

## **DUTIES AND RESPONSIBILITIES – Elected Officers and Directors**

### **President**

The President shall supervise all activities of WUSA and will serve as chairperson of all regularly scheduled WUSA meetings. The President shall appoint all Appointed and Volunteer Members, which must be approved by 2/3 vote of the seated board, except where specified differently by these by-laws. Further, the President shall monitor the performance of all Appointed and Volunteer positions ensuring the Members successfully fulfill their position's requirements. The President shall designate the date and the time for all regularly scheduled meetings, and any special meetings as required. The President shall be required to vote if the standing motion is at a tie. The President shall be ex-officio member of all committees. The President shall be the final determinant for problem resolution except where outlined in these by-laws.

### **Vice-President**

The Vice-President shall succeed to the powers of the President in his absence, default, sickness or recall. The Vice-President shall assist the President in all assigned and designated tasks. The Vice President shall be ex-officio member of all committees. The Vice President shall oversee the functions of Publicity and Safety for WUSA.

### **Treasurer**

The Treasurer shall be responsible for all monies and financial transactions of WUSA. The Treasurer shall present a final review of the expenses, 2 months after the close of the fiscal year, which is May 31<sup>st</sup>. At this time, the Treasurer shall also present an estimate of the following year expenses and shall provide a recommendation to the Board of the registration fee for the upcoming year. This assessment shall be voted upon by the full board of WUSA and shall pass upon a 2/3 vote of eligible members present. The Treasurer shall receive all monies and deposit same in a bank(s) approved by the Board of Directors. The Treasurer shall preserve and maintain records and vouchers for the purpose of audit and preparation of financial reports. The Treasurer shall report WUSA's financial status at all meetings. The Treasurer shall also be responsible for collecting club payments from players and works with the board on deciding registration fees for WUSA, both Recreation and Travel.

### **Secretary**

The Secretary shall notify members of association meetings. The Secretary shall attend to all correspondence and communications. The Secretary shall record the minutes of all general meetings and shall require the submission of minutes from any other official meeting of committees of WUSA. The Secretary shall make available copies of all minutes to the representatives to WUSA. The Secretary shall maintain an up-to-date list of all representatives to WUSA. The Secretary shall be responsible for distributing WUSA information to the club membership.

### **Travel Program Director**

The Travel Program Director will function as WUSA's liaison to the individual travel league(s). The Travel Program Director is responsible for two-way flow of communication between the Board and the coaches. The duties of the Travel Program Director include recommending qualified coaches to the DOC for final approval, facilitating teams' financial transactions with the Coaches and Treasurer, coordinating the annual travel team tryouts, recommend qualified trainers to the DOC, distribution of equipment to coaches and ensuring that the game and practice fields are safe and ready for play per IYSA guidelines. Additionally, he is the primary source of information for the coaches and is the first level for resolution of any disputes.

### **Recreation Program Director**

The Recreation Program Director shall be responsible for assuring a balanced program of soccer for all participants as defined and limited by these by-laws, facilities, staff and finances. They shall develop and provide age level-appropriate developmental objectives. The Recreation Program Director shall be responsible for providing educational opportunities to all recreation players/coaches throughout WUSA. The main vehicle for this educational development shall be a coaches' clinic approved by the DOC once per year. Additionally, this position can develop newsletters and any other communication vehicle deemed appropriate to assist individual coaches. This position is the second level for problem resolution within the recreation program before going to the President. The Recreation Program Director will coordinate and maintain enrollment numbers and inform the Board to ensure proper number of coaches and fields will be available for WUSA, both Recreation and Travel.

### **Referee Director**

The Referee Director will be responsible for securing qualified center refs for all recreation level games, as well as AR's for all travel level games. They will promote fair, impartial, consistent, and qualified refereeing throughout all games officially scheduled and sanctioned by WUSA. Additionally, this position shall be responsible for administering a referees' clinic and it shall see that any deviations from the Illinois Youth Soccer Association (IYSA) rules are minimized. It is further the responsibility of this position to effectively and efficiently communicate the rules to all referees in WUSA. The Referee Director is responsible for scheduling center referees for all WUSA recreational games and all AR's for the travel games and all recreation games as appropriate. The Referee Director will also provide the treasurer a monthly schedule, identifying all of the referees who officiated at any WUSA games that month to facilitate payment by the Club.

