

Persons interested in Director and Assistant positions shall submit an interest form at the AGM. Directors and Assistants will be appointed by the newly elected Executive Board at the first regular Board of Directors meeting.

Candidates must have the appropriate level of competency, experience, integrity, enthusiasm and commitment to be fully engaged. **All BOD members are required to commit to the following duties for both the recreational program and the competitive program in addition to fulfilling the individual role outlined in the job descriptions that follow:**

**2.17.1 General duties of ALL Board members:**

- Complete all Cal South and US Club compliance requirements
- Attend monthly BOD meetings
- Periodically attend FYSL/VILLA games
- Attend CYSA Annual General Meeting (optional)
- Host FYSL Annual General Meeting
- Establish player fees annually
- Establish reasonable compensation for services performed by a BOD member or individual.
- Establish fees for sponsors annually
- Attend player registration
- Assist in team formation for recreational teams
- Attend Coaches meeting to hand out packets
- Attend Coaches meeting to hand out uniforms for recreational
- Establish Coaches meeting to hand out photos
- Attend Coaches meeting to hand out trophies
- Approve all fundraisers
- Approve FYSL coaches
- Approve Villa coaches
- Approve uniform selection and purchases
- Approve all purchases above the budgeted amount.
- Update By-Laws as necessary

## **President (2 year term)**

- Required for this position: 1 year experience running a non-profit youth sport organization or 2 years involved with FYSL helping in any other positions.
  - Required to complete Cal South and So cal mandated training for administrators within 2 weeks after being elected.
  - Required to complete background checks and sign non-disclosure agreements within one week of the elections
  - Oversee all League activities
  - Conduct and control meetings
  - Schedule special meetings
  - Co-sign league checks when necessary
  - Establish protest and appeals committee
  - Serve on Trials Board
  - Meet with the Villa Committee (?)
  - Establish a Nominating Committee
  - Submit to gaming league a letter naming the league delegates to represent and vote at gaming league meetings
  - renew league membership with gaming league
  - renew and obtain insurance certificates.
  - Assist and be present at Opening Day and other FYSL events
  - Secure CYSA and US Club Soccer Certificate of Insurance and distribute to applicable parties
  - Deliver proof of insurance to the School District Office as well as the Private schools of facilities that we use for practices.
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## **Vice President (2 year term)**

- Required for this position: 1 year experience running a non profit youth sport organization. or 2 years involved with FYSL helping in any other positions .
  - Required to complete Cal South and So cal mandated training for administrators within 2 weeks after being elected.
  - Required to do background checks and sign non disclosure agreements within a week of the elections.
  - Assist Director of rec and Director of Villa as necessary.
  - co-sign checks when necessary.
  - Summit Field Use Requests to Fallbrook Elementary School District, FUESD.
  - Ensure all coaches have access to the school fields for practice.
  - Attend all registration events.
  - Attend and conduct draft for all rec teams.
  - Help Director of Villa, DOC Villa and registrar during tryouts.
  - Assist Director of Rec with inter league games.
  - Assist during all star selection and registration.
  - Oversee all stars coaches selection
  - Meet with School Officials and other facility use organizations (ie pop warner) to coordinate field use.
  - Serve on committee re-analyzing the minimum fees required for the Recreation Division.
  - Contact "Challenger Soccer Camp" and finalize date, cost and location.
  - Contact the school district or Ingold Sports Park for special use of the field during "Challenger Soccer Camp".
  - Coordinate with director of rec and director of villa to Schedule picture day for both programs
  - Assist DOC rec and Director of rec respond to emails and questions, specially during the planning of the season and the beginning of the season.
  - Respond to conflicts between directors, parents or coaches.
  - Train and supervise High school students who volunteer for community hours. keep track of their hours and sign their form.
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## Registrar (2 Year Term)

Must Complete All Registrar Training with Governing Bodies and other Registration Platforms

