President

Duties & Responsibilities

- Ensure that the Woodstown Soccer Club (WSC) is managed in accordance with its by-laws, policies, mission statement and guiding principals
- Ensure that all decisions and/or directives of the Board are implemented in a timely manner
- Ensure that the WSC operations are managed in a timely and efficient manner
- Ensure that all positions required to run the WSC are staffed
- Appoint committees as required to carry out WSC business
- Work with the board and trustees to develop a dynamic strategic roadmap for the WSC
- Preside at all meetings of the WSC, and, establish the agenda for all meetings, annual and special events
- Present an annual report of the state of the WSC at the Annual General Meeting
- Act as principal representative of the WSC
- Have signature authority, in addition to the Treasurer for the Club

Time commitment 4-8 hours per week

Immediate Past President

The immediate past president shall serve as advisor to the board to efficiently transition the roles and responsibilities of the President. This position will have a term of one year.

Vice President - is responsible to ensure that the WSC soccer Fields are properly maintained and available for the soccer season; additionally leading relationship between WSC and Marlton Park for maintenance, equipment, storage, and safety.

Duties & Responsibilities

- Serve as back-up to President in situations when conflicts of interest arise or President temporarily unavailable
- Manage upkeep and maintenance of soccer fields and Marlton Park storage used by WSC
- Ensure fields are properly lined, goals secured and nets affixed in preparation of and during the season
- Resolve scheduling conflicts of fields for practices and games as required
- Serve on Tournament Committee for fields and coordinate volunteer activity
- Supervise student assistant for field lining, if available by WSC funds
- Acquire maintenance supplies and equipment for the fields as required

Time commitment
Generally 2 per week. 2-4 hours per week during the pre-season and tournament.

**Treasurer**—subject to the direction of the board, has general charge for the financial affairs of the WSC

**Duties & Responsibilities**

- Implement and/or maintain the bookkeeping system and accounting processes required to provide a detailed set of records on income and expenditure of the WSC
- Be responsible for all day-to-day bookkeeping and handling of accounts payable and account receivable issues
- Have custody of all funds, securities, financial records and tax documents of the WSC
- Establish an annual operating budget to present to the board for approval
- Publish a monthly and year-end financial statement
- Submit an annual report of finances to the Board and Trustees
- File all reports to the appropriate government agency in a timely manner, including, but not limited to yearly income tax returns
- Ensure the WSC maintains a non-profit tax status
- Pay bills that are within the approved limits of the WSC annual operating budget
- Maintain a bank account in the WSC name
- Be one of the three persons, together with the President, Vice President authorized to sign checks

Time commitment – Avg 6-12 per month

**Secretary** is responsible for recording, maintaining and distributing records of WSC business.

**Duties & Responsibilities**

- Record minutes of all WSC meetings (including meeting time, date, location, attendance, board vote results and highlights of key discussions)
- Distribute meeting minutes within one week of each club meeting
- Send meeting reminder emails along with WSC correspondence announcements.
- Be the custodian of all records of the WSC (i.e. minutes, insurance documents, bylaws, etc.)
- Collect and distribute accordingly all correspondence received by the WSC
- Maintain a PO Box for all WSC correspondence. Please Note: This is not done by the secretary in the current roles. If this needs to happen, please let me know.
- Plan, schedule, secure location and notify the board of upcoming and scheduled meetings. Also, not done by the current Secretary.
• Create promotional material (advertisements/flyers) and arrange distribution of materials to local residents and school locations to support registration awareness.

**Time Commitment**

4-8 hours per month. Must attend meetings on a regular basis.

**Director of Registration** has the overall responsibility for the WSC player’s registration and WSC affiliation with South Jersey Soccer League & the South Jersey Girls Soccer League

**Duties & Responsibilities**

- Implement and/or maintain the WSC registration process to ensure and accurate and timely registration of the WSC membership for Spring and Fall
- Maintain and update as necessary the WSC on line registration and provide for the efficient distribution of 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 on incomplete registrations
- Coordinate mail-in registrations
- Coordinate Age Group wait lists with Age Group coordinators
- Provide Uniform coordinator with an accurate count of uniform purchases requested as part of registration
- Provide each Age Group coordinator with the latest Age Group registration information
- Develop a list of volunteers from the registration forms data and maintain a current list of volunteers at all times
- Ensure that all players, coaches and referees are affiliated in accordance with SJSL & SJGSL requirements and submit required affiliation and other fees due in the Spring and Fall
- Manage registration logistics for Spring and Fall walk-in registration (including determining registration dates, securing a registration facility, and communicating registration logistics to the membership)

**Time Commitment**

Generally 4-6 hours per month. 12-16 hours per week during registration periods

**League Club Representative**—shall act as the representative of the WSC to the travel leagues (SJGSL, SJSL). There may be one or several individuals holding this position based on need at the discretion of the board.

**Duties & Responsibilities**
- Attend all league meetings (not sure how many per season)
- Report all league decisions and issues to the WSC
- Bring WSC issues and opinions to the Leagues
- Vote on league issues on behalf of the WSC during league meetings as appropriate
- Submit team placements, payments, coach info, rosters, coach pledges, and any other required paper work to the league
- Monitor team records and suggest mid-season adjustments when appropriate
- Provide field availability and assignments for each team and field maps to the league

Time Commitment
Generally 2 hours per month. 4-6 hours per week during pre-seasons

Field Maintenance Coordinator – is responsible to ensure that the WSC soccer Fields are properly maintained and available for the soccer season

Duties & Responsibilities

- Manage upkeep and maintenance of soccer fields used by WSC
- Ensure fields are properly lined before and during the season
- Provide maintenance supplies for the fields required

Time commitment
Generally 2 per week. 2-4 hours per week during the pre-season.

