

PHOENIXVILLE AREA SOCCER CLUB (PASC)



POLICIES AND PROCEDURES OFFICERS AND DIRECTORS

Revised October 16, 2015

Phoenixville Area Soccer Club Board of Directors Code of Ethics

The Phoenixville Area Soccer Club Board of Directors expects its officers and directors to conduct themselves in an ethical and business-like manner. This commitment includes proper use of authority and appropriate decorum – in group and individual settings – in regard to behavior when acting on behalf of the board. PASC is a volunteer-run organization and, as such, it is incumbent on the Board of Directors to maintain both work and recreational environments that are consistent with the Club's mission and provide a transparent, collegial, and respectful experience for all volunteers, parents, players, officials, and members of our community.

PASC's Mission: Phoenixville Area Soccer Club (PASC) endeavors to provide a safe, competitive, high-energy soccer environment for all youth and adult players that allows players and coaches to reach their highest potential through skill development, education, and competitive soccer.

Our Values:

- Safety and promoting a healthy lifestyle through soccer
- Respect for others
- Growth and learning
- Family fun
- Community service
- Teamwork
- Leadership
- Inclusion and embracing of diversity while serving all facets of our community

Elements of the Code

- Board members must represent, with loyalty and without conflict, the interests of the club's members. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. This accountability supersedes the personal interests of any Board member acting as an individual consumer of the Club's services.
- Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
- There must be no self-dealing or any conduct of private business or personal services between any Board members and the Club except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
- Board members must not use their positions to obtain for themselves, family members, or close associates, preferential treatment within the Club.
- Board members and members at large may not attempt to exercise individual authority over the Club or staff except as explicitly set forth in Board policies.

_____ Signature

_____ Date

Phoenixville Area Soccer Club
Director and Officer Responsibilities

The following are descriptions for positions of various Officer and Director positions of the PASC Board of Directors.

President

1. Supervise affairs of PASC
2. Conduct and call meetings (including general BOD and Executive Council)
3. Sign contracts and other official Club documents as authorized by Executive Council (along with additional Officer or Director)
4. Oversee Director functions within organization
5. Appoint committees, permanent or temporary
6. Liaison or appoint Board Member to liaison with local government and community affiliates
7. Direct communication to Members and Board as required
8. Liaison or appoint Board Member to liaison with legal counsel
9. Oversee the management and maintenance of relationships with local and national clubs and organizations (e.g. EPYSA)
10. Other duties as required and necessary
11. Elected to three-year term

Vice President

1. Perform all duties and exercise all powers of President during absence or incapacity
2. Perform other duties as required by Executive Council
3. Elected to three-year term

At-Large Director

1. Responsible for specific Club assignments and needs as directed by the Executive Council
2. Voting PASC Board member
3. Elected to a three-year term

Treasurer

1. Receive all monies, giving the receipt thereof
2. Take charge of the books and accounts in connection with the financial affairs of the Club and report the state of the finances of PASC
3. Ensure PASC is adequately covered by insurance
4. Ensure PASC complies with all laws governing its non-profit status
5. Ensure PASC pays its invoices, bills, and tax returns in a timely manner

Facilities Director

1. Manage Club facilities, operations, and maintenance
2. Manage relationships with hired vendors and service providers and make purchases for the Club as related to PASC fields and facilities and approved by the Executive Council
3. Recommend and coordinate agreements and purchases required for field and facilities operations, maintenance, and needs
4. Report the health and requirements for all Club facilities and fields to the Executive Council
5. Liaison with Charlestown Township Parks and Recreation Committee
6. Approve and facilitate field and facilities scheduling

Registrar

1. Manage club registration and payment systems
2. Maintain Members database, including players, coaches, trainers, and volunteers
3. Work with Travel, IM, Pee Wee, and Rec Directors for league registration requirements
4. Assist Directors in team formation and communications to Members and coaches
5. Provide reports and other information to Executive Council and Board as required
6. Communicate with EPYSA and other soccer organizations on behalf of PASC as required
7. Manage and maintain compliance with Risk Management, concussion awareness, and other programs as prescribed by EPYSA and other governing soccer associations as required

State Clearance, Risk Management, and Heads Up Oversight

1. Communicate requirements to BOD regarding Club compliance with risk management, concussion awareness, and other mandated policies
2. Manage acquisition and storage of – and BOD access to – required documentation from coaches and volunteers
3. Communicate with coaches and volunteers regarding state clearances and other mandated and club requirements
4. Liaison with governing bodies (e.g. EPYSA) regarding requirements and compliance

Webmaster

1. Communicate Club news on website, social medial platforms, and other electronic means
2. Update and maintain Club website and social media accounts
3. Manage and solicit input from Travel, Rec, IM coaches, and board members regarding news items and team updates for publishing on Club media platforms

Director of Club Development/Sponsor Coordinator

1. Liaison with local government, school, and community affiliates
2. Responsible for identifying Club needs, seeking and applying for grants, fostering sponsorship opportunities, and heading initiatives to raise funds for the Club
3. Seek, manage, and maintain relationship with local and national clubs and organizations
4. Seek new sponsors
5. Create new sponsor opportunities
6. Manage sponsor relations
7. Execute Club requirements of sponsorship agreements
8. Identify and pursue new revenue opportunities

Recording Secretary

1. Responsible for recording, preparing, and distributing minutes of Board Meetings, Annual Meetings, and others as necessary

Alliance FC Board Member

1. Serve on AFC Board of Directors and perform AFC duties as required
2. Attend club and league meetings as required
3. Report AFC meeting news and items to PASC BOD
4. Represent and advocate for PASC at club and league meetings and events

Travel League Delegate

PASC participates in the Delco, PAGS, and Central League Travel leagues. A delegate shall be appointed for each league and be responsible for the following.

