



NEWARK SOCCER CLUB

Duties and Responsibilities

1. President

- a. Set a leadership tone which confers to all Board members the primary objective of Newark Soccer Club/ELITE SOCCER, which is to provide opportunities for all children under age 19 and over age 5 to play soccer in a safe environment. Additionally, to make sure that the infrastructure of the Club allows all levels of soccer to be available - from recreational to highly competitive.
- b. Chair monthly Board meetings - prepare agenda, clarify business, follow up if not clear where responsibility for action lies.
- c. Oversea assigned Directors
- d. Represent NSC as appropriate with CalNorth, City of Newark, Newark Unified School District, or any affiliated organization
- e. Respond in a timely and appropriate manner to all emails and phone calls received directly from membership.
- f. Troubleshoot issues between Board members, Club members and Board members, etc, if necessary.
- g. Review budget proposals, contractor contracts, and operations of the Club on a regular basis.
- h. Appoint Committees as appropriate.
- i. Together with the Board, regularly review NSC's Goals Vision and Core Values and communicate this to the membership. Periodically review goals and objectives with each director. Publicize and update commitments for each playing division.
- j. Ensure all BOD members have performed required Livescan background check
- k. Assign tasks to Board members as required.

2. Vice- President

- a. Act in the absence of the President for any official club related activities.
- b. Support any other committees as requested.
- c. Assist in the future direction of the Club including planning and oversight.
- d. Oversea assigned Directors
- e. Perform tasks as requested by the President.
- f. Organize and manage yearly fireworks booth fundraiser, and responsibly for distribution of funds as necessary
- g. Chair all PAD committees
- h. Master of Ceremonies for Newark Cup and awards presentation
- i. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- j. Attend monthly scheduled Board meetings and provide monthly Board report.



3. Director of Coaching

- a. Reports to the President
- b. Working with appropriate Club committees, responsible for the design of all technical programs for the Club. Responsible for ensuring that Club programs are current with best practices and maintaining relationships with local and national coaching authorities
- c. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- d. Responsible, in conjunction with the programs directories and Board approval, for appointing all coaches and also, where necessary, relieving them of their duties.
- e. Responsible for the formation and implementation of the ELITE Soccer Coaching Selection Committee and the criteria for which they are reviewed
- f. Help design, modify, and implement our NSC Soccer Academy programs. These programs include both player and coaching development.
- g. In partnership with the Recreation Director, Define and implementation of the ELITE Soccer ID program for top recreation players
- h. Responsible for working with the Board and appropriate Club authorities in the following areas:
 - i. Creation of a Club library to include coaching and player training materials
 - ii. Creation of seasonal plan templates
 - iii. Development and implementation of player and coaching retention programs
 - iv. Refinement and implementation of Club Sportsmanship programs
- i. Act as a liaison with DOC's from other local and regional Clubs
- j. Responsible for uniform vendor contracts
- k. Responsible for providing monthly Performance Reports to the Board of Directors
- l. Responsible for the appointment of Technical Directors
- m. Responsible for the approval of all PDP/ODP nominations
- n. Present yearly competitive program to the Board of Directors at the January BOD Meeting
 - i. Program shall include
 1. Budget
 2. Goals for the year
 3. Update of previous years program
 4. Uniform vendor contract
 5. Training program and budget for approval



4. Technical Directors (Competitive boys and girls)

- a. Reports directly to the Technical Director
- b. These are non-voting BOD positions
- c. NSC point of contact for affiliated competitive league programs
- d. Interview potential competitive coaches and present to the Director of Coaching for approval
- e. Ensure all coaches have performed the Livescan background check
- f. Work with Director of Referees to ensure competitive coaches/teams have a licensed referee official
- g. Coordinate player evaluations
- h. Communicate with coaches monthly either by email and conduct meetings as needed
- i. Work closely with the Registrar to ensure all team information and funds are collected from coaches
- j. Review, approve and oversee all ELITE SOCCER team accounts, along with Club Treasurer
- k. Organize coaching clinics, coaches manuals
- l. Approves the playing league and level of each team in the program
- m. Approves all player movement requests, which includes but is not limited to, guest players, transfer of players, addition of new players, players playing up in age
- n. Conduct coaches Kick off meetings prior to spring and fall seasons and any other duty deemed necessary for ELITE SOCCER that is defined by the DOC
- o. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- p. Attend monthly scheduled Board meetings and provide monthly Board report.