- Required for this position: 1 year experience running a non profit youth sport organization. or 2 years involved with FYSL helping in any other positions .
- Required to complete Cal South and So cal mandated training for administrators within 2 weeks after being elected.
- Required to do background checks and sign non disclosure agreements within a week of the elections.
- Manage incoming hotline phone calls
- Manage all emails sent to info or [registration@fbysl.org](mailto:registration@fbysl.org)
- Set walk-up registration dates to end 7 weeks before the start of each season (Winter, Spring, Fall)
- Set up online registration and maintain each new season in CYSA and US Club Soccer:
  - Winter Arena – recreational and competitive season
  - Spring Season – Recreational
  - Fall Season Recreational
  - Fall Season Competitive
- All Seasons to include:
  - A) Birth years
  - B) Gender
  - C) Season Fees
  - D) Minimum and Maximum roster size
  - E) Number of teams in each division
  - F) All waivers required by Cal South, US Club Soccer, Ingold Sports Park
- Attend all registrations (recreational and competitive)
- Verify all birth certificates
- Enter and or update all registered player/parent information into CYSA/ US Club Soccer each season (recreational & competitive) if completed in person.
- Verify all online registration for completion.
- Prepare annual renewal applications to governing bodies and gaming League, coordinate with treasurer for payment of renewal fees
- Provide 'Player 'White Sheets' for 'Team Formation draft'
- Attend 'Team Formation'.
- Each Season provide uniform by team report to Uniform Assistant
- Review all invoices from CYSA and US Club Soccer with player count for Treasurer to submit payment.
- Keep supply of CYSA forms, FYSL registration forms, and other required waivers
- Obtain (upload) player pictures, laminate, and sign player cards (competitive and rec. All Stars)
- Coordinate refunds with Treasurer
- Meet with Villa Committee as necessary
- Be available to register players throughout season
- Maintain confidentiality
- Verify coaches' qualifications completing Cal South and US Club requirements
- Register all players, administrators, and coaches
- Attend Villa tryouts to check-in players
- Attend all-star tryouts to check in players
- Compile team books, print rosters, insert registration applications to give to coach or team manager
- Be aware of all players, team and league deadlines
- Be knowledgeable of all affiliation rules for CYSA US Club and Gaming Leagues
- Be knowledgeable of all player rules for CYSA and US Club Soccer
- Be knowledgeable of tournament rules that teams we are attending.
- Attend CYSA meetings optional
- Attend gaming league meetings, as required
- Enter all player ratings into CYSA each season

## **Treasurer (2 year term)**

Must have general knowledge and experience with the basic principles of accounting and be familiar with accounting software.

- Required for this position: 1 year experience running a non profit youth sport organization or 2 years involved with FYSL helping in any other position.
  - Required to complete Cal South and SoCoal mandated training for administrators within 2 weeks after being elected.
  - Required to do background checks and sign non-disclosure agreements within a week of the elections.
  - Serve on committee re-analyzing the minimum fees required for the Recreation & Competitive Divisions.
  - Establish the yearly budget. This involves assessing end of year data, incorporating line item dollars based upon registration fees, and coordinating feedback from the budget committee. Finally, present the budget to the BOD for approval.
  - Provide financial reports at monthly board meetings. This includes account balances and account activity for the month.
  - Maintain Bank accounts by depositing funds, paying bills and transferring funds as necessary. This includes recording transactions appropriately to budget line items.
  - Reconcile all bank accounts.
  - Pay all league debts in a timely manner.
  - Maintain all league financial records
  - Co-sign league checks over \$1000.00
  - Coordinate all refunds with the registrar
  - Collect and deposit all player registration fees following a walk up registration.
  - Collect and deposit competitive player's payments for field use and tournament fee
  - Send collection reminders to past due accounts
  - Maintain Villa team account records and coordinate with the managers any request for funds or deposits.
  - Meet with the Villa committee, as necessary.
  - Prepare referee fees for distribution to both recreational and competitive teams.
  - File taxes annually including Registry of Charitable Trust renewal
  - File all IRS forms.
  - Ensure 1099-Misc Forms are completed for contractors.
  - Coordinate with registrar annual renewal applications and payment to be submitted to CalSouth US Club and Gaming League by deadline
  - Submit tournament payments for teams as required
  - Review requests for Financial Aid, and present to the BOD for approval
  - Create accountability reports or forms for referee fees, fundraising and other activities where money is collected or distributed.
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## **Secretary (2 year term)**

