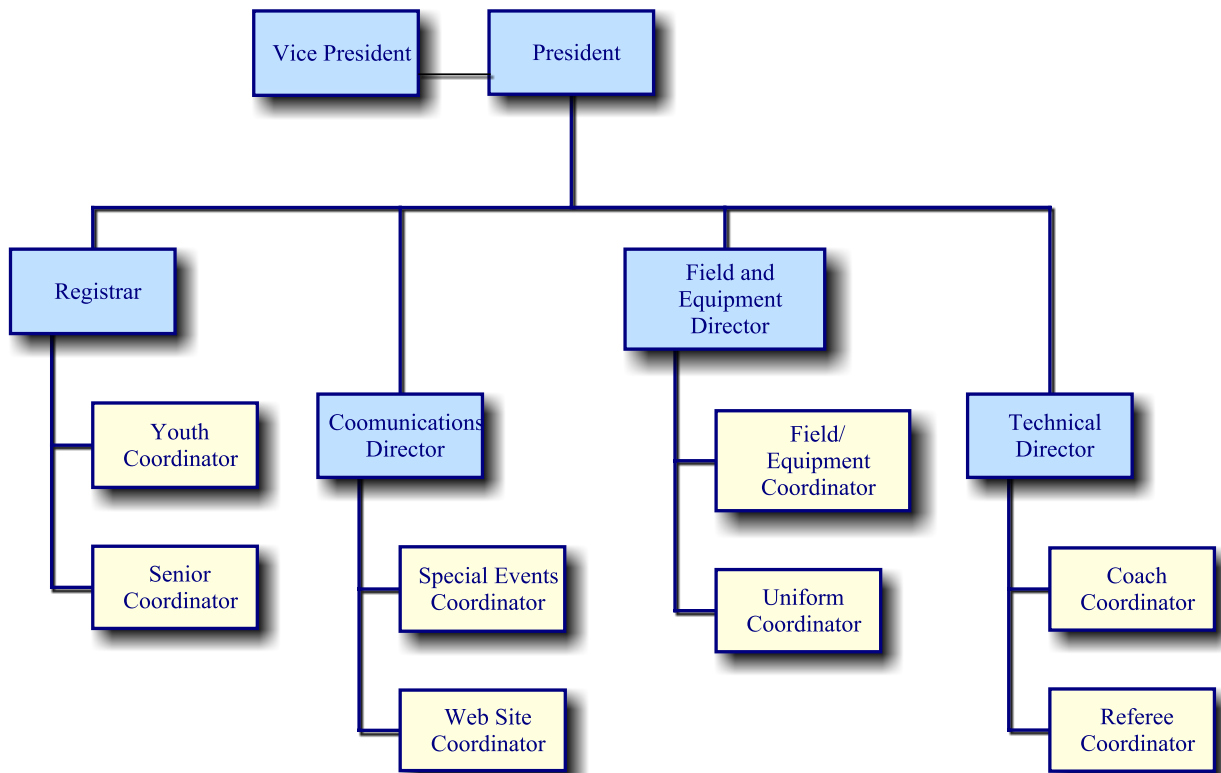




# SWIFT CURRENT SOCCER ASSOC.



**We Are United**



## **THE PRESIDENT**

The President shall:

1. Preside at all meetings of the Membership and the Board.
2. Be the Chief Executive Officer of the Association, and shall execute the business and operations of the Board.
3. Answer questions of any member concerning the affairs of the Association.
4. Delegate authority to any and all officers, executives, coaches and managers as is appropriate to their offices..
5. Appoint committees or special assistants as necessary
6. Be an ex-officio member of all committees
7. Serve for a (2) year term

## **THE VICE-PRESIDENT**

The Vice-President shall:

1. Shall assume the duties of the President in his/her absence
2. Shall execute the business and operations of the Board in the absence of the President.
3. Answer questions of any member concerning the affairs of the Association.
4. Delegate authority to any and all Officers, Executives, Coaches , Managers and Referees as is appropriate to their offices in the absence of the President.
5. In the event of the resignation of the President, the Vice President shall be responsible for the calling of a meeting of the Board within two weeks of the effective date of the resignation. Until such time he/she shall assume the duties and powers of the President.
6. Serve for a (2) year term

