



## **The By-Laws of the Southern Lehigh Soccer Club**

*Revision: May 2018*

### **Article I: Name**

1. This association shall bear the name Southern Lehigh Soccer League, Inc. for identification by the Internal Revenue Service and may otherwise be referred to herein after as either "corporation", "SLSL", "SLSC", "SLS" or "the Club".
2. The registered office of the corporation shall be P.O. Box 5, Coopersburg, Pennsylvania 18036.

### **Article II: Purpose**

1. The purpose of the corporation shall be to promote, foster and perpetuate the game of soccer by:
  - a. Encouraging physical conditioning.
  - b. Encouraging a healthy attitude towards good sportsmanship.
  - c. Promoting cooperative teamwork.
  - d. Providing education with respect to the rules of the game.
  - e. Developing individual skills.
2. This corporation is established and maintained as a non-profit educational organization that is tax exempt.
  - a. Motto: *To win is great, but to play is the greatest!*

### **Article III: Affiliation**

1. Southern Lehigh Soccer is a member of the Eastern Pennsylvania Youth Soccer Association (EPYSA) which resides under the United States Youth Soccer Association (USYSA), the United States Soccer Federation (USSF) and the Fédération Internationale de Football Association (FIFA). Furthermore, SLS participates as a League Member within, but not limited to, the following leagues: the Lehigh Valley Youth Soccer League (LVYSL), the Inter-County Soccer League (ICSL), the Council Rock United Soccer Association (CRUSA) Spring League, the Philadelphia Area Girls Soccer (PAGS) League, and the Northern Valley Youth Soccer League (NVYSL).
2. The Club will make every effort to work within the framework of these organizations. Any occurrence not specifically covered by the By-Laws of the Southern Lehigh Soccer Club or

its various rules shall be covered by the rules of the EPYSA, USYSA, USSF or FIFA, LVYSL, ICSL, CRUSA, PAGES or NVYSL.

#### **Article IV: Executive Board**

1. Membership of the Board
  - a. The Board shall consist of the elected Officers of the Club.
  - b. Officers, and their order of succession, are:
    - i. President
    - ii. Vice President
    - iii. Treasurer
    - iv. Secretary
    - v. Other positions as may be required under Article IV.7.a.i.12
2. Duties of the Board
  - a. The Board shall be responsible for all activities of the Club.
  - b. Any action taken by the Board can be appealed at the immediately subsequent Club meeting.
3. Club Meetings
  - a. The meeting of the Club shall have a quorum when at least one-half of the members of the Board are present. All decisions shall be determined by a majority vote. The Presiding Chairman shall only vote in the case of a tie. Officers shall have the right to represent their own family, but *may not vote in disciplinary matters* where their family is involved.
  - b. Members of the Board may offer and second motions at Club meetings. They may also vote at Club meetings. The President (or Presiding Chairman) shall *vote, only when necessary* to break a tie.
4. Election of the Board
  - a. The Board shall be elected in January for a one-year term, as defined in the addendum section labeled **Additional Board Positions and their Responsibilities**.
  - b. Re-election is permissible.
  - c. Members of the Board shall be elected only if they are personally present, unless written notice has been received by the Secretary expressing an interest in the position being elected.
  - d. All elections shall be by secret ballot, or by voice vote if no objection is raised. A simple majority vote by the voting members present shall constitute election to that position.
  - e. All elected officers shall take office immediately upon their election.
  - f. In order to be considered for the Office of the President, the candidate must have served as a member of the Executive Board for a period of no less than one (1) year, unless the office vacancy is due to resignation, impeachment, or death, whereby the provisions of Article IV.6 shall apply and not be in conflict.
5. Removal of Board Members
  - a. Removal from Office or Club shall be determined by the following guidelines:

- i. The Board shall review cause for consideration of removal.
- ii. Removal shall be by secret ballot at a Club meeting.
- iii. To remove an Officer from the Board before the expiration of the term shall take the affirmative vote of at least 2/3rds of the voting members present at a Club meeting.

#### 6. Filling Vacancies on the Board

- a. If a vacancy shall exist in any office on the Board, for any reason, the qualified members of the Club shall elect an Officer to fill the vacancy. Such election shall take the affirmative action of a majority of the *voting* members present and voting.
- b. Any vacancy occurring due to removal, resignation or death shall be filled only for the remaining term of that office.
- c. Officers elected to fill vacancies in accordance with the provisions of the section shall take office immediately, with full *voting* rights.

#### 7. Duties of the Board Members

- a. The only standing Board positions shall be as follows. Other Committee positions will be reviewed and published yearly in sufficient numbers to assure that the continuity of service is provided by SLS to its constituency.
  - i. President
    1. Preside at all meetings of the Board and of the Club. Chair monthly Club meetings - prepare agenda, clarify business, follow up if not clear where responsibility for action lies.
    2. Supervise all activities of the Club and the work of the Board.
    3. Set a leadership tone which confers to all Board members the primary objectives of SLS. Additionally, to provide a best effort to assure that the infrastructure of the Club allows all levels of soccer to be available - from Intramural to Recreational to Competitive (Travel).
    4. Appoint the Grievance Committee, Audit Committee and any other committee deemed necessary for proper Club functioning not outlined in the Vice President's duties.
    5. Attend applicable/recurring EPYSA meetings. Assure appropriate follow up.
    6. Represent SLS as appropriate with the Upper Saucon Township, Southern Lehigh School District, etc.
    7. Serve as the general representative of the Club in all matters, legal and otherwise, and as an ex-officio member on all committees.
    8. Respond in a timely and appropriate manner to all emails and phone calls received directly from Club membership.
    9. Facilitate resolution of issues between Board members and/or Club members, if necessary.
    10. Responsible for the adherence to the Constitution and its By-Laws, and guiding the Board in carrying out the policies of the Club. In addition, the President, with the Treasurer, is authorized to sign checks or make electronic payments approved by the Board.

11. Annually request qualified individuals from the General Club Membership, of which none may be Officers, to audit the books and the accounts of the Treasurer. This Audit Committee shall provide a written report of its findings to the Board at the March Club Meeting, in advance of the preparation and presentation of the Annual Budget.
  12. At the October Club Meeting, the President shall formulate, publish and distribute a list of proposed Board positions which, in the opinion of the Board, are necessary for the execution and administration of the Club for the upcoming year. The proposed positions will be accompanied by a description of duties for each of the proposed Board positions, except those stated herein, and nominations will be taken from the floor, consistent with Article IV above, to fill those available positions. Such a document shall consider all participants (Intramural, Recreation and Travel), overall duties and responsibilities.
  13. Guide the other Officers in the commission of their duties and represent the Club at official functions.
  14. Together with the Board, regularly review SLS's Mission Statement and communicate this to the Club membership. Periodically review goals and objectives with each Director. Publicize and update commitments for each playing division.
  15. Strive for Sponsorships and Partnership Agreements which inherently enhance the Club as an organization.
  16. Recruit both coaches and administrative volunteers to facilitate the operations of the Club.
  17. Work towards increasing participation in the Club at both the Intramural, Recreation and Competitive levels.
- ii. Vice President
1. Oversee all committees and attend Club, Board and any other applicable meetings to the best of his/her ability.
  2. Act as aide to the President primarily coