



Holbrook Avon Youth Soccer Association (HAYSA) Roles & Responsibilities

President:

Duties will be to oversee organization and operational success of HAYSA. These duties will consist of:

- Preside over all meetings
- Approve all programs for each season (fall, winter, spring and summer)
- Approve fundraising events and opportunities
- Approve all scheduling of league games prior to the start of the season
- Authorize and approve all Spring Travel Teams
- Authorize Mini Kicker Program
- Evaluate coaches and appoint in town fall and spring coaches, spring travel coaches upon coordinator recommendations
- Follow up on action items from board meeting minutes

Vice President:

- In the event of the absence of the President, the Vice President will succeed to the powers of the President.
- Responsible for leading tactical efforts and initiatives that align with the strategic direction set forth by the HAYSA president.
- Responsible for the execution of fundraising events
- Assist the referee coordinator with assigning referees.
- Assist Mini Kicker Program Director with end to end management of the program
- Assist Recreation Program Director with end to end management of the program
- Assist Travel Program Director with end to end management of the program
- Perform such other duties and render assistance as directed by the President.

Treasurer:

- Collect all registration fee and all other monies derived from HAYSA activities. In charge of HAYSA invoicing and expenditures including but not limited to:
 - Registration fees
 - Concession income
 - Uniforms/Jerseys
 - Soccer equipment (including field and team equipment)
 - Ticket sales
 - Sponsorships, Donations and Fundraising proceeds
- Keep a detailed account of HAYSA income and expenditures.
- Pay all bills received and approved by the HAYSA President.
 - Checks must be signed by the President or the Treasures
 - Any expenditure in excess of \$500 shall require approval from a majority vote by the Board.
 - Any expenditure less than \$500 shall require approval from the Treasurer.
- Submit a financial report at each meeting including but not limited to:
 - Fiscal year to date Profit & Loss statement
 - Fiscal year to date Balance Sheet
 - Current Season Profit & Loss stated broken out by program.
- File annual reporting due to IRA and State

- 990 to IRS
- Annual filing to commonwealth of Massachusetts
- Miscellaneous report due to HAYSA activities.
- Partner with Assistant Treasurer to audit financial transaction on a quarterly basis and provide report to the Board.
- Partner with Referee coordinator to issue checks for referee payments
- Submit a detailed annual financial report to the Board at the end of each fiscal year (HAYSA fiscal year-end shall be June 30th).
- Provide information as needed by the Assistant Treasurer to perform their reconciliation and other responsibilities.
- Provide ad hoc reports as requested by the Board and approved by a majority vote of the Board.
- Recommend registration fee prior to the commencement of each season.
- Serves as chair of the Finance Committee
- Perform such other duties and render such assistance as directed by the President.

Secretary:

- Responsible for the day to day management of HAYSA to ensure the Board is operating efficiently and accomplishing its stated goals and objectives.
 - Report any issues, both observed and reported to the HAYSA President.
- Record the minutes of all meetings
- Maintain a permanent set of minutes, correspondence records and bylaws.
- Collect agenda items for upcoming Board meetings
 - Agenda items are to be submitted by the Sunday before any Board meeting when permissible.
- Meeting minutes to be submitted to the Board for review by the Sunday after meeting
 - Minutes to be approved at the next Board meeting
- Perform such other duties and render such assistance as directed by the President.

Registrar:

- Maintain a list of all active players, coaches, referees and Board members for the purposes of paying insurance.
- Maintain the uniform numbering spreadsheet current.
- Monitor the waiting list, determined by date of registration and competitive age groups.
- Create and distribute pass cards and rosters for Spring Travel Teams.
- Maintain all program rosters and update as needed with the help of the Webmaster.
- Act as a liaison between:
 - HAYSA and South Shore Soccer League (SSSL)
 - HAYSA and Massachusetts Youth Soccer Association (MYSA)
- Act as a liaison between the Board and HAYSA membership.
- Approve/deny recommendation from Program Directors for playing up.
- Coordinate with the Webmaster and Treasurer to set up and implement online registration for each season
- Partner with Program Directors to construct Recreation and Travel teams.
- Partner with Program Directors and Coach Coordinator to Assign Recreation and Coaches.
- Post and keep current all program schedules with the help of the Webmaster
 - Game schedules
 - Practice Schedules
 - Tournament Schedules
- Perform such other duties and render such assistance as may be directed by the President.