## **THE SECRETARY**

The Secretary shall:

1. Record, produce, and distribute the minutes of meetings, directives, orders, letters and all such documents as pertain to the business affairs of the Association.
2. Correspond with all Associations, Clubs, Leagues, Departments of Government, and all other Corporations, Organizations, and Persons having business with the Association.
3. Maintain the files of the Association.
4. Create and maintain communications within the Association
5. Make the physical arrangements necessary for meetings of the Board, the Executive Committee, and for meetings of the Membership.
6. Process data and maintain the Association's data processing equipment.
7. Perform such other tasks and duties as the Board and the President shall choose to give.
8. Serve for a (2) year term

## **THE TREASURER**

The Treasurer shall:

1. Receive and pay money on behalf of the Association.
2. Maintain accounting records.
3. Produce reports as required by Meetings of the Membership, the Board, and the President.
4. Be responsible for preparing and administering the Budget.
5. Purchase and Distribute goods and services as required by the Association.
6. Serve for a (2) year term

## **REGISTRAR**

*The Mandate of the Registrar is to maintain and oversee all registrations of players related to SCSA*

1. Arrange and supervise all player registration for indoor and outdoor seasons.
2. Maintain statistics during registration periods and advise the Board on projected numbers.
3. Determine initial number of teams and players per team prior to player draft
4. Determine the eligibility of teams, players and coaches under the rules of the SSA and SCSA.
5. Chair meetings involving registration of players
6. Maintain liaison between The Board and The Youth and Senior Coordinators
7. Ensure the SCSA registration details are forwarded to the SSA, as required.
8. Submit reports as required by the board

## **COMMUNICATIONS DIRECTOR**

*The mandate of the Communication Director is to oversee all tournaments, social activities, season-ending wind-ups, special events and website. Also to create, obtain publicity and coordinate all awards and trophies related to the SCSA*

1. Create and obtain publicity for the league as required
2. Administer funds as apportioned by the budget
3. Schedule photographs for indoor and outdoor seasons
4. Maintain records of sponsorship
5. Coordinate all awards and trophies
6. Chair meetings involving communications, special events and bingo
7. Maintain Liaison between the Board and the Special Events and Website Coordinators
8. Submit reports as required by the board

## **FIELD AND EQUIPMENT DIRECTOR**

*The mandate of the Field and Equipment Director is to oversee and purchase equipment related to SCSA*

1. Along with the Field/Equipment Coordinator organize any field maintenance the association shall undertake
2. Receive and distribute equipment to Field/Equipment and Uniform Coordinators
3. Administer funds as apportioned by the budget
4. Chair meetings involving all equipment related to SCSA
5. Maintain liaison between the Board and the Field/Equipment and Uniform Coordinators
6. Submit reports as required by the Board

## **TECHNICAL DIRECTOR**

*The mandate of the Technical Director is oversee and create soccer programs that enable players, coaches and referees to obtain the highest level of excellence*

1. Create and administer development programs for players.
2. Administer player movement between divisions and league
3. Administer funds as apportioned by the budget
4. Along with the Coaching Coordinator check credentials of all club coaches, managers and or trainers
5. Along with Coach Coordinator make final approval of all appointments of the club coaches, managers and or trainers
6. Enforce the constitution throughout SCSA under his/her charge
7. Maintain liaison between the Board and the players, Coach and Referee Coordinator
8. Chair meetings involving players, coaches, referees and or discipline
9. Submit reports as required by the Board

## **YOUTH COORDINATOR**

*The mandate of the Youth Coordinator working together with the Registrar is to oversee all operations of the Youth division of the SCSA as defined by the board*

1. Organize and run Youth League
2. Assign Division Coordinators
3. Maintain liaison between the Registrar and the Senior Coordinator
4. Receive and distribute equipment and material to Division Coordinators
5. Enforce the constitution throughout SCSA under his/her charge
6. Align teams in house league for fair and even play
7. Along with Division Coordinators and Coach Coordinator appoint house league team coaches
8. Prepare field and playing schedules for house league teams.
9. Be on committees involving registrations of players in both the Senior and Youth Divisions
10. Submit reports as required by the Board

