



**JOB DESCRIPTION**  
**PRESIDENT**

The president shall preside over all Board meetings and have supervision of the affairs of the CYSA organization. The President shall also sign all contracts and other documents, upon board approval, for the corporation. The President shall preside over all elections to which the Vice President is running. The President shall attend affiliate meetings. If they are unable to attend, they must appoint an attendee.

It is the duty of the President to insure board members are fulfilling their duties in an adequate manner, and to the expectations of the board. Should a board member become inactive, unresponsive, excessively absent, damage the CYSA public image, or cause repeat complaints, it is the duty of the president to request a motion to dismiss that member of the board at the next regularly scheduled board meeting.

Every board member has the following responsibilities:

- Duty to bring a motion to the board for dismissal if the president fails to fulfill position.
- To report to the board or officers any violation of any law, rule or regulation, gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety
- All board members are jointly responsible for the financial oversight of responsible use of organization funds.
- Expected to serve on committees and attend additional meetings as needed.
- Contribute toward and keep updated, the standard operating procedures manual under the Secretary's custody.
- Remain active for 3 months after term for cross training board member replacements.
- All board members have the option to decline or donate pay for any position which may have board-approved compensatory terms.



**JOB DESCRIPTION**  
**VICE PRESIDENT**

The Vice President shall assume all duties of the President during the President's absence. If the President should be removed from the board for any reason, the Vice President shall serve as President until the next annual meeting. The Vice President shall preside over all election processes, unless the Vice President is running for election. The President shall attend affiliate meetings and represent CYSA at said meetings. If they are unable to attend, they must appoint an attendee.

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### **JOB DESCRIPTION** **SECRETARY**

The Secretary will be responsible for notifying and distributing to all board members via email, an agenda and previous minutes at least one day prior to all regularly scheduled meetings. The Secretary will record minutes at all meetings and present minutes for board approval at regularly scheduled meetings. The Secretary will be responsible for all written and electronic correspondence on behalf of the organization.

The Secretary is responsible for:

- Checking and delivering the postal mail at least once per week.
- Relaying and responding to emails involving CYSA members as necessary.
- Keeping all board records stored according to CYSA policies.
- Maintain a standard operating procedures manual that is collectively contributed to by each board member containing consistent guidelines for every aspect and function of the CYSA.
- Insure adequate cross training and documentation during board member transitional periods.

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# Columbia

## Youth Soccer Association

### **JOB DESCRIPTION** **TREASURER**

The Treasurer shall have custody of all funds and securities of the organization and keep a system of accounting for all collections and deposits in the name of the corporation in a bank or banks that the Board has approved.

The Treasurer shall present financial statements at each regular scheduled board meeting for all financial accounts the organization may have.

The treasurer shall be responsible for emailing a balance sheet at least one day in advance of regularly scheduled meetings.

The Treasurer shall be responsible for recommending to the board and organizing a bi-annual financial audit. The Treasurer shall coordinate with an independent CPA (not a member of the Board) for preparation of annual tax returns, review sales tax, review 1099's, conduct general audit, prepare an annual budget, or any other required responsibility. The Treasurer is responsible for following operational procedures as approved by the board.

The Treasurer holds the responsibility of notifying the membership with help of the IT Director via website, an accurate balance sheet and itemized expenditures at least quarterly.

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Revised:

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**JOB DESCRIPTION**  
**REGISTRAR**

The registrar shall insure all players are registered with any required affiliates for insurance purposes.

The registrar is responsible for the accurate data entry of coaches and players into the GotSoccer website.

The registrar is responsible for responding to or directing public inquiry involving the registration. The Registrar is responsible for keeping a record of birthdate on-file for ALL players and “club verifying” birthdates of all players in GotSoccer. This must be done before the child participates in any soccer program.

The Registrar is responsible for insuring all persons over the age of 18 involved with CYSA in any manner have completed a Risk Management screening through the GotSoccer/FYSA process.

It is the responsibility of the Registrar to provide rosters to coaches and the recreational personnel.

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# Columbia

## Youth Soccer Association

### **JOB DESCRIPTION** **GROUNDSKEEPER**

This member will be responsible for maintenance of the building, grounds and field preparation. They must be familiar with field specifications for the different age levels and game types. The groundskeeper is expected to work closely with the operations director to facilitate CYSA activities.

The Groundskeeper is expected to:

- Setup fields for all soccer games.
- Maintain Netting
- Maintain Move and Adjust Benches and Bleachers
- Goals
- Contract, with board approval, maintenance jobs as needed.