Risk Manager

- Ensure HAYSA has written policies & procedures for all important functions and processes.
 - Work with the Board to determine what processes & functions need documented policies & procedures.
 - Policies submitted by Board Members are approved and voted on.
- Serve as point of contact for Risk issues
 - Knowledgeable in Massachusetts Youth Soccer Association (MYSA) or South Shore Soccer League (SSSL) policies and risk issues
 - Communicate new information to the Board
- Responsible for maintaining HAYSA By-Laws
 - Review HAYSA by laws annually to recommend revisions as needed
 - Make changes based on voting by the Board
- Document Retention
 - Maintain a centralized location for documents (Google Drive)
 - Purge outdated documents as needed
- Manage coach/assistant coach and volunteer registration for Fall and Spring Season
 - Ensure participants are registered in Massachusetts Youth Soccer
 - Validate Concussion and Safesport trainings are up to date for each participant
 - Cori audit done with each registered participant
 - Coordinate with Travel Director, Recreation Director and Coach coordinator status of Volunteers registration and training.
- Perform such other duties and render such assistance as may be directed by the President.

Field & Equipment Manager

- Maintain all fields
- Recommend uniform and equipment purchases to the Board
- Maintain and store all equipment
- Order all equipment upon approval of the Board
- Maintain a permanent record of bids received for the purchase of equipment.
 - Three (3) bids for each purchase of equipment when possible shall be sought before the Board can approve equipment purchase.
 - The purchase decision shall be made based on price, quality and delivery promised.
- Submit a detailed inventory report on equipment at the end of each year.
- Obtain necessary permits for use of facilities.
- Perform a cost analysis on uniforms and equipment every 2 years.
- Work with Town Officials (Department of Public Works), Holbrook Public Schools, Holbrook Athletic Programs (Baseball/Flag Football) in addition to any other groups to ensure field availability for various HAYSA programs across all seasons.
- Secure and schedule fields for games and practice for all programs and all seasons
 - Communicate to Travel Director, Recreation Director available times for each field.
- Perform such other duties and render such assistance as may be directed by the President.

Webmaster

- Update and manage HAYSA website.
- Maintain and coordinate relationships with hosting companies/internet service companies.
- Maintain Domain registration.
- Maintain the terms of all officers and Executive Board Members on the Board of Directors page of HAYSA website.

- Keep the site updated based on season.
- Circulate official correspondence to the Membership per President or Secretary's and/or instructions.
- Coordinate with the Registrar and Treasurer to set up and implement online registration for each season.
- Ensure all program schedules are posted and are up to date in partnership with the Registrar.
- Perform such other duties and render such assistance as may be directed by the President.

Volunteer/Concession Coordinator

- Responsible for end to end management of snack shack operations
- Order and manage inventory and staffing of snack shack during the fall soccer season.
 - Any purchases must be coordinated with the Treasurer and any purchases over \$500 should be approved by the Executive Board
- Coordinate HAYSA members to ensure there is appropriate coverage at the snack shack.
- Coordinate fundraising programs/HAYSA events.
 - Confirm program details
 - Coordinate volunteers to support event/fundraiser
 - Communicate updates/needs of the committee to HAYSA Executive Board and Board of Directors.
- Perform such other duties and render such assistance as may be directed by the President.

Assistant Treasurer

- Reconcile all monies collected by the treasurer from all sources against bank statements.
- Succeed to the powers of the Treasurer in their absence.
- Partner with the Treasurer to audit financial transactions on a quarterly basis and provide a report to the Board at the meeting following the quarter end.
- Lead an annual audit of HAYSA financials and provide a report to the Board by July 31 of every year.
- Perform such other duties and render such assistance as may be directed by the President.

Referee Coordinator

- Become a certified Referee Assignor, which will allow (under SSSL) HAYSA to provide coverage for Grade 3/4 home games.
- Develop a referee training and evaluation program
 - Trainings should be scheduled prior to the season with one being held prior to the season starting and at least one refresher during the season.
 - Trainings should be classroom and field sessions.
- Assigning, scheduling and coordinating referees for both recreational soccer as well as travel soccer (for Grade 3/4) for all seasons.
 - Schedules must be provided to the referees no later than 1 week prior to games being played, preferably 2 weeks prior.
 - Referee Coordinator should check-in referees to ensure games are covered and the referee will get paid accordingly.
- Oversee the recruitment of referees.
 - Have a good understanding of how many referees are needed for each program each season.
- Ensure equipment is available for the referees.