## **SENIOR COORDINATOR**

*The mandate of the Senior Coordinator working together with the Registrar is to oversee all operations of the senior division of the SCSA as defined by the board*

1. Organize and run Senior League
2. Assign Division Coordinators
3. Maintain liaison between the Registrar and the Youth Coordinator
4. Receive and distribute equipment and material to Division Coordinators
5. Enforce the constitution throughout SCSA under his/her charge
6. Along with Division Coordinators align teams in house league for fair and even play
7. Along with Division Coordinators and Coach Coordinator appoint house league team coaches
8. Prepare field and playing schedules for house league teams
9. Be on committees involving registration of players in the Senior and Youth Divisions
10. Submit reports as required by the Board

## **SPECIAL EVENTS COORDINATOR**

*The mandate of the Special Events Coordinator working together with the Communication Director is to coordinate all tournaments, social activities, season ending wind-up and special events held in Swift Current*

1. Administer fund raising projects as required.
2. Organize and run Club tournaments, season ending wind-ups, and special events as required
3. Coordinate all social activities of the Association
4. Present budget requests to the Communications Director
5. Be on committees involving communications, special events and or bingos
6. Maintain liaison between The Communications Director and the Bingo Coordinator
7. Submit reports as required by the Board

## **THE WEBSITE COORDINATOR**

*The mandate of the Website Coordinator working together with the Communication Director is to coordinate all website activities involving SCSA*

1. Coordinate all website activities
2. Maintain communication between Website Coordinator and Web Master
3. Be on committees involving communications, special events and or website
4. Present budget requests to the Communications Director
5. Maintain liaison between The Communications Director and the Special Events Coordinator
6. Submit reports as required by the Board

## **FIELD/EQUIPMENT COORDINATOR**

*The mandate of the Field/Equipment Coordinator working together with the Field and Equipment Director is to maintain and inventory equipment and fields related to SCSA*

1. To maintain and organize all fields related to SCSA
2. To organize and inventory all equipment related to SCSA
3. Receive and distribute all equipment
4. Be on the committee involving equipment and fields related to SCSA
5. Maintain liaison between the Field and Equipment Director and Uniform Coordinator
6. Present budget requests to the Field and Equipment Director
7. Submit reports as required by the Board

## **UNIFORM COORDINATOR**

*The mandate of the Uniform Coordinator working together with the Field and Equipment Director is to maintain, and inventory uniforms related to SCSA*

1. To maintain, organize team uniforms
2. Receive and distribute Uniforms
3. Be on the committee involving uniforms related to SCSA
4. Maintain liaison between the Field and Equipment Director and Field/Equipment Coordinator
5. Present budget requests to the Field and Equipment Director
6. Submit reports as required by the Board

## **REFEREE COORDINATOR**

*The mandate of the Referee Coordinator working together with the Technical Director is to develop and educate referees that will enable them to obtain the highest level of excellence*

1. Create and administer development programs for referees
2. Maintain and enforce the rules of the game
3. Present budget request to the Technical Director
4. Assign referees
5. Coordinate game sheet collection procedures
6. Enforce the constitution throughout SCSA under his/her charge
7. Liaison between, the Technical Director and all referees
8. Be on the committee involving players, coaches, referees and or discipline
9. Submit reports as required by the Board

## **COACH COORDINATOR**

*The mandate of the Coach Coordinator working together with the Technical Director is to develop and educate coaches that will enable them to obtain the highest level of excellence*

1. To assist the Division Coordinators with recruiting coaches for house league
2. To assist the Technical Director with recruiting coaches, manager and or trainers for club teams
3. To assist the Technical Director with checking credentials of all club coaches, managers and or trainers
4. Create and administer development programs for coaches.
5. Present budget request to the Technical Director
6. Enforce the constitution throughout SCSA under his/her charge
7. Ensure that current tournament information is available to all club teams
8. Ensure club coaches are fully aware of club registration procedures and that proper documentation is filed with the Registrar and SSA
9. Ensure that club teams advise of tournament schedules.
10. Maintain liaison between the Technical Director and the Division Coordinators and coaches

11. Be on the committee involving all players, coaches, referees and or discipline
12. Submit reports as required by the Board