The Groundskeeper is solely responsible for the cleanliness of the bathrooms either by volunteer, payment of a custodial staff, county assistance, or self-cleaning.

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# Columbia

## Youth Soccer Association

### **JOB DESCRIPTION** **CONCESSIONS COORDINATOR**

This member will be responsible for coordinating and training volunteers to ensure concessions are available at all CYSA scheduled travel and recreational games. The concessions coordinator shall insure concessions are open and available whenever possible and practical.

The concessions coordinator will maintain a concessions inventory. They will ensure that best practices are instituted related to the handling of food and revenue. They ensure funds are turned in to the Treasurer within 3 days.

This member will also coordinate with other organizations that use the CYSA facilities to insure adequate concessions coverage exists.

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### **JOB DESCRIPTION** **OPERATIONS DIRECTOR**

The operations director oversees all activities involving game related activities.

The Operations Director is responsible for coordinating with the IT Director, Field Marshals, Groundskeeper, Scheduler and contracted employees to assist.

The Operations Director will review and address any errors for scheduling or team assignment before the season begins.

The Operations Director will be responsible for insuring that CYSA programs promote healthy competition and well-being of the players above sponsor, team, or coach interests.

The Operations Director will be responsible for insuring responsible communications to the CYSA membership involved in programs.

The Operations Director oversees the management of:

- Coaches
- Referees
- Players
- Game Scores
- Field Marshals
- Risk Management Policy Adherence
- Contracted Academy Personnel
- Notification of field closures
- Provide 24 hour phone number.

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# Columbia Youth Soccer Association

## **JOB DESCRIPTION** **TRAVEL TEAM COORDINATOR**

The travel team coordinator will be responsible for assigning, recruiting, and organizing travel teams.

The travel coordinator is responsible for insuring teams and coaches are available where there is an adequate and requested interests. The travel coordinator will be responsible for advertising and maintaining a wait-list for potential players who are interested in travel soccer, as well as recruiting potential coaches.

The travel coordinator is responsible for an orientation process for new travel coaches, introducing them to affiliate rules, procedures, and club expectations.

The travel coordinator is responsible attending NYFSL meetings.

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# Columbia

## Youth Soccer Association

### **JOB DESCRIPTION** **IT DIRECTOR**

The IT Director will be responsible for all technology needs. This includes maintenance and updates to the CYSA website, updates to the CYSA Facebook page. The IT Director is responsible for insuring GotSoccer online portals are accessible, and facilitate creating registration portals through GotSoccer for accepting program payments.

All work requests for the IT director must be submitted via email to the CYSA mailbox at [info@cysa.com](mailto:info@cysa.com) for tracking purposes, this includes the posting of approved minutes and financial statements.

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# Columbia

## Youth Soccer Association

### **JOB DESCRIPTION** **ADVERTISING DIRECTOR**

The Advertising Director will be responsible for the annual fund raising program and sponsor recruitment. They will ensure appropriate IRS donation paperwork is delivered to donors and sponsors.

The Advertising Director will be responsible for relaying a final list of sponsors to the registrar and the uniforms personnel.

The Advertising Director will be responsible for the board approved promotion of programs and events, including the procurement of advertising materials.

The Advertising Director is responsible for reporting all scores to the Lake City Reporter, Website and Facebook.

The Advertiser is responsible for the delivery, generation, and accounting of vouchers to sponsors for (1) free player per sponsor.

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# Columbia

## Youth Soccer Association

### **JOB DESCRIPTION** **PHOTOGRAPHY COORDINATOR**

The Photography Coordinator will be responsible for publicity and pictures for all season players. They will obtain quotes from three vendors to provide photography and photo packages for players and their families. They will develop the photo schedule and ensure timely distribution of said photos. They will supply photos to the IT Director and the club for use in public relations and marketing materials (website, Facebook, flyers, fair displays etc.)

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# Columbia

## Youth Soccer Association

### **JOB DESCRIPTION** **AWARDS & UNIFORMS COORDINATOR**

The coordinator will be responsible for Trophies and Uniforms for all season Players, gathering quotes for best pricing, ordering, sorting and distributing items in a timely manner.

This member is responsible for establishing and processing the ordering for two (2) universal travel uniforms, this uniform should conform to CYSA board approval and will not vary by team.

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**JOB DESCRIPTION**  
**CLUB SCHEDULER**

The Club Scheduler member is responsible for the home-field scheduling and use of all fields for practices and play regardless of program or team.

The Club Scheduler shall maintain a publicly accessible calendar on the CYSA website that will list all reservations.

This person will also be the liaison for teams/tournaments wishing to lease the CYSA fields.

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