- Required for this position: 1 year experience running a non profit youth sports organization or 2 years involved with FYSL helping in any other position.
  - Required to complete Cal South and So cal mandated training for administrators within 2 weeks after being elected.
  - Required to do background checks and sign non disclosure agreements within a week of the elections.
  - Responsible for scheduling meetings and communicating the schedule with BOD
  - Record Minutes at each board meeting
  - Create and distribute Agendas for board meetings
  - Maintain league documents, records and databases
  - Coordinate/schedule communications of events to the general public, membership and oversee assistants helping with social media, website and league communications
  - Manage league email accounts and group accounts
  - Register League in Community Events (Christmas Parade, etc.)
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## **Director of Recreational (1 year term)**

- Assist Director of Coaches as necessary
- Make sure payment and paperwork is submitted to CalSouth for YM & E classes.
- Help put together flyers advertising the recreation league and registration dates.
- Attend all registration sessions from start to close. – with the Dir. of Coaches.
- Attend “Challenger Soccer Camp” days to ensure everything is unlocked, players prepared and paid.
- Each day after “Challenger Camp” make sure all trash is picked up and the fields are locked up.
- Assist the Director of Coaches to call and recruit coaches.
- Go through registration forms and note player rating based on last year’s coaches rating.
- Separate players based on ratings for draft. – with the Dir. of Coaches.
- IF DRAFT IS USED:
- Attend and conduct a draft by birth year– with Dir. of Coaches.
- After the draft, verify numbers of boys/girls per team (U8, U10 & U12). – with the Dir. of Coaches.
- Verify game schedules, verify there are no conflicts before they are handed out to Coaches.
- Distribute uniforms, player forms, game schedules, etc...– assist Dir. Of Coaches.
- Assist set up and take down of Opening day Ceremony. Attend Opening Day Ceremony. – with Dir. Of Coaches.
- Verify that fundraising information is provided to the Director of Coaches.
- Assistant Treasurer to collect past due registration fees.
- Be available throughout the day especially at the beginning of the season for questions and directions.
- Keep standings during the season.
- Forward standings to coaches
- Visit practices of Coaches when complaints are filed or concerned calls are made – with DOC
- Uniforms and Trophies- coordinate for recreational teams
- Keep up to date roster of each team, and practice schedule of each team. – copy to Dir. of Coaches.

- When the time comes, add or delete players on teams from the waiting list.
  - Hand out participation Medals to all teams and trophies to 7v7, 9v9 first and second place teams during the season.
  - Hand out tournament medals for second and first place teams in 7 7 and 9v9 divisions
  - Order paint
  - Discuss All Star tryouts etc - with Dir. of Coaches and VP
  - Coordinate EOS tournament w/ Directors of Coaching, VP and Treasurer.
  - Verify rules for EOS Tournament – with Dir. of Coaches.
  - Attend the EOS Tournament and pay referees, keep standings up to date at Field Marshal's tent, run PK's when required
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### **Director of Villa (1 year term)**

- Serve on committee re-analyzing the minimum fees required for the Competitive Division.
  - Serve on Protest and Appeals Committee if required by gaming league
  - Serve on Trials Board if required by gaming league
  - Coordinate and attend Villa try-outs
  - Coordinate Villa team practice schedules
  - Coordinate work program for hardships
  - Support managers with training on registration and gaming league platforms
  - Distribute Team managers books providing information on all enclosed forms to include cash receipt books, deposit information forms, fundraising requests, check requests for tournaments etc.
  - Assist and be present at Opening Day.
  - Oversee Villa fundraisers
  - Meet with Team Managers when necessary
  - Coordinate Villa team accounts with treasurer
  - Assist Treasurer collecting past due registration fees.
  - Pull player cards from players in bad financial standing
  - Schedule pictures for Villa teams and manage the distribution of pictures to managers
  - Coordinate Opening Day events and fundraising with Villa team managers
  - Oversee uniform ordering and follow up with team managers
  - Schedule and coordinate the Villa end of season event
  - Order awards for the Villa end of season event
  - Respond to all correspondence from Managers/parents in a timely manner
  - Maintain Confidentiality
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**Director of Coaches – Villa  
(1 year term)**