## **DUTIES AND RESPONSIBILITIES – Appointed Member Positions**

### **Webmaster**

The webmaster will be responsible for updating and maintaining information on club website.

### **Uniform/Spirit Wear Administrator**

The Uniform Administrator will purchase, inventory, store and distribute all WUSA recreational and travel player uniforms for the outdoor soccer season. The Spirit Wear Administrator will handle the spirit wear orders for WUSA (Travel and Recreation) and coordinate delivery of spirit wear orders.

### **Marketing Administrator**

The Marketing Administrator is responsible for the creation of club-level marketing sponsorship and fundraising opportunities. Additionally, this position is responsible for publicizing fall and spring recreational season registration, as well as travel team tryouts to ensure the continued growth of the club. Further, the Marketing Director will strive to generate goodwill for the club with positive publicity of WUSA activities.

### **Travel Club Administrator**

The Travel Club Administrator will handle all communication with leagues. Register all teams with appropriate league, and ensure all paperwork is in compliance with each league.

### **Safety Administrator**

The Safety Administrator will help the club maintain compliance with all safety rules. Safety Director will plan First Aid training classes for coaches and players. Also be in charge of running background checks on all direct contact volunteers, all board members and all appointed positions. A background check will be made on any new qualified volunteer and will also be done on every qualified volunteer each year. Background checks will be through IYSA endorsed firm. The Safety Director will also ensure any other safety related training, such as CPR, AED, etc. are completed by appropriate club members as required.

### **Indoor Administrator**

The Indoor Administrator will handle all communication with indoor leagues. Register all teams with appropriate leagues and ensure all paperwork is in compliance with each league. They find indoor training space for all WUSA teams. They will develop a master indoor practice schedule, create the recreational teams, identify coaches and obtain uniforms/shirts for the indoor season.

### **Field Director**

The Field Director is responsible for the identification, preparation, maintenance and development of WUSA's recreational and travel game fields. The Field Director is also responsible for ensuring all goals and nets are to be safe, secure and functional per IYSA guidelines. The Field Director will also maintain sufficient paint supplies, recruit volunteers and schedule the regular striping of all WUSA maintained fields. They, along with the Travel Program Director and Recreation Program Director, will also be responsible for development of a fair master schedule of field use for both games and practices.

## **DUTIES AND RESPONSIBILITIES – Volunteer Member Positions**

### **Equipment Coordinator**

Equipment Coordinator will work with Travel and Recreation Program Directors to ensure that all coaches have appropriate supplies in order to coach effectively. Also work with Field Director to make sure that all goals have proper netting and anchors.

### **Tournament Coordinator**

The Tournament Coordinator will take care of all paperwork for teams entering tournaments. Will also work with City of Woodstock and local school districts to host our own tournaments for recreational and travel programs.

### **Picture Coordinator**

The Picture Coordinator will work to obtain a photographer, location, determine fees, determine the date and schedule the teams for club pictures.

### **Sponsor Coordinator**

The Sponsor Coordinator will work with area business to obtain donations to help offset club expenses. Also develop a sponsorship program.

### **Fundraiser Coordinator**

The Fundraiser Coordinator is responsible for developing fundraising ideas and running fundraising activities. Work with DOC in offering summer and winter training camps. Also supply the board a detailed account of all fundraising activities.

### **Awards Coordinator**

The Awards Coordinator is responsible to acquire awards for players and sponsor recognition awards. Organize Awards Banquet for WUSA.

### **Concession Coordinator**

The Concession Coordinator will work with the Volunteer Director in creating a staff schedule. Order supplies for the concession stand. Keep expense report for concessions and make deposits to the Treasurer.