



## Position Duty Descriptions

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1. **President:** The President shall: 1) preside over all meetings of PPSC and the Board of Directors; 2) be an ex officio member of all committees except the Nominating Committee and the Financial Review Committee; 3) appoint chairpersons of the Standing Committees; 4) be the official spokesperson for PPSC, except when the President at his/her discretion delegates that responsibility; 5) be PPSC representative at all MAYSA and WYSA meetings, except when at his/her discretion, that responsibility is delegated to another; 6) oversee the performance and quality of work of all board members; 7) oversee the Directors at Large; 8) provide supervision over compliance and performance of all contractors involved in all contracts authorized by the Board.
2. **Vice President:** The Vice President shall: 1) act as an aide to the President and in the absence of the President, perform all duties of the President; 2) be the alternate representative at all MAYSA and WYSA meetings. The Vice President shall not automatically succeed to the office of the President, but anyone elected to such position must be willing to consider a subsequent nomination for President when that office becomes vacant; 3) serve as a representative on the Disciplinary Committee; and 4) serve as Chairman of the Fundraising Committee.
3. **Secretary:** The Secretary shall: 1) make arrangements for meeting locations; 2) notify PPSC members in advance of all monthly scheduled meetings, the Annual General Meeting and any other Board meetings requiring attendance of the Board of Directors; 3) shall keep an accurate record of the proceedings of all scheduled PPSC meetings; 4) shall prepare and publish minutes for such meetings by the next scheduled meeting; 5) shall keep a record of all policy decisions of the Board and make such decisions readily available at all meetings; 6) keep a record of all correspondence for PPSC; and 7) preserve all records, reports, and official documents of PPSC except those specifically assigned to the custody of other Board members.
4. **Treasurer:** The Treasurer shall: 1) receive all moneys for PPSC and deposit it into such Bank accounts as approved by the Board; 2) pay all such sums in a timely manner, in accordance with the approved budget as authorized by the Board; 3) verify full performance of all contractor services prior to payment; 4) keep an accurate record of all transactions, receipts and disbursements; 5) be responsible for the timely filing of all legally required filings; 6) present a statement of account to the Board once a month; 7) develop procedures to encourage the fiscal responsibility of PPSC and make a full report at the Annual General Meeting; 8) propose a budget to be presented to the Board during the month immediately prior to the beginning of the fiscal year; and 9) be the Chair of the Budget Committee.
5. **Registrar:** The Registrar shall: 1) coordinate registration of all players on all teams with PPSC and MAYSA and assure that every player is appropriately registered and all documentation is correct and approved by the appropriate league; 2) provide computerized copies of players lists and coaches lists, and completed player passes in a timely fashion; 3) be responsible for the computer database containing registration data; and 4) shall serve as the chairman of the team assignment committee.
6. **Director of Coaching:** The Director of Coaching shall: 1) Design coaches' curricula; 2) hire, fire, and manage club coaches according to the policies set forth in the Volunteer Policy; 3) Serve as a liaison between coaches and the board; 4) Organize and administer club tryouts and coaching events and player clinics; 5) Develop an "Ongoing Education Incentive Program" for club coaches; 6) Create a library of books, videos, and articles for all the team

- coaches and players; 7) determine and publish proper guidelines for coaches to follow; 8) determine and publish the Player Development Manual for the club; and 9) Design and maintain a player evaluation and feedback program.
7. Referee Coordinator: The Referee Coordinator shall: 1) schedule the referees for PPSC games; 2) work closely with the Disciplinary Committee in disciplinary matters that occurred on the fields; 3) coordinate with appropriate organizations to facilitate referee clinics and publish clinic information to local referees; 4) hold, or is willing to obtain, certifications necessary to perform referee assigning.
  8. Field & Schedule Coordinator: The Field Coordinator shall: 1) be responsible for acquiring field sites for practices and games for PPSC; 2) work with the Coaches and or Team Coordinators in designating and scheduling the appropriate practice fields for each team; 3) ensure that fields are available and appropriately lined for game play; and 4) coordinate with leagues to ensure field availability and game schedules.
  9. Equipment Coordinator: The Equipment Coordinator shall: 1) prior to each playing season, order, acquire and distribute such equipment as is appropriate for the functioning of the teams and obtain the return of the equipment at the conclusion of the playing season; and 2) be in charge of all PPSC equipment, including nets, corner flags, etc.; and 3) set up nets at the beginning of the season and take down nets (as appropriate) at the end of the season. Acquisition of any equipment for PPSC or an individual team must have the consent of the Equipment Coordinator and must be in accordance with the approved budget as authorized by the Board.
  10. Jersey Coordinator: The Jersey Coordinator shall: 1) prior to each playing season, order, acquire and distribute such uniforms(including goalkeeper's) as is appropriate for the functioning of the teams and obtain the return of the uniforms at the conclusion of the playing season; and 2) be in charge of all PPSC uniforms, including shirts, socks, captain bands, shorts, etc. Acquisition of any uniform items for PPSC or an individual team must have the consent of the Jersey Coordinator and must be in accordance with the approved budget as authorized by the Board.
  11. Publicity Coordinator: The Publicist shall 1) assist in preparing marketing material for the club; 2) assist in publishing marketing material in appropriate outlets; and 3) maintain a public relations policy for the club.
  12. Score Keeper/Historian: The Score Keeper/Historian shall 1) record the scores of games into PPSC records; and 2) record events of interest to club history and archive this information in an organized and easy to access manner.
  13. Coach: A coach shall be appointed to each team by the Director of Coaching at the beginning of the season who shall: 1) communicate with players and parents as to the schedule for the season's games and practices; 2) teach soccer skills to the players in a safe environment; 3) manage practice sessions in a well controlled manner; 4) carry necessary player and team documents and equipment to all games; 5) keep communications open and clear with players and parents; and 6) follow the guidelines and principals outlined in the Coaching Policy Document.
  14. Assistant Coach: An assistant coach may be appointed to a team by the Director of Coaching or by a coach with the approval of the Director of Coaching. The assistant coach shall: 1) assist the coach in performing all the coaching duties outlined in Section 11.
  15. Team Coordinator: A Team Coordinator shall be appointed to each team at the beginning of the season and shall provide services for the coach, parents, and team members as outlined in the Team Coordinator Policy Document. These services relieve the coach of certain tasks that might otherwise fall to the coach even though they are not inherently connected with coaching.
  16. Directors at Large: The Directors at Large, up to three (3), shall serve at the direction of the Board and may be called upon to assist PPSC with special projects.
  17. Immediate Past President: The Immediate Past President shall serve in an advisory role to the Board.
  18. Individuals performing in any official position shall use the Position Responsibility Policy as their guideline for performing their duties.

19. It is expected that all positions keep records relative to the office of the position. These records shall be in a physical, tangible form, and shall be passed on to incoming office holders.