Director of Equipment – is responsible to provide and manage the necessary equipment required by the WSC to operate its soccer program

Duties & Responsibilities

- Work with the recreation program director and travel director, tournament director to establish the yearly requirements for equipment and rec program uniforms
- Establish an equipment budget for each fiscal year
- Keep accurate inventory of all equipment owned by the WSC (this includes all on field items, field lining equipment, goal replacement supplies, game and practice items, first aid needs, rec uniforms)
- Plan the collection of all coaches equipment at end of season to facilitate inventory and establish reorder requirements
- Supervises the equipment Buyer and uniform coordinator
- Work with Age coordinators to schedule the distribution and return of equipment

Time commitment
Generally 4-8 hours per month.  8-10 hours per week during the per-season periods.

**Travel uniform coordinator**- is responsible for distribution and inventory management of the Travel Program uniforms. The majority of Travel uniforms are ordered through the Fall registration process, however, Travel uniforms are also for sale from the Uniforms Coordinator throughout the year.

Duties & Responsibilities

- Establish requirements for travel uniform inventory levels and ensure that those levels are maintained
- Coordinate seasonal travel uniform requirements with Registrar
- Provide an accounting for monies received as part of direct sales to members of travel uniform items and coordinate with the Treasurer
- Coordinate the distribution of uniforms to members prior to the Fall and Spring seasons (uniform night maybe)

Time Commitment
Generally 2 hour per month.  2-4 hours per week during the pre-season periods

**Equipment buyer**- is responsible to procure the equipment and uniforms needed by the WSC in a timely and efficient manner

Duties & Responsibilities

- Evaluate and establish relationships with equipment suppliers as required
- Place equipment and uniform orders directed by the Director of Equipment, Recreation coordinator and Travel uniform coordinator
- Manage the receipt and return of merchandise
- Work with the treasurer to ensure timely payment of supplies

Time commitment
Generally 2 hours per month.  2-4 hours per week during the per-season periods.

*Suggesting this one*

**Director of Coach Development**- has overall responsibility for establishing the strategic framework for coach development/ education for the WSC. The incumbent is the club’s champion for coach and player development, and is responsible for ensuring that coach education is designed, developed and delivered to meet the needs of the WSC.

Duties & Responsibilities
• Provide and support a clear philosophy about player development and coach behavior including such issues as age appropriate coaching and positive relations with parents, other coaches, referees, and sportsmanship
• Develop coherent program for education of coaches
• Communicate coach education initiatives and activities to the club’s coaches utilizing the club’s structure
• Lead in the development and subsequent updating of the club’s Player Development curriculum and the WSC Guidebook For Coaches
• Develop repository of coach education information/tools for the WSC coaches
• Facilitate, with other club leaders, a strong youth-in-sports and youth soccer culture that is focused on age appropriate coaching
• Liaison with external youth Soccer Coaching experts,
• Participate in Youth Soccer Development - coaching symposiums, and transferring the lessons learned back to the ESC
• Ensure with age group coordinators that every coach is equipped with coaching aids/tools
• Knowledge of current (coaching) youth-in-sports and youth soccer development paradigms
• 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 4 hours per month. 6-8 hours per week during pre-season periods

**Web Master** - is responsible for the develop and maintenance of the WSC internet Web page and the WSC semi-annual newsletter (proposed.)

Duties & responsibilities

• Develop and maintain the WSC web-page
• Keep the WSC website current
• Edit the Fall and Spring newsletter

Time Commitment
Generally 4-6 hours per month

**Tournament Director** - has overall responsibility for planning and operating the annual tournament

Duties & Responsibilities

• Establish subcommittees for publicity, sponsors, volunteers, awards, refereed, program, etc.
- Recruit subcommittee heads and holds periodic meetings with them all
- Ensure all permits are obtained and paid form
- Ensure all requirements for the USYSA/SJSL sanctions are followed
- Coordinate update and publication of tournament flier
- Maintain all paperwork - flier, permits, news articles, sponsor solicitation letters, rules, roster forms, medical release forms, etc
- Oversee all tournament finances - passes bills to the treasurer, collects all registration fees, deposits all proceeds, and tracks all expenses and receipts
- Ensure that expenses do not exceed receipts
- Present financial report at the first club meeting after the tournament is held

Time Commitment
Generally 2 hours per month until August. 6-8 hours during Aug – October. 8-16 hours tournament week.

**Director of volunteers** has the overall responsibility for recruitment and coordination of all volunteers (except coaches) to assist in club operations as required

**Duties & Responsibilities**

- Establish a volunteer contact list initially working with registrar and subsequently be active recruitment
- Work with other club managers to establish seasonal volunteer requirements
- Obtain commitments from volunteers to fill volunteers requirements
- Work with the tournament committee to identify volunteer for the annual tournament
- Fill any other volunteer positions as directed by the board including but not limited to special committees
- Manage volunteer appreciation events
- Initiate recommendations to the board for improvements in the volunteer recruiting, managing and/or coordinating processes that will result in improvement in the club operations.

Time commitment
Generally 2 hours per week during the season and 4 hours per week with the weeks prior to the season start. 4 hours per month off-season.