

**Current**

**ARTICLE VII**

***Governing Body***

**Section 1. Board of Directors**

The governing body of the Association shall be its Board of Directors. Said Board may adopt such rules and regulations for the conduct of its meetings and the management of the Association, as it may deem proper. The Board will consist of the following officers:

President	Referee Coordinator
Vice President	Field Coordinator
Secretary	Risk Coordinator
Treasurer	Coaching Director
Registrar	Traveling Coordinator
Player Development Director	Travel/In-House Uniform Coordinator
MYSA Representative	Equipment Coordinator
In-House Coordinator	
Volunteer Coordinator	

**Section 2. Executive Committee**

The Executive Committee shall consist of the elected officers of the Board of Directors. The Executive Committee shall have the authority to direct the operations of the Association during emergency situations and when it is not practical to call a meeting of the Board of Directors. The Executive Committee shall be elected to serve two-year terms at the annual general membership meeting. The Executive Committee shall be comprised of the following Board positions:

President
Vice President
Secretary
Treasurer

**Section 3. Appointed Officers**

The Executive Committee of the Association shall have the authority to appoint the following positions and may create additional positions as deemed appropriate:

Registrar	MYSA Representative
Risk Coordinator	In-House Coordinator
Referee Coordinator	Travel/In-House Uniform Coordinator
Coaching Director	Traveling Coordinator
Field Coordinator	Volunteer Coordinator
Player Development Director	Equipment Coordinator

## **Section 4. Term of Office**

The Executive Committee shall be elected for two-year terms. Appointed officials shall also be appointed to serve two-year terms. Both elected and appointed officials may serve multiple terms.

## **Section 5. Vacancies**

Any vacancy on the Executive Committee and Board of Directors or appointed officials will be filled by an appointment of the Board of Directors until the next election for that position.

## **Section 6. Elections**

Elections for Executive Committee members will be held at the first meeting in February. President and Vice President will be elected in odd years and Secretary and Treasurer will be elected in even years. Installation of officers will be immediately following the election thereof.

# **ARTICLE IX**

## ***Meetings and Quorum***

### **Section 1. Regular Meetings of the Board of Directors**

Regular meetings of the Board of Directors shall be on a monthly basis in a public setting as determined by the President. All members of the Association are invited to attend.

### **Section 2. General Meetings**

One general meeting of the membership at large shall be held during the year for the purpose of the transaction of such business as the Board of Directors may bring before the membership. The meeting shall be held at the first regular meeting of the Board of Directors in February.

### **Section 3. Special Meetings**

Special general membership meetings may be called at any time by the President or by a majority of the Board of Directors or by written request to the President and a statement of purpose signed by twenty members. Written notice of membership meetings shall be distributed to the voting members indicating the purpose, time, and place prior to any general membership meeting.

### **Section 4. Quorum**

On all meetings a quorum will be defined as 50% of the Board of Directors plus one.

## **F. Field Coordinator**

1. Supervise in locating sites for new playing and practice fields with approval of the Board.
2. Appoint coaches and others to help in marking and maintaining fields.
3. Supervise in the initial layout and marking of new fields, erecting goal posts and making sure that fields are free of rocks, holes and debris.
4. Schedule all games at the appropriate field locations.
5. Distribute game and field schedules to Travel Fall and Summer League Coordinators to pass on to

Coaches.

6. Coordinate MYSA schedule and report field assignments to MYSA office.
7. Ensure that restroom facilities are available at each game and practice site.
8. Ensure that all goals are secured consistent with MYSA standards.
9. Attend Park Advisory Board meetings
10. Must communicate with Referee Coordinator field schedules.
11. Maintain club field directory on the MYSA web site.

## **G. Registrar**

1. Chair of all registration processes.
2. Assist the Secretary by retaining a roster of all program participants during the last 12-month period.
3. Inform Uniform Coordinators, Travel Coordinator and In-House Coordinator of final number of teams and roster sizes.
4. Arrange for the printing and distribution of all roster and schedules to Coaches and Inform Referee Coordinator of team schedules
5. Provide information to Coaches on program rules and procedures.
6. Collect MYSA required Adult Informed Consent forms and submit to MYSA.
7. Assign in-house players and coaches to team rosters.
8. Maintain club registration data base and submit data using MYSA format.

