

# **Hancock Soccer Association**

Findlay, Ohio – U.S.A.

## **DUTIES OF THE BOARD OF DIRECTORS OFFICERS AND SUPPORT PERSONNEL**

**Approved: November 18, 2006**

**Effective: January 1, 2007**

**HANCOCK SOCCER ASSOCIATION  
DUTIES OF THE BOARD OF DIRECTORS OFFICERS AND SUPPORT PERSONNEL**

The HSA Board of Directors may make changes to the following job duties as needed. Any changes must be approved by a two-thirds vote of the HSA Board of Directors.

**PRESIDENT**

The President shall:

- A. Set the agenda and preside at all meetings. This person will manage the day to day business of HSA.
- B. Cast the deciding vote in the event of a tie vote at Board and Annual Meetings.
- C. Be the official spokesperson and representative of HSA.
- D. Oversee the Newsletter and Communication Committee.
- E. Sign all official documents.

**VICE PRESIDENT - RECREATIONAL**

The Vice President - Recreational shall:

- A. Represent recreational soccer at HSA and the following:
  - 1. Appoint and oversee the Recreational Division.
  - 2. Assist in the recruiting of recreational coaches.
  - 3. Help establish fee(s) for participation in HSA Recreational programs.
  - 4. Assist Facilities Director in maintaining equipment and fields.
  - 5. Assist the Secretary in maintaining records.
  - 6. Maintains the integrity of Recreational Programs.
  - 7. Recommends a list of recreational coaches for the Board of Directors to appoint.
  - 8. Insures that every recreational coach has filed a KidSafe form with OYSAN.
- B. Preside over the Recreation Division meetings.
- C. Organize and run the Recreational HSA Tournament.
- D. Coordinate and represent Recreational HSA in the scheduling of games with other recreational leagues.
- E. Be responsible for organizing, scheduling, and publishing the recreational spring & fall game schedule booklet.
- F. Perform other duties as directed by the Board of Directors.

**VICE PRESIDENT - COMPETITIVE**

The Vice President - Competitive Soccer shall:

- A. Represent competitive soccer at HSA and all competitive league meetings.
- B. Appoint and run an operations committee which shall:
  - 1. Consists of Boys Group Director and Girls Group Director and a Tournament Review Committee (has only recommending power to competitive coaches).
  - 2. Assist Facilities Director in maintaining equipment and fields.
  - 3. Assist the Secretary in maintaining records.
  - 4. Assist the Coaching Director in the selection and recruiting of coaches.
  - 5. Help establish fee(s) for participation in HSA.
  - 6. Assist the competitive coaches in running a yearly open competitive tryout in all age groups.
  - 7. Maintains the integrity of the Competitive Programs.
  - 8. Recommends a list of competitive coaches for the Board of Directors to appoint.
  - 9. Insures that every competitive coach has filed a KidSafe form with OYSAN.
  - 10. Preside over the Competitive Division meetings.
  - 11. Manage the collection of fees to HSA.

**SECRETARY**

The Secretary shall:

- A. Keep and publish minutes of meetings, including the minutes of each division.
- B. Attend to correspondence.
- C. Serve as custodian of records and documents.

**TREASURER**

The Treasurer shall:

- A. Have charge of all funds.
- B. Keep a detailed account of income and expenditures.
- C. Submit a statement of financial condition at the Annual Meeting and Board of Directors Meetings
- D. Shall expend funds within the budget allotted to each division.

## **PAST PRESIDENT**

The Past President shall:

- A. Provide guidance and advice to the President of HSA so as to provide a smooth transition of power.
- B. Assist the Treasurer in his/her functions if the need arises.
- C. Assign practice field space to recreational coaches.
- D. Assign practice field space to competitive coaches who wish to practice at a site that is also used by recreational team.
- E. Act as the chair for the Discipline and Appeals Committee unless he/she must reclude himself/herself.
- F. Act for the president at his or her direction in the President's absence.

## **COMPETITIVE BOYS DIRECTOR**

The Competitive Boys Director shall be elected and shall:

- A. Hold meetings with the Boys Competitive Coaches and represent them in all HSA matters.
- B. Fill in for the Vice President Competitive if requested at all meetings whether HSA or competitive league meetings.
- C. To protect the integrity of the programs of the board.
- D. To be the overseer of the sportsmanship program.

