**CC Riders Roles and Responsibilities**

**President**

The responsibilities of the president include:

1. Leadership and Engagement:

* Provide strategic leadership and direction for the community soccer organization.
* Foster a sense of community and inclusivity within the organization.
* Promote participation and engagement among players, parents, and volunteers.

2. Governance:

* Serve as the chief executive officer of the organization.
* Oversee the governance structure, including bylaws, policies, and procedures.
* Ensure compliance with applicable laws and regulations.

3. Board Relations:

* Collaborate with the board of directors and maintain a positive working relationship.
* Facilitate board meetings and provide necessary information for informed decision-making.

4. Program Development:

* Oversee the development and implementation of soccer programs for different age groups and skill levels.
* Monitor the quality of coaching and player development.

5. Communication:

* Maintain open and transparent communication with members, stakeholders, and the community.
* Use various channels to disseminate information about events, schedules, and organizational updates.

6. Volunteer Management:

* Recruit, train, and manage volunteers, coaches, and other personnel.
* Delegate responsibilities and tasks as needed.

7. Conflict Resolution:

* Address and resolve conflicts and disputes within the organization in a fair and timely manner.
* Promote a positive and respectful culture.

8. Compliance and Reporting:

* Ensure the organization complies with the rules and regulations of governing bodies, such as regional soccer associations.
* Submit required reports and paperwork as necessary.

**Vice President**

The responsibilities of the vice president include:

1. Assist the President:
* The vice president serves as the second-in-command and is responsible for assisting the president in their duties. This includes stepping in when the president is unavailable or delegating tasks as necessary.
1. Leadership:
* Provide leadership and guidance to the organization, particularly in the absence of the president. Help maintain a positive and cohesive atmosphere within the association.
1. Board Relations:
* Collaborate with other board members and maintain effective communication and cooperation among board members to achieve the association's goals.
1. Membership Engagement:
* Assist in fostering a sense of community and inclusivity within the organization, working to engage players, parents, and volunteers.
1. Communication:
* Support the president in maintaining open and transparent communication with members, stakeholders, and the community. Help ensure that information about events, schedules, and organizational updates is effectively disseminated.

6. Conflict Resolution:

* Support the president in addressing and resolving conflicts and disputes within the organization in a fair and timely manner. Promote a positive and respectful culture.

**Secretary**

The responsibilities of the secretary include:

1. Record-Keeping:

* Maintain accurate and up-to-date records of the association's activities, meetings, and decisions.
* Keep a record of the association's bylaws, rules, and regulations.

2. Meeting Management:

* Prepare and distribute notices, agendas, and meeting materials for board meetings and general membership meetings.
* Record minutes during meetings and maintain a comprehensive record of meeting proceedings.
* Distribute meeting minutes to board members and other relevant parties.

3. Document Management:

* Organize and maintain important documents, such as contracts, waivers, and insurance policies.
* Help facilitate access to necessary documents for board members and other stakeholders.

4. Elections and Nominations:

* Oversee the election process for board members and other positions within the association.
* Coordinate the nomination and election procedures in accordance with the association's bylaws.

5. Record Retention:

* Develop a system for safely storing and retaining essential records and documents, both physical and electronic, in compliance with record retention policies.

**Treasurer**

The responsibilities of the secretary include:

1. Financial Oversight:
* Manage the association's finances, including budgeting, financial planning, and financial reporting.
1. Financial Records:
* Maintain accurate financial records, including income, expenses, and balance sheets. Use accounting software or spreadsheets for this purpose.
1. Banking and Transactions:
* Manage the association's bank accounts, including making deposits, issuing checks, and reconciling bank statements. Ensure that all financial transactions are properly documented.
1. Expense Management:
* Review and approve expenses, ensuring they align with the approved budget and association policies. Seek approval from the board for any significant expenditures.

5. Financial Policies:

* Develop and update financial policies and procedures to ensure the association's financial operations are conducted according to best practices and in compliance with the law.

**Director: Community Soccer (Mini)**

The responsibilities of the Director of Community Mini Soccer:

1. Program Development:

* Develop and implement a comprehensive soccer program for all mini soccer age groups within the community.