## **H. Travel Coordinator**

1. Arrange for the printing and distribution of all roster and schedules to Coaches.
2. Assist with Travel Registration.
3. Provide information to Coaches on program rules and procedures.
4. Reside on Player Development Committee
5. Travel program liaison

## **I. MYSA Representative**

1. Association liaison at all MYSA District meetings.
2. Regularly update Board of Directors on MYSA policies and procedures as they relate to the Association.

## **J. Risk Coordinator**

1. Monitor MYSA policies to ensure Prior Lake Soccer Club compliance.
2. Review all complaints relating to coaches, players and parent conduct and recommend any disciplinary steps to the Board for approval.
3. Ensure that all goals are secured consistent with MYSA standards.
4. Coordinate with Equipment coordinator to ensure that coaches have proper first aid kits and emergency contacts are at all practices and games.
5. Shall understand the limitations of the MYSA medical and liability insurance policies.
6. Liaison between the club and State Risk Manager

## **K. Coaching Director**

1. Chair Coaches Roundtable
2. Establish coaches training sessions for travel and In-House programs.
3. Recommend adjustments to Travel Coaches Fee schedule as deemed appropriate.
4. Establish coaches' evaluation tool to assess coaches training skills and provide feedback to coaches in an effort to improve coaching performance.

5. Identify and recommend coaches to Executive Board for approval to travel teams.
6. Establish training session for team travel managers

### **L. Player Development Director**

1. Coordinate and direct the activities of the Player Development Committee.
2. Establish development plan that includes player training camps, goalie training sessions, and skill development sessions for both In-house and Travel programs.
3. Develop player assessment program to evaluate and track player's skills from year to year.
4. Coordinate objective tryout procedures and policies for travel team player selection.
5. Prepare and update pre-approved Prior Lake Soccer Club trainer's list

### **M. In-House Coordinator**

1. Arrange for the printing and distribution of all program rules and procedures to coaches.
2. Advertise registration dates and coordinate registration sessions.
3. Inform Referee Coordinator of team schedules.
4. Order and deliver player awards to the coaches.
5. Work with Registrar to assign players to team rosters.
6. Arrange for Photographer to take team pictures.
7. Assist the In-house Uniform Coordinator in ordering and delivering team uniforms.
8. Work with Field Coordinator to identify field needs and locations.
9. Distribute game and field schedules for In-House
10. Work with the equipment coordinator in preparing and delivering and returning equipment to all Coaches.
11. In-House program liaison
12. Work with volunteer coordinator to make sure all coaches are assigned.

### **N. Equipment Coordinator**

1. Coordinate all equipment for both In-House and Travel programs
2. Ensure that coaches have proper first aid kits and emergency contacts are at all practices and games.
3. Ensure that all goals are secured consistent with MYSAs standards.
4. Distribute and collect equipment to and from coaches
5. Order new equipment when necessary and develop equipment budget

### **O. Travel/In-House Uniform Coordinator**

1. Order and distribute all uniforms to travel coaches
2. Work with Registrar to coordinate the number of uniforms needed
3. Assist In-house Coordinator where needed
4. Assist at registration with uniform sales.
5. Order inventory and distribute In-House uniforms

### **P. Volunteer Coordinator**

1. Assist all coordinators and executive board when the need arises for volunteers
2. Maintain a list of volunteers that are always willing to help
3. Assist and train volunteers where ever needed

# Proposed ARTICLE VII

## *Governing Body*

### **Section 1. Board of Directors**

The governing body of the Association shall be its Board of Directors. Said Board may adopt such rules and regulations for the conduct of its meetings and the management of the Association, as it may deem proper. The Board will consist of the following officers:

President	MYSA Representative
Vice President	Risk Coordinator
Secretary	
Treasurer	
U9/U10 Age Group Coordinator	
U11/U12 Age Group Coordinator	
U13-U19 Boys Age Group Coord	
U13-u19 Girls Age Group Coord.	
Volunteer Coordinator	

