommendations to the Board for discussion and/or approval.
- Work with the Field Coordinator to ensure that facilities are available to conduct the approved training activities.
- When appropriate, assist the Girls and Boys Coordinators to resolve player and/or team issues.
- Ensure all player evaluations are submitted by coaches on a yearly basis.

Referee Assignor

- Take care of all referee needs of the association.
- Work with treasurer to procure funds for referee payments and disburse to teams as appropriate.
- Work with coaches/managers and Field Coordinator to ensure that refs are re-scheduled when needed.
- Work to develop new referees and the continued development of current referees.

Field Coordinator

- Work directly with IGH Parks and Rec on soccer field needs and procurement:
  - Outdoor fields (Rich Valley, park fields, ISD199 fields)
  - Indoor (VMCC Gym, VMCC rink with turf, etc.).
- Work with Community Education to reserve school gym time for practices as needed.
- Communicate directly with teams regarding field scheduling:
  - Communicating process for procuring fields to team coaches, managers and Board members
  - Initial schedule (games and practice times)
  - Ad-Hoc requests, adjustments or rescheduling
  - Providing field schedule to Web Admin for posting (and revisions as needed)
  - Post and keep current a field schedule at Rich Valley complex.
- Communicate directly with teams on field conditions and availability during inclement weather.