



# MALDEN YOUTH SOCCER ASSOCIATION

## BY-LAWS: Appendix A

*Purpose: To outline the individual job descriptions and responsibilities for all the Board of Directors (BD) positions.*

President	Referee Coordinator/Coach Educator
Vice President	Webmaster
Secretary	U-6 Coordinator*
Treasurer	U-8 Coordinator*
Equipment Manager	U-10 Coordinator*
Registrar	U-12 Coordinator*
Co-Travel Division Coordinator (A)	U-14 Coordinator*
Co-Travel Division Coordinator (B)	
Field and Game Coordinator	

**\* Within this appendix, these positions will be labeled collectively under “age coordinators.”**

---

### **President**

*General:* The President is appointed by the BD at a General Meeting in December. He/she has voting privileges only in case of a tie. The President may not put forward a motion and/or a nomination.

*Restrictions:* There are none with respect to either coaching or officiating. However, the job is a full one and it is highly recommended he/she assume no other duty in the organization.

#### *Duties:*

- Presides at the meetings of the MYSA.
- Forms committees by appointment as required for the study of special problems, drafting of rules, oversight of protests, special cases, etc.
- Has power to call new elections, BD meetings and General Meetings.
- Appoints BD members, in case of vacancies, subject to the affirmative vote of two-thirds (2/3) of the BD
- Has the prerogative of working with individual BD members to develop season budgets, programs, etc., for the presentation of the BD for approval. Also, has the duty and prerogative ex officio to assist other officers in executing these programs.
- Heads the Budget Committee in January/February under Article VII of the Constitution.
- Co-signs checks with Treasurer.
- Works with BD members on individual projects, problems and assignments.

Should a protest arise where the President coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.

### **Vice President**

*General:* The Vice President is elected by a plurality of the members at a General meeting in December. He/she has voting and motion privileges on the BD.

#### *Duties:*

- To act as Chairperson in the President’s absence from meetings.
- To chair the nominations and elections during the December General Meeting.

- To conduct annual fundraisers.
- Shall organize Award Banquets approved by the BD for the children in any of our programs.
- Shall assist the Referee Coordinator/Coach Educator in his/her duties, primarily the education aspect.

Should a protest arise where the Vice President coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.

### **Secretary**

*General:* The Secretary is elected by a plurality of the members at a General meeting in December. He/she has voting and motion privileges on the BD.

#### *Duties:*

- To record the minutes of meetings and elections and keep a permanent record of same.
- Acquires proper approval from the Office of the Superintendent of Schools for the distribution of our materials (i.e., registration flyers, informative updates) to surrounding schools.
- To record changes to By-laws, Constitution and Appendixes.
- To inform BD members and general MYSA members in writing, by telephone and/or any other means necessary to effectively publicize of any meetings.

One week notice should be given to the BD for BD Meetings

Two weeks notice should be given to the MYSA for General Meetings.

- Shall be responsible (not financially) for all printing, copying and typing as required by the BD.
- To assist the Registrar with the advertisement/announcement of player registration.
- Shall be responsible for maintaining a complete and updated list of all MYSA members, their addresses and their phone numbers. This list can obviously be overlaid with the Registrar's lists.

Should a protest arise where the Secretary coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.

### **Treasurer**

*General:* The Treasurer is elected by a plurality of the members at a General meeting in December. He/she has voting and motion privileges on the BD.

*Restrictions:* The Treasurer shall not pay for any equipment received until said equipment has been approved, inspected and accepted by the Equipment Manager.

#### *Duties:*

- To keep the financial books.
- To make disbursements.
- To co-sign checks with the President.
- To submit a financial statement at each BD Meeting and General Meeting.
- To complete and submit necessary State and Federal tax forms.
- To work on the President's Committee in preparing the Annual Budget.

Should a protest arise where the Treasurer coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.

### **Equipment Manager**

*General:* The Equipment Manager is elected by a plurality of the members at a General meeting in December. He/she has voting and motion privileges on the BD.

#### *Duties:*

- Responsible for the timely ordering of equipment within the annual budget.
- Maintain and remain in contact with vendors.
- To keep the BD apprised on equipment condition and needs.
- To collect and distribute equipment from coaches and teams.
- To take the inventory for the required purchases at the beginning of the season.

- To discard worn out or obsolete equipment and replace it with appropriate equipment.
- Responsible for the maintenance and upkeep of a storage facility for MYSA's equipment that is approved by the BD.
- Responsible for and must account for all issued AND stored equipment.
- Shall ensure that all teams are well-equipped.
- Shall ensure that MYSA owns enough appropriate equipment for official game play (i.e., flag posts, stakes, Velcro, tape, balls, safety kits, ice packs, goal netting, field lining, etc.) as mandated by Middlesex Youth Soccer rules and FIFA.

Should a protest arise where the Equipment Manager coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.

### **Registrar**

*General:* The Registrar is elected by a plurality of the members at a General meeting in December. He/she has voting and motion privileges on the BD.

#### *Duties:*

- To oversee, organize and conduct all registrations; to include recruitment of staff and the coordination and dissemination of all pertinent information regarding registration.
- To receive and account for all monies generated via registration. Must transfer said monies to the Treasurer within seven (7) days of receipt.
- To authenticate all situations involving refunds due to being injured or in instances whereby no team play is available, and to authorize such payments to be made by the Treasurer.
- To provide to the BD lists of registrants by sex, age group, status of payment, team and/or division whenever required.
- To provide age coordinators and/or coaches rosters of every team in every division and age group.
- To maintain records of insurance coverage for all players and coaches involved with MYSA.
- Will assist the Travel Coordinators in facilitating rosters to Middlesex Youth Soccer Association by set deadlines.
- Will provide final team rosters of all teams to the BD for the Secretary's files.