### **Section 2. Executive Committee**

The Executive Committee shall consist of the elected officers of the Board of Directors. The Executive Committee shall have the authority to direct the operations of the Association during emergency situations and when it is not practical to call a meeting of the Board of Directors. The Executive Committee shall be elected to serve two-year terms at the annual general membership meeting. The Executive Committee shall be comprised of the following Board positions:

President
Vice President
Secretary
Treasurer

### **Section 3. Appointed Officers**

The Executive Committee of the Association shall have the authority to appoint the following positions and may create additional positions as deemed appropriate:

Administrator	MYSA Representative
Risk Coordinator	In-House Liaison
Referee Coordinator	Volunteer Coordinator
Coaching Director	U9/U10 Age Group Coordinator
	U11/U12 Age Group Coordinator
U13-U19 Girls Age Group Coor	U13-U19 Boys Age Group Coor.

# ARTICLE IX

## *Meetings and Quorum*

### **Section 4. Quorum**

On all meetings a quorum will be defined as 40% of the Board of Directors.

### **F. Field Coordinator**

1. Supervise in locating sites for new playing and practice fields with approval of the Board.
2. Appoint coaches and others to help in marking and maintaining fields.
3. Supervise in the initial layout and marking of new fields, erecting goal posts and making sure that fields are free of rocks, holes and debris.
4. Schedule all games at the appropriate field locations.
5. Distribute game and field schedules to Travel Fall and Summer League Coordinators to pass on to Coaches.
6. Coordinate MYSA schedule and report field assignments to MYSA office.
7. Ensure that restroom facilities are available at each game and practice site.
8. Ensure that all goals are secured consistent with MYSA standards.
9. Attend Park Advisory Board meetings
10. Must communicate with Referee Coordinator field schedules.
11. Maintain club field directory on the MYSA web site.

### **G. Registrar**

1. Chair of all registration processes.
2. Assist the Secretary by retaining a roster of all program participants during the last 12-month period.
3. Inform Uniform Coordinators, Travel Coordinator and In-House Coordinator of final number of teams and roster sizes.
4. Arrange for the printing and distribution of all roster and schedules to Coaches and Inform Referee Coordinator of team schedules
5. Provide information to Coaches on program rules and procedures.
6. Collect MYSA required Adult Informed Consent forms and submit to MYSA.
7. Assign in-house players and coaches to team rosters.
8. Maintain club registration database and submit data using MYSA format.

### **O. Travel/In-House Uniform Coordinator**

1. Order and distribute all uniforms to travel coaches
2. Work with Registrar to coordinate the number of uniforms needed
3. Assist In-house Coordinator where needed
4. Assist at registration with uniform sales.
5. Order inventory and distribute In-House uniforms

### **N. Equipment Coordinator**

1. Coordinate all equipment for both In-House and Travel programs
2. Ensure that coaches have proper first aid kits and emergency contacts are at all practices and games.
3. Ensure that all goals are secured consistent with MYSA standards.

4. Distribute and collect equipment to and from coaches
5. Order new equipment when necessary and develop equipment budget

### **All 4 positions combine to become Administrator**

1. Supervise in locating sites for new playing and practice fields with approval of the Board.
2. Appoint coaches and others to help in marking and maintaining fields.
3. Supervise in the initial layout and marking of new fields, erecting goal posts and making sure that fields are free of rocks, holes and debris.
4. Schedule all games at the appropriate field locations.
5. Distribute game and field schedules to Travel Fall and Summer League Coordinators to pass on to Coaches.
6. Coordinate MYSA schedule and report field assignments to MYSA office.
7. Ensure that restroom facilities are available at each game and practice site.
8. Ensure that all goals are secured consistent with MYSA standards.
9. Attend Park Advisory Board meetings
10. Must communicate with Referee Coordinator field schedules.
11. Maintain club field directory on the MYSA web site
12. Chair of all registration processes.
13. Assist the Secretary by retaining a roster of all program participants during the last 12-month period.
14. Inform Age Group Coordinators and In-House Liaison of final number of teams and roster sizes.
15. Arrange for the printing and distribution of all roster and schedules to Coaches and Inform Referee Coordinator of team schedules
16. Provide information to Coaches on program rules and procedures.
17. Collect MYSA required Adult Informed Consent forms and submit to MYSA.
18. Assign in-house players and coaches to team rosters.
19. Maintain club registration database and submit data using MYSA format.
20. Order and distribute all uniforms to travel coaches
21. Assist In-house Liaison where needed
22. Assist at registration with uniform sales.
23. Order inventory and distribute In-House uniforms
24. Assist trainers/coaches with training program.
25. Coordinate all equipment for both In-House and Travel programs
26. Ensure that coaches have proper first aid kits and emergency contacts are at all practices and games.
27. Ensure that all goals are secured consistent with MYSA standards.
28. Distribute and collect equipment to and from coaches
29. Order new equipment when necessary and develop equipment budget
30. Distribution of all program rules and procedures to coaches.
31. Advertise registration dates and coordinate player recruitment effort.
32. Inform Referee Coordinator of team schedules