- Responsibilities and time commitment to be determined annually by the Exec BOD based upon number of teams
  - Provide BOD a list of possible Coaches for approval
  - Verify that possible Coaches are properly licensed
  - Obtain a season commitment from coaches
  - Prior to tryouts, distribute Villa play up rules and regulations
  - Coordinate and attend Villa try-outs
  - Hold monthly Coaches meetings
  - Develop training programs and clinics
  - Observe Villa training sessions providing support and recommendations
  - Verify only current registered players are attending practices
  - Establish 24 hour rule for coaches to distribute to their parents
  - Establish proper sideline behavior for all coaches, parents and players
  - Represent FYSL/Villa at required gaming league meetings
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**Director of Coaches – Recreational  
(1 year term)**

- Assist VP as necessary
- Serve on Trials Board
- Provide information CalSouth coaching education courses
- Attend registration sessions – with the Director of Recreation.
- Assist Director of Recreation with recruiting coaches
- Recruit coaches for teams (strongly discourage coaching more than one team).
- Attend “Team Formation” event
- Manage distribution of “Coaches Packet” ( uniforms, game schedules, Coaches Handbook, picture schedule, balls, fundraising info., etc...)
- Schedule coaches training
- Go over ‘Risk Management’, ‘Policies and Procedures’.
- Collect Coaches Registration Forms and Risk Management Forms.
- Secure player training camps
- Assist and be present at Opening Day.
- Monitor Coaches requirements with Cal South and US Club
- Distribute uniforms, player forms, game schedules, Coaches Handbook, etc...
- Recruit Division Reps
- Attend practices of NEW Coaches who are unsure what to do. The Director of Recreation will assist.
- Visit practices of Coaches when complaints are filed or concerned calls are made – with the Director of Recreation.
- Keep up to date roster of each team, and practice schedule of each team.
- Assist Director of Recreation
- Meet with Division Reps - monthly
- Help publicize the AGM to Villa coaches, managers & parents
- Assist in collection of white forms, player/coaches evaluations and pass out medals & trophies.
- Assist in organizing EOS tournament, produce game schedule, forward schedule to referee director



- Verify rules for EOS Tournament with VP Rec.
- Attend EOS Tournament, keep standings up to date at Field Marshal's tent, run PK's when required

## **ASSISTANTS TO THE BOARD**

(1 year commitment)

### **Publicity Assistant**

- Post all upcoming FYSL events on social media
- Post provided flyers and advertisements on social media
- Forward questions received on social media to correct BOD member to reply

### **Sponsorship**

- Establish sponsorship levels annually
- Create flyers/advertisement for distribute to potential sponsor

### **Fundraising**

- Research various fundraising opportunities for FYSL league and teams
- Present fundraising to BOD for approval along with accountable measure in place to track funds.

### **Webmaster**

- Update website as necessary with upcoming events, schedule, contacts
- Post approved material on website

### **Fields**

- Insure all field are equipped with proper items for games
- Set up schedule for first game set up and last game take down nets, flags, sandbags, goals, etc.

### **Recreational division reps 4v4, 7v7, 9v9**

- Contact person for the teams playing in one of the above formats.

### **Photo Assistant**

- Schedule photo date
- Distribute order packets to team
- Distribute final photo orders
- Schedule photo retakes
- Secure and schedule assistants to work

### **Scheduling Assistant**

Regular season: Rec. & Villa, produce game format, schedule and forward schedule to referee assignor.

- EOS Tournament, determine type of tournament. Round Robin, Single Elimination, Double Elimination - with VP Recreation.
- EOS tournament, produce game schedule, forward schedule to referee director.
- Competitive, enter home game fields and times on gaming league site with availability around recreational game schedules,
- Know referee's requirements for assigning games.
- Be available to make schedule changes requested by the gaming league throughout the season.