1. Attend league meetings as required
2. Report meeting news and items
3. Represent and advocate for Club at league meetings and events
4. Liaison with league officers
5. Responsible for dissemination of all league information to PASC Board and Club coaches
6. Manage and maintain club relations with league
7. Manage and maintain team requirements for league
8. Communicate with and assist team managers

Intramural Director

1. Oversee management (including scheduling and team assignments) of Intramural programs
2. Help identify and recruit volunteer coaches for IM programs
3. Coordinate with Director of Coaching to administer and develop specific program requirements
4. Communicate with coaches regarding program and club information
5. Work with Equipment Manager to distribute uniforms, balls, and other equipment
6. Manage and facilitate game day activities

7. Help manage Club participation in Intramural tournaments with Director of Coaching
8. Monitor Club competition and fair play rules
9. Report violations or concerns regarding codes of conduct (by IM coaches, parents, and spectators) to the Board

Pee Wee Director

1. Oversee management (including scheduling and team assignments) of Pee Wee programs
2. Help identify and recruit volunteer coaches for Pee Wee programs
3. Coordinate with Director of Coaching to administer and develop specific program requirements
4. Communicate with coaches regarding program and club information
5. Work with Equipment Manager to distribute uniforms, balls, and other needed equipment
6. Manage and facilitate game day activities
7. Help manage Club participation in Intramural tournaments with Director of Coaching
8. Monitor Club competition and fair play rules
9. Report violations or concerns regarding codes of conduct (by Pee Wee coaches, parents, and spectators) to the Board

Junior Referee Director

1. Responsible for developing and managing referee program for Intramural referees, including scheduling refs for IM games
2. Coordinate with IM Director regarding needs and schedule requirements of IM program
3. Facilitate referee certification for eligible and interested PASC players, coaches, and members as necessary

Master Schedule Coordinator

1. Compile list of all games being played on PASC fields
2. Compile weekly list of all games involving PASC teams to Exec Council, Director of Soccer, DOC, League Delegates, Coordinators, Rec Director, and Referee Assigner liaison

Director of Coaching

1. Work with Travel, IM, and Recreation Directors to coordinate appropriate player training and development programs
2. Responsible for hiring and management of Travel Soccer coaching staff and budget
3. Responsible for assigning coaches to travel teams for all age groups
4. Organize and administer travel tryouts
5. Communicate safety and risk management requirements to coaches

6. Provide access and recommendations to coaches regarding certification, training, and education
7. Develop and monitor Club competition and fair play rules
8. Coordinate with Equipment Manager to secure uniforms, balls, and other equipment to be provided by the Club
9. Manage Club participation in tournaments
10. Ensure all league and friendly games are adequately staffed with coaches
11. Develop new programs – including training sessions, camps, and tournaments – for PASC

Recreation League Director

1. Administer Club Recreation (Rec) League program, including team rostering and scheduling
2. Solicit, manage, and mentor volunteer coaches
3. Coordinate with Equipment Manager to secure uniforms, balls, and other needed equipment for Rec teams
4. Represent PASC to SCSL in general and at Rec League meetings
5. Communicate with Rec coaches and PASC Board regarding Rec League requirements, deadlines, and operations
6. Coordinate, manage, and schedules Rec tournaments with Director of Coaching

Lead Team Manager

Serve as club contact for all Travel Team Managers and assure they understand and perform their duties, which include:

1. Facilitate and execute communication between club and team managers.
2. Create manual for team managers.
3. Serve as coordinator and mentor to all team managers.

Equipment Manager

1. Maintain inventory of uniforms, t-shirts, balls, nets, equipment, trophies, and other needs of Club
2. Coordinate with appropriate Directors and Managers (e.g. Travel, Rec, IM, and Pee Wee) to distribute/collect equipment and uniforms to/from coaches and team managers
3. Investigate new sources of supplies for equipment and make appropriate recommendations to the Executive Council
4. Responsible for establishing uniform solutions for IM and Pee Wee programs with Director of Coaching, IM and Pee Wee Directors, and Equipment Manager.
5. Responsible for establishing uniform solutions for Travel program with Travel Director and Equipment Manager.
6. Responsible for ordering uniforms and t-shirts for the various PASC programs as required, including Board and coaches gear.
7. Manage and maintain vendor relationships with t-shirt and uniform suppliers, and other vendors as necessary

Snack Shack Manager

1. Manage weekly shack staff requirements
2. Manage weekly shack inventory
3. Manage income and revenue, keep records of sales and profit, and submit as required to Treasurer
4. Maintain cleanliness and appearance of snack shack
5. Perform/manage season opening and closing operations

Financial Aid Manager

1. Run subcommittee setting policies and implementing PASC's Financial Aid program
2. Provide webmaster with documents and content for posting on website
3. Manage seasonal process of assessing, accepting, and rejecting requests for Financial Aid
4. Communicate with Treasurer, Registrar, and Executive Council as necessary in regard to implementing and managing Financial Aid program
5. Communicate with Members regarding approval or rejection of Financial aid requests

TeamSnap Manager

1. Set up Club Team Snap account
2. Coordinate with team managers to set up and maintain individual accounts

Ref Assigner Relation

1. Communicate weekly with ref assigner to ensure PASC home games are covered

Union Partner/Ticket Manager

1. Coordinate and publicize Union ticket sales with Club members (promote sales, receive payment, send tickets and parking vouchers, etc.)
2. Serve as liaison between Club and Union representative
3. Organize Union game day (select date, organize players, secure tickets, etc.)