

Red Wing Soccer Club Board Members

PO Box 220 Red Wing, MN 55066

<http://www.eteamz.com/RedWingSoccerClub>

Red Wing Soccer Club is a Minnesota Non-Profit Corporation and is affiliated with Minnesota Youth Soccer Association

<i>Volunteer Position</i>	<i>Volunteer Duties</i>
President	<ul style="list-style-type: none"> • Preside at all meetings of the Soccer Club • Assume responsibility for the operation of the club • Uphold the rules and regulations of the association • Liaison between the state MYSA organization and the local Soccer Club • <u>Determines appropriate communication with the players/community (newsletter, web site, news media)</u>
Vice President	<ul style="list-style-type: none"> • Preside at meeting in the absence of the president • Act as the safety officer of the club • Risk Management – assure all adults from the Soccer Club having contact with the youth sign release forms. Submits to MYSA for background checks. • Arrange for team photos and ensure delivery of product • <u>Place notices in paper regarding upcoming meetings, registration information and general club business.</u>
Secretary	<ul style="list-style-type: none"> • Record the minutes of all meetings, distribute to board members • Give notice of all regular and special meetings • <u>Maintain an official record of the activities of the club</u>
Treasurer	<ul style="list-style-type: none"> • Keep a suitable set of books covering all receipts and expenditures • Prepare a budget for the club • Assume responsibility for all club finances • Provide payments to referees for services rendered • <u>Provides payments to MYSA and/or tournament offices for required fees.</u>
Registrar	<ul style="list-style-type: none"> • Coordinates registration of players for fall/spring leagues. • Maintain the registration database of all active and potential players and volunteers. • Ensure registration information is properly disseminates to schools and direct mailings to all players who <u>have participated in the past 12-month period.</u>
Boys District Rep & Girls District Rep	<p>The job description for a club's District Rep. is as follows:</p> <ul style="list-style-type: none"> • Communicates all information given to them at a district meeting to their respective clubs • Votes on issues at a district meeting • Needs to be knowledgeable about the pertinent issues, desires and requirements of their club • Willingness and ability to bring any changes or concerns to the district meeting • <u>Act as the conduit between club administrators, parents and coaches.</u> • Attend and represent the Soccer Club at all MYSA Girls South District meetings. • <u>Communication between the MYSA South District Operating Committee and the Soccer Club.</u>
Uniforms & Equipment Coordinator	<ul style="list-style-type: none"> • Procure through the treasurer and distribute/collect all Association equipment such as balls, field equipment, and uniforms. Distribution of equipment should be through the coaches. • Collect, inventory & store equipment belonging to the Club at the end of the season. • <u>Provide report of equipment to President at end of the season.</u>
Coaching Coordinator	<ul style="list-style-type: none"> • Recruits coaches & Assumes responsibility of seeing that all coaches are properly trained • Coordinates trainers for teams • <u>Schedules winter clinic</u>
Referee Coordinator	<ul style="list-style-type: none"> • Obtains Referee Assignor license, through the Minnesota State Referee Association • Recruits and assigns referee's to all home games. • Assume responsibility of seeing that all referees are properly trained through clinics in the area. • Prepare list of existing and potential referees and give notice of clinic and test dates • Scheduling referees • <u>Provide monthly report of referee's services to Treasurer.</u>
Fields Coordinator	<ul style="list-style-type: none"> • Scheduling fields • Supervise in locating sites for new playing & practice fields with approval of the board. • <u>Appoint others to help in marking & maintaining the fields.</u>

<i>Volunteer Position</i>	<i>Volunteer Duties</i>
Newsletter Publicity coordinator	<ul style="list-style-type: none"> • Collect news of the club and supply to community • Newsletter preparation and distribution
Coaches	<ul style="list-style-type: none"> • Responsible for skill development of players. • Schedules practice sessions and regular games • <u>Attendance at coaching schools/clinics is encouraged</u>
Team Managers	<ul style="list-style-type: none"> • Maintains communications with all parents and players on their team. • Assures that all required documents have been received by the players • Prepares the laminated player cards • Assigns parents to bring refreshments to matches. • <u>Collects player uniforms and returns them to equipment manager at end of season.</u>
Referees	<p><u>The Referee has full authority to enforce the Laws of the Game controls each match.</u></p> <p><u>The decisions of the referee regarding facts connected with the play are final.</u></p> <p><i>Duties</i></p> <ul style="list-style-type: none"> • Enforces the Laws of the Game • Controls the home match (home game) • Ensures ball meets requirements of Law 2 • Ensures payer's equipment meets the requirements of Law 4 • Acts as timekeeper and keeps a record of the match. Provides match report to club. • Stops, suspends or terminates the match at his discretion, for infringement of Laws • Stops the match is, in his opinion, a player is seriously injured and ensures that he is removed form the field of play • Allows play to continue until the ball is out of play if a player is, in his opinion, only slightly injured • Takes disciplinary action against players guilty of cautionable and sending-off offenses. • Annual referee certification is required by MYSA