- Coordinate referee's education, mentoring and development. Help make refereeing fun and desirable so those who take the course ref and those who ref continue to ref.
 - For age appropriate referees, provide information and assistance to educate them on becoming certified and what that means.
- Evaluating referee performance throughout the season and formally after the season.
 - Report successes and challenges to referees.
- Stay abreast of change to the Laws of the Game and relevant SSSL rules and share this information with referees as appropriate.
- Intervene as needed, especially if there is anything bordering on abuse of referees, and make sure the appropriate persons are informed.
- Conduct annual market analysis regarding referee pay.
- Provide Treasurer report to proper payment to referees
- Make recommendations to the HAYSA Board for improvements to the referee program.
- Perform such other duties and render such assistance as directed by the President.

Coach Coordinator

- Duties shall include recruiting and coordinating coaches for all seasons with the assistance of the Vice President, Registrar, Recreation Program Director, & Travel Program Director.
- Partner with the Field/Equipment Manager to distribute/collect coaching gear.
 - Ensure Coaches receive their coaching gear at the beginning of the season.
 - Ensure Coaches return their coaching gear at the end of the season.
- Coordinate with Risk Manager that all coaches have completed Massachusetts Youth Soccer registration and training.
 - Ensure coaches have their coaching credentials in advance of each season.
- Develop a coaching training and evaluation program.
- Perform such other duties and render such assistance as may be directed by the President.

Mini Kicker Program Director

- Duties shall include planning, coordinating, negotiating with vendors, and executing the Mini Kicker program with the assistance of the Vice President & Registrar.
- Gathering program and cost details from vendors when the program is outsourced to a third party
- Communicating to Mini Kicker parent community before, during, and after, the season to ensure they are kept up to date with what's happening in the program.
- Soliciting parent feedback at the end of each mini kicker program.
- Reporting feedback responses to the Board.
- Coordinating with Vice President and Recreation Director to order Mini Kicker shirts and soccer balls.
- Perform such other duties and render such assistance as may be directed by the President.

Recreation Program Director

- Duties shall include planning, coordinating, and executing the Recreation program with the assistance of the Vice President & Registrar.
- Construct teams with Registrar each season
 - Can use any means including but not limited to draft or coach selection
 - Purpose to create fair teams
- Solicit coaches for all teams with the Coach Coordinator.
- Coordinate with Risk Manager Coaches have completed Massachusetts Youth Soccer registration and training.
- Maintain regular contact with all coaches in the Program.

- Partnering with the Referee Coordinator and Vice President to ensure each game has referees.
- Soliciting parent feedback at the end of each Recreation season.
- Reporting feedback responses to the Board.
- Directing coaches to fill out player evaluations after the season is over.
 - Collecting and storing evaluations for the next Recreation season.
- Coordinating with Vice President ordering recreation uniforms.
- Perform such other duties and render such assistance as may be directed by the President.

Travel Program Director

- Duties shall include planning, coordinating, and executing the Travel program with the assistance of the Vice President & Registrar.
- Secure coaches for all teams with the Coach Coordinator.
- Coordinate with Risk Manager that all coaches have proper credentials
- Maintain regular contact with all coaches in the Program.
- Work with coaches to evaluate players and make recommendations to the Registrar for playing up.
- Assist Executive Board in conducting Spring travel team tryouts and forming spring teams.
- Approve all player vacancies from the top of the waiting list and report such actions to the Registrar.
- Assist Registrar with makeup dates when games are postponed.
- Perform such other duties and render such assistance as may be directed by the President.
- Facilitate/organize uniform ordering
- Attend at least 1-2 games of every travel team
- Form a travel tryout committee
 - Committee will be available to plan/coordinate dates of tryouts and skills to be assessed.
- Support coaches regarding player absence and behaviors.
- Follow up with coaches/teams on feedback from SSSL

*All Board Members are required to assist in field set up/breakdown throughout the season. Coordination for this can be planned among Board Members.

In addition to the Board Members listed above, an honorary non-voting Board position shall be offered to the outgoing president for a term of one (1) year immediately following said President's term to assist the Board in transitioning to a new President.