### **H. Travel Coordinator**

1. Arrange for the printing and distribution of all roster and schedules to Coaches.
2. Assist with Travel Registration.
3. Provide information to Coaches on program rules and procedures.
4. Reside on Player Development Committee

5. Travel program liaison

**Travel Coordinator will be renamed to include the following positions:**

### **H. Age Group Coordinators (4 positions)**

1. Travel Program Liaison with in house program and community as a whole.
2. Provide information to Coaches and Managers on procedures and policies of Club.
3. Assist with promoting of Travel program, registration and events.
4. Reside on the Player Development Committee.
5. Perform any duties asked for by executive committee

### **K. Coaching Director**

1. Chair Coaches Roundtable
2. Establish coaches training sessions for travel and In-House programs.
3. Recommend adjustments to Travel Coaches Fee schedule as deemed appropriate.
4. Establish coaches' evaluation tool to assess coaches training skills and provide feedback to coaches in an effort to improve coaching performance.
5. Identify and recommend coaches to Executive Board for approval to travel teams.
6. Establish training session for team travel managers

**Coaching Director Position will be expanded to include the following duties:  
(Eliminating Player Development Position)**

### **K. Coaching Director**

1. Chair Coaches Roundtable
2. Establish coaches training sessions for travel programs.
3. Recommend adjustments to Travel Coaches Fee schedule as deemed appropriate.
4. Establish coaches' evaluation tool to assess coaches training skills and provide feedback to coaches in an effort to improve coaching performance.
5. Identify and recommend coaches to Executive Board for approval to travel teams.
6. Coordinate and direct the activities of the Player Development Committee.
7. Establish development plan that includes player training camps, goalie training sessions, and skill development sessions for Travel programs.
8. Develop player assessment program to evaluate and track player's skills from year to year.
9. Coordinate objective tryout procedures and policies for travel team player selection.
10. Prepare and update pre-approved Prior Lake Soccer Club trainer's list

### **M. In-House Coordinator**

1. Arrange for the printing and distribution of all program rules and procedures to coaches.
2. Advertise registration dates and coordinate registration sessions.
3. Inform Referee Coordinator of team schedules.
4. Order and deliver player awards to the coaches.
5. Work with Registrar to assign players to team rosters.
6. Arrange for Photographer to take team pictures.
7. Assist the In-house Uniform Coordinator in ordering and delivering team uniforms.
8. Work with Field Coordinator to identify field needs and locations.
9. Distribute game and field schedules for In-House
10. Work with the equipment coordinator in preparing and delivering and returning equipment to all Coaches.

11. In-House program liaison
12. Work with volunteer coordinator to make sure all coaches are assigned.

**M. In-house Liaison (change from In house coordinator)**

1. Order and deliver player awards to the coaches.
2. Work with Registrar to assign players to team rosters.
3. Arrange for Photographer to take team pictures.
4. Assist the Administrator in ordering and delivering team uniforms.
8. Work with Administrator to identify field needs and locations.
9. Distribute game and field schedules for In-House
10. Work with the Administrator in preparing and delivering and returning equipment to all Coaches.
11. In-House program liaison
12. Work with volunteer coordinator to make sure all coaches are assigned.