5. Director of Recreational Play

- a. Reports directly to the President
- b. NSC point of contact for affiliated recreational league programs
- c. Recruit and direct AGC's
- d. Ensure all volunteer coaches have performed the Livescan background check
- e. Assist with Newark Cup
- f. Joint League Representative
- g. Communicate with coaches monthly either by email and conduct meetings as needed
- h. Present yearly program budget and review to Board Of Directors at the January BOD meeting
- i. Work closely with Registrar to ensure all team information is collected from coaches
- j. Conduct coaches Kick off meeting by March 15, or prior to Spring season start
- k. Conduct coaches Kick off meeting by July 15 or prior to Fall season start
- l. Organize coaching clinics, coaches manual and any other duty deemed necessary that is defined in the yearly program update.
- m. Oversee the end of season tournaments – this includes awards ceremonies for those tournaments
- n. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.



- o. Attend monthly scheduled Board meetings and provide monthly Board report.
- p. Manage the Volunteer program and designate necessary staff members

6. Director of Futbilo/Futsal

- a. Reports directly to the Recreation Director
- b. Present yearly program budget and review to Board Of Directors at the July BOD meeting
- c. Work closely with Registrar to ensure all team information is collected from coaches
- d. Conduct coaches Kick off meeting
- e. Organize coaching clinics, coaches manual and any other duty deemed necessary that is defined in the yearly program update.
- f. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- g. Attend monthly scheduled Board meetings and provide monthly Board report.

7. Director of Referee's

- a. Reports directly to the Vice President
- b. Directly responsible or through a designated Referee Manager, assignment of referee's to games scheduled within the territorial limits of NSC
- c. Responsible for providing referee's for out of town games as required in partnership with outside clubs or organizations
- d. Responsible for payment of referee fee's (fee's to be paid bi-monthly) and submit payment records to the Treasurer
- e. Responsible for coordinating referee training classes
- f. Directly or through designated personnel, mentor youth referees and random evaluations
- g. Present yearly program update at the January BOD meeting
- h. Responsible for monitoring all misconduct reports involving NSC or ELITE SOCCER teams (home or away) and working with the Vice President in all PAD matters involving coaches or players.
- i. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- j. Attend monthly scheduled Board meetings and provide monthly Board report

8. Director of Community Outreach and Marketing

- a. Reports directly the President
- b. Manages all social media outlets
- c. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- d. Attend monthly scheduled Board meetings and provide monthly Board report



9. Recording Secretary

- a. Reports directly the President
- b. Takes meetings at all BOD meetings
- c. Prepare the agenda for BOD meetings
- d. Manage and run the BOD elections
- e. Responsible for all club correspondence
- f. Conduct all meetings in the absence of the President and Vice-President
- g. Arrange all meeting facilities
- h. Provide approved meeting minutes to Director of Community Outreach and Marketing in order to be published on the NSC website
- i. Attend and document all PAD committee's along with the Vice-President
- j. Responsible for monitoring the NSC general voicemail system
- k. Responsible for monitoring the NSC general post office box
- l. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- m. Attend monthly scheduled Board meetings and provide monthly Board report

10. Treasurer

- a. Reports directly the President
- b. Responsible for the accounting of all monies and other assets
- c. Prepare financial reports and tax returns
- d. Responsible for the disbursement of money
- e. Register at the bank as a co-signer of the checking account, conduct all meetings in the absence of the President, Vice-Presidents, and Recording Secretary
- f. Responsible for preparing any and all papers pursuant to the Articles of Incorporation and tax exemption status of this club
- g. Provide Board with Treasurer Report on a monthly basis
- h. Review financial statements on a monthly basis for revenue and/or expense reclassifications
- i. Work with Tournament Director and individual Tournament Committees to ensure money is provided for change drawers at each tournament location. Work with Tournament Treasurers to ensure proper controls and procedures are in place to account for all cash and checks received at various tournament locations
- j. Work with each Competitive Director to collect each team's program fee and team payments in a timely manner.
- k. Work in conjunction with both club registrars to ensure passes are not released until all team funds have been collected
- l. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- m. Attend monthly scheduled Board meetings and provide monthly Board report



