



Lakewood Soccer Association, Inc.

BOARD OF DIRECTORS DUTIES and COMMITMENT

Effective Date: November 29, 2020

LSA Mission Statement: Provide a quality soccer program for player and coach development.

LSA Vision Statement: Create a fun environment for players to learn the game of soccer.

Lakewood Values

- Provide a positive sport experience for all players and coaches with the emphasis on fundamental skill development.
- Strive to be open and honest in all of our interactions.

Each Director position has certain requirements that need to be filled:

Treasurer – Issuing cheques, tracking cheque requests, deposits, having financial statements available before each meeting (or monthly), preparing the budget, tracking of liabilities (i.e. uncashed cheques, outstanding bills, etc.). Reporting on the financial status of Lakewood and alerting to any issues arising. Managing the Lakewood accounts and credit cards. Maintain financial records through the Simply Accounting software package (or alternative).

Registration Coordinator – Dealing with registration forms, assisting with questions about registering, dealing with Kidsport/Jumpstart, creating forms for registrations (season, camps, etc.). Tracking payments, assisting with numbers for ordering uniforms, organizing volunteer bond cheques, etc. Managing the registration system (RAMP or alternative). Managing the SYSI Permission to Play Out-of-Zone (PTPOZ) forms for Lakewood players. Managing the transfer fees for players transferred to or from Lakewood. Register teams with SYSI (Zone Team Forecast and Submission) and pay SYSI fees. Coordinate with SYSI to determine dates for registration and for late fees.

Tournament Coordinator – Coordinate the two tournaments a year with the committee and TD.

Member at Large Positions – Lakewood will have up to 8 Member at Large positions. The duties will be shared among these positions and will include, but not be limited to:

- work with the TD to schedule **technical** evaluations, organize meetings for team selections, determine number of teams in each age group and division. This position should normally be a member of the PCC.
- Ensuring all **coaches** have the required certification and managing criminal record checks (mybackcheck or alternative) and that they are registered in the system. Assisting TD when required for organizing clinics, communications, recruitment of new coaches, any issues that arise with coaches and assistant coaches, etc.

- Prepare a budget for **equipment**, work with TD on equipment requirements, ordering of uniforms, assist with equipment pick up and drop off if required, ensure all First Aid Kits are stocked each season and we have a supply of extra first aid kits and items in case needed.
- Booking of all **facilities** for practices, communicating with coaches and assist with booking of facilities for tournaments. Look into other facilities that we may be able to use and may have cost savings. Managing the online systems for booking facilities.
- Communicate with community leagues and see if there are any opportunities to work together, communicate with the mini leagues, be visible to answer questions of parents. Communicate with schools to see if there are any opportunities for coaches to attend a gym practice, look into what advertising we could use for the **mini soccer** program to attract kids into our program. Set up regular meetings (at least twice per season) with the Lakewood zone community association soccer coordinators. Assist the TD in providing support to community association teams.
- Look into **fundraising** options (club, teams and individuals), look into sponsorship for the club, assist with raffles or any big fundraising initiative that occurs. Apply for lottery licenses as required. Present opportunities for teams and families for fundraising.
- Oversee all **communication** channels and social media, prepare and execute a social media plan. Work with TD for mass communications that need to be sent. Look into marketing opportunities. Managing the Lakewood E-Mail system (RAMP or alternatives). Managing the Lakewood Facebook and Instagram accounts. Managing the Lakewood website (RAMP or alternative).
- Minutes of each meeting, agenda, circulation of materials (**secretary**). Managing files and data storage (Dropbox or alternative).
- Coordinate volunteer activities of the organization.
- Work with the registration coordinator to collect registration fees.
- Work with the registration coordinator to assist parents applying for financial assistance (KidSport, Jumpstart, other).
- Work with the registration coordinator and TD to organize players that will be working to cover their registration fees.
- Work with the treasurer and the president to research and apply for grant and subsidy financing.
- Work with the president and the TD to develop and lead a marketing plan to sell the Lakewood brand to the community.

Officer-President - Chair all Lakewood board meetings. Search for people to fill vacancies on the Lakewood Board or Committees. Sit on various SYSI committees (zone presidents, Zone Composition Advisory Committee, SYSI Board, PCC) or find delegates as required. Preside over complaints brought against Lakewood or delegate as required.

Officer-Vice-President – Fill in for the President as required.

Program Committee (PCC) – Lakewood is required to have 3 positions on the PCC. These are typically the TD, technical coordinator plus one other but can be anybody assigned by the Lakewood Board. This committee is responsible for all changes in format for youth soccer (number of players on field, on rosters, permit rules, etc.). Committee meets 4-6 times per year plus many decisions made by E-Mail.

All board members are required to fulfill their regular required obligations under their roles. In addition, board members should be visible to players and parents to be open for communication that they can answer questions, be friendly, and promote a sense of soccer family.

There are always other duties that need to be completed, these include:

Uniform pick-up

Evaluations

Check in at Camps and assistance with camps

Additional help at meetings (Coach Meetings, Manager Meeting, PSL meeting, etc.)

Additional help at tournaments and to be visible at tournaments to promote Lakewood

Other projects/research that may arise

All board members are required to assist with one other initiative described above in addition to their regular profiles under their board position.

In addition, board members are required to attend all board meetings and respond to communication in a timely manner. If a board member misses 2 meetings in a row or a total of 4 meetings in a calendar year, they may be removed from the board. If a person wishes to assist the board but cannot commit to the above, they can join a Lakewood committee, but no honorarium will be paid.