2. Coach Recruitment and Training:

* Recruit qualified coaches
* Provide training and development opportunities for coaches to improve their skills and certifications.

3. Player Development:

* Oversee player development strategies and ensure that players receive appropriate training and guidance.
* Monitor and evaluate the progress and performance of players within the program.

4. Scheduling and Coordination:

* Create and manage schedules for practices, games, and tournaments.
* Coordinate with other teams and organizations for matches and events.

5. Player Registration:

* Manage player rosters and team assignments.
1. Safety and Compliance:
* Develop and enforce safety protocols and policies to protect the well-being of players, coaches, and volunteers.
* Ensure compliance with relevant soccer governing bodies and safety regulations.
1. Communication:
* Maintain open and transparent communication with players, parents, coaches, and volunteers.
* Provide information about events, schedules, and program updates.
1. Event Planning:
* Organize and coordinate soccer tournaments, games, and events within the community.
* Ensure that events run smoothly and are safe for all participants.
1. Conflict Resolution:
* Address and resolve conflicts and disputes within the soccer program in a fair and timely manner.
* Promote a positive and respectful culture.

**Director Community Teen League**

The responsibilities of the Director of Community Teen League Soccer:

1. Program Development:

* Develop and implement a comprehensive soccer program for all mini soccer age groups within the community.

2. Coach Recruitment and Training:

* Recruit qualified coaches
* Provide training and development opportunities for coaches to improve their skills and certifications.

3. Player Development:

* Oversee player development strategies and ensure that players receive appropriate training and guidance.
* Monitor and evaluate the progress and performance of players within the program.

4. Scheduling and Coordination:

* Create and manage schedules for practices, games, and tournaments.
* Coordinate with other teams and organizations for matches and events.

5. Player Registration:

* Manage player rosters and team assignments.
1. Safety and Compliance:
* Develop and enforce safety protocols and policies to protect the well-being of players, coaches, and volunteers.
* Ensure compliance with relevant soccer governing bodies and safety regulations.
1. Communication:
* Maintain open and transparent communication with players, parents, coaches, and volunteers.
* Provide information about events, schedules, and program updates.
1. Conflict Resolution:
* Address and resolve conflicts and disputes within the soccer program in a fair and timely manner.
* Promote a positive and respectful culture.

**Director: Community Sponsorship/Donor/Fundraising**

The responsibilities of the Director of Community Sponsorship:

1. Sponsorship and Partnership Development:
* Identify and approach potential sponsors and partners, including local businesses, corporations, and individuals.
* Negotiate sponsorship deals and establish mutually beneficial partnerships to secure financial support for the soccer program.
1. Grant Writing and Applications:
* Research and identify relevant grants and funding opportunities for community sports programs.
* Prepare and submit grant applications, ensuring compliance with grant requirements and deadlines.
1. Collaboration with Stakeholders:
* Work closely with the soccer program leadership, board members, and other stakeholders to align fundraising efforts with the overall goals and mission of the community organization.

**Equipment Director**

The responsibilities of the Equipment Director:

1. Inventory Management:
* Maintain a comprehensive inventory of all soccer equipment, including jerseys, balls, cones, goalposts, nets, first aid supplies, and any other necessary items.
* Regularly conduct equipment audits to track usage, identify losses, and assess the condition of items.
1. Distribution and Collection:
* Organize the distribution of equipment to players, coaches, and other team personnel as needed.
* Implement a system for collecting and checking in equipment at the end of each season or event.
1. Maintenance and Repair:
* Inspect and assess the condition of equipment regularly.
* Arrange for repairs or replacements as needed, ensuring that all equipment meets safety standards.
1. Uniform Management:
* Oversee the distribution and collection of team uniforms.
* Coordinate with uniform suppliers to ensure timely delivery and handle any issues related to sizing or quality.
1. Communication with Coaches and Players:
* Establish effective communication channels with coaches to understand their equipment needs.
* Provide guidance to players regarding the proper care and use of equipment.