Should a protest arise where the Registrar coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.

### **Co-Travel Division Coordinator (A) – “Liaison to Middlesex for MYSA”**

*General:* The Co-Travel Division Coordinator (A) is elected by a plurality of the members at a General meeting in December. He/she has voting and motion privileges on the BD.

#### *Duties:*

- Shall represent MYSA at all appropriate travel team league meetings (i.e., MYSL, Bay State, etc.).
- Receives scores from the travel teams and submits the information to the Webmaster and the Field and Game Coordinator.
- Shall inform the BD when there is an issue with a Malden team as to which an appropriate member from the BD should attend the following Middlesex League meeting.
- Will assist Travel Coordinator (B) in maintaining, arranging and submitting player rosters and players identification cards.
- Shall arrange with the Field and Game Coordinator a location and time for tryouts when appropriate.

Should a protest arise where the Co-Travel Division Coordinator (A) coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.

### **Co-Travel Division Coordinator (B) – “MYSA Travel Director”**

*General:* The Co-Travel Division Coordinator (B) is elected by a plurality of the members at a General meeting in December. He/she has voting and motion privileges on the BD.

*Duties:*

- Shall coordinate and oversee all tryouts organized by MYSA for placement on teams.
- Determines final team rosters and player placement with respective divisions.
- Shall report roster changes and finalizations to the Registrar.
- Shall be responsible for recruitment and cultivation of travel team coaches as well as players.
- With the assistance of Travel Coordinator (A), shall be responsible for the accuracy, maintenance and submittal of travel team rosters and player identification cards.
- Shall ensure all coaches receive their final rosters at least one month before the travel season begins.

Should a protest arise where the Co-Travel Division Coordinator (B) coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.

**Referee Coordinator/Coach Educator**

*General:* The Referee Coordinator/Coach Educator is elected by a plurality of the members at a General meeting in December. He/she has voting and motion privileges on the BD.

*Duties:*

- To schedule referees for all games and ensure the referees are paid by the end of the season.
- Shall be responsible to recruit and cultivate referees with BD approval.
- To conduct and/or coordinate as necessary, seminars or courses for present or potential coaches and so as to upgrade the competence of interested individuals and facilitate qualification or certification thereof. Said seminars or courses will be conducted a minimum of two (2) per season by persons with recognized experience or certification in coaching or refereeing, with no set limitation for participation until such time individuals become themselves certified or recognized as having qualifications as a coach or referee.
- To receive game reports and scores from all referees.
- To be notified of any yellow or red cards issued during games.
- To submit a report to the BD of any red cards issued for the purpose of recording names of the suspended players and/or coaches.

Should a protest arise where the Referee Coordinator/Coach Educator coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.

**Webmaster**

*General:* The Webmaster is elected by a plurality of the members at a General meeting in December. He/she has voting and motion privileges on the BD.

*Duties:*

- Maintenance of the MYSA official website.
- Receive information, scores, schedules, updates from the BD and shall post said information on website.
- Shall provide a resourceful tool for all MYSA members and cyber visitors to use and enjoy.

Should a protest arise where the Webmaster coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.

**Age Coordinators**

*General:* The Age Coordinators are elected by a plurality of the members at a General meeting in December. They have voting and motion privileges on the BD.

*Restrictions:* Age Coordinators may coach or officiate, but may NOT do so within the same division or age group they administer.

*Duties:*

- To recruit coaches with the approval of the BD.
- To keep records of game statistics within their respective division.
- To report scores, statistics and issues to the Field and Game Coordinator.
- To see that coaching is adequate and balanced.
- To critique refereeing to the BD and Referee Coordinator/Coach Educator.
- To hold coaches' meetings in order to coordinate the season's activities, to disseminate policies, rosters and procedures, and to make all involved aware of their responsibilities. These meetings are to be held no less than once a month in July, September, and November. A summary report of the final meeting of the season shall be submitted to the BD.
- To ensure all coaches receive their rosters at least one month before the season begins.
- Shall ensure that coaches return all equipment to the Equipment Manager within the arranged guidelines supplied by the Equipment Manager.

Should a protest arise where the Age Coordinators coached and/or officiated directly or indirectly within the game under protest, then they must remove themselves as a voting member of the protest committee.

### **Field and Game Coordinator**

*General:* The Field and Game Coordinator is elected by a plurality of the members at a General meeting in December. He/she has voting and motion privileges on the BD.

#### *Duties:*

- To setup scheduling of games, including dates, times and location for all in-city games.
- To ensure the city maintains our fields (i.e., lining, mowing, trimming, and appropriate watering of fields).
- To inform the BD and the Equipment Manager of loss or damage to nets, flags, stakes, posts and/or other game equipment throughout the season.
- Shall receive scores and other statistics passed into him/her and shall publish the standings, along with scores, to the BD at least biweekly throughout the season.
- Shall report the standings, scores and statistics to the Webmaster for posting on the website.
- Shall acquire game and practice permits for all necessary park space and times from the City of Malden, including MacDonald Stadium for tournament purposes.
- Shall be responsible to arrange for proper game equipment (nets, corner posts) to be set up for games. Must also arrange for the retrieval and storage of said equipment during off days.
- With assistance from other BD positions, shall maintain a continuous complete record of rosters, standings, divisions, wins, losses and championships played by our in-house and travel teams. Hard copy is a must.
- With assistance from other BD members, shall be responsible for the publication of the Fall Season Schedule booklet which outlines BD contact information, game schedules and coach contact information and provide a copy an updated Appendix "B."

Should a protest arise where the Field and Game Coordinator coached and/or officiated directly or indirectly within the game under protest, then he/she must remove himself as a voting member of the protest committee.