## **COMPETITIVE GIRLS DIRECTOR**

The Competitive Girls Director shall be elected and shall:

- A. Hold meetings with the Girls Competitive Coaches and represent them in all HSA matters.
- B. Fill in for the Vice President Competitive if requested at all meetings whether HSA or competitive league meetings.
- C. To protect the integrity of the programs of the board.
- D. To be the overseer of the sportsmanship program.

## **RECREATIONAL DIRECTORS**

Three Recreational Directors shall be elected to the Recreational leadership committee.

- A. Hold meetings with the recreational Coaches and represent them in all HSA matters.
- B. Fill in for the Vice President Recreational if requested at HSA meetings.
- C. To protect the integrity of the programs of the board.
- D. To be the overseer of the sportsmanship program.

## **HSA RECREATIONAL REGISTRAR**

The HSA Registrar shall:

- A. Be appointed by the Vice President Recreational, and submitted for final approval to the Board of Directors.
- B. Be a paid position whose fee is determined by the Board of Directors. This is a non-voting, ex officio position.
- C. Responsible for registering all HSA members and providing membership to the Recreational and Competitive Committees for team/coach/player assignments.
- D. Provide an up-to-date HSA membership list for all HSA mailings.

## **HSA FACILITIES DIRECTOR**

The HSA Facilities Director shall:

- A. Responsible for organizing a crew to prepare fields (Painting, goals, etc.) for play.
- B. Responsible for maintaining and identifying facilities upgrades to the HSA Board of Directors. The facilities Director will provide an expense budget to the Board of Directors before the start of each soccer season.
- C. Responsible for ensuring that the facilities, equipment, and fields are in safe and proper operating condition.
- D. Be a paid position whose fee is determined by the Board of Directors. This is a non-voting, ex officio position.

## **HSA RECREATIONAL COACHING DIRECTOR**

The HSA Recreational Coaching Director shall:

- A. Be appointed by the Vice President Recreational, with the Board of Directors actually accepting the appointment.
- B. Attend monthly HSA Board Meetings.
- C. Be Responsible for scheduling and presiding over seasonal coaches meetings.
- D. Be Responsible for organizing coaches clinics for the Recreational Division.
- E. Be supportive of the competitive tryout process realizing that the best interests of the player to play at the highest level of his or her talent and interest is primary.

## **HSA COMPETITIVE COACHING DIRECTOR(S)**

The HSA Competitive Coaching Director(s) shall:

- A. Be appointed by the Vice President Competitive, with the Board of Directors actually accepting the appointment.
- B. Be responsible for the recommendation to the Board of Directors for approval of all team coaches in Competitive HSA.
- C. Be Responsible for scheduling and presiding over seasonal coaches meetings.
- D. Be Responsible for organizing coaches clinics for the Competitive Division.
- E. The competitive coaching director(s) shall be responsible for assisting the yearly mandatory Tryout Competitive Committee and will be supportive of the tryout process realizing that the best interests of the player to play at the highest level of his or her talent and interest is primary.

## **HSA SCHEDULER**

The HSA Scheduler shall be:

- A. Appointed by the Board of Directors.
- B. Paid a fee whose structure and amount shall be determined by the Board of Directors.
- C. The scheduler may be removed for lack of performance.
- D. Responsible for scheduling recreational Games with the following consideration
  - 1. Work with the Vice President Recreation to ensure suitable times and days for matches.
  - 2. Publishing the schedules for inclusion in the Recreational schedule book.
- E. Responsible for assigning time slots for each field utilized by other leagues.
- F. Responsible for ensuring that multiple matches are not scheduled at the same field at the same time.

## **REFEREE ASSIGNOR**

The HSA Assignor shall be:

- A. Appointed by the Board of Directors with the following consideration to qualifications
  - 1. The assignor will hold a USSF Referee Assignor's Certification Rating.
  - 2. If a certified assignor is not available the interim assignor shall be appointed by the Board of directors and submitted for approval by OSYAN.
  - 3. An assignor may be removed for lack of performance.
- B. Paid a fee whose structure and amount shall be determined by the Board of Directors.
- C. Schedule referees for all matches at HSA fields within the constraints of the ruling league.
- D. Responsible for scheduling referee courses.
- E. Responsible for continuing education of active HSA referees.
- F. Responsible for appointing assistant assignors as needed.

Approved by the HSA Membership and Board of Directors  
November 18, 2006