11. Field Manager

- a. Reports directly to Vice President
- b. Either directly or through sub-contractors or volunteer program, ensures all required playing fields are striped for match days
- c. Maintain and repair/replace goals, nets, etc.. as necessary
- d. Ensures all goals are properly stowed and secured at all non-playing times
- e. Provide Board with a budget for the fiscal year at the January Board meeting
- f. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- g. Attend monthly scheduled Board meetings and provide monthly Board report

12. Registrar

- a. Reports directly to the Vice-President
- b. Responsible for the registration, collection of registration fee's of all players
- c. Present at all recreational registration signups
- d. Responsible for the creation and management of all player information in GotSoccer, KYCK and Affinity
- e. Works with program directors to create and manage all team formations within the Affinity database for the recreation program
- f. Approves all recreational team's U12 and below in Affinity
- g. Works with Cal-North District Registrar or US Club/GotSoccer representatives to approve and manage all ELITE SOCCER teams
- h. Prints and distributes all player passes and golden rod rosters
- i. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- j. Attend monthly scheduled Board meetings and provide monthly Board report

13. Match Secretary

- a. Reports directly to Vice President
- b. Identify seasons
 - i. Newark Cup
 - ii. Spring Playing Season
 - iii. Labor Day Tournament
 - iv. Fall Playing Season
 - v. Futbolito
- c. Have a master yearlong schedule where all activities, including City sponsored activities are tracked
- d. Work closely with the city Parks and Rec Dept to track all city functions that impact NSC
- e. Season length
 - i. Rec is guaranteed 8 games only. Based upon season start/end dates, more games can be added.



- ii. NO double headers – commitment from parents and coaches do not support this much demand
 - iii. Add 1 or 2 Sundays if needed to achieve max number of games
 - f. Identify Blackout Dates
 - i. Spring
 - 1. Healthy Kids Fair
 - 2. Memorial Day
 - ii. Fall
 - 1. Labor Day Weekend
 - 2. Opening day – No U6-U10 games on opening day. U12 and up can play in late afternoon
 - 3. Newark Days Parade – Saturday - No U6-U10 games on opening day. U12 and up can play in late afternoon
 - g. Responsibilities
 - i. Recreation Program
 - 1. Create all rec schedules – work with interleague Match Secretaries as necessary
 - 2. Load/manage schedule onto the master schedule located on dropbox
 - 3. Load/manage schedules in MySoccerLeague
 - 4. Communicate schedule to rec Director and coaches
 - 5. Manage schedule changes
 - a. Make changes on Master Schedule (following proper color codes)
 - b. Make changes to MySoccerLeague
 - c. Communicate schedule changes to specific coaches, Rec Director and Referee Director
 - ii. Competitive Program
 - 1. Gather all home game schedules from competitive coaches
 - 2. Load/manage schedule onto the master schedule located on dropbox
 - 3. Load/manage schedules in MySoccerLeague
 - 4. Communicate schedule to rec Director and coaches
 - h. Monday of every week, verify Master and MySoccerLeague – send confirmation email to Rec Director/DOC and Referee Coordinator
 - i. Any team cancelling a game with less than 48 hours' notice shall have the referee fee's deducted from their account
 - j. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
 - k. Attend monthly scheduled Board meetings and provide monthly Board report



14. Fundraiser Director

- a. Reports directly to Vice President
- b. Manages and coordinates all club fundraising events
- c. Assists Tournament Director
- d. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- e. Attend monthly scheduled Board meetings and provide monthly Board report

15. Tournament Director

- a. Reports directly to President
- b. This is a non-voting BOD position
- c. Responsible for the creation, management, coordination, marketing of all tournaments for NSC/ELITE SOCCER, including but not limited to Newark Cup, Graduation Cup and U10 Fall Shootout; For all other tournaments outside of these required in-club tournaments
- d. The tournament director shall be paid based upon the revenue cleared after all club expenses
- e. Provide the yearlong tournament schedule at the January BOD meeting – this includes all budget reports for each tournament
- f. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.
- g. Attend monthly scheduled Board meetings and provide monthly Board report

16. Member-At-Large –

- a. Reports to the President
- b. Serves as the club historian.
- c. Manages, controls, updates and maintains
 - i. Bylaws
 - ii. PIMS
 - iii. Constitution
- d. Assist with miscellaneous unspecified administrative duties in order to complement the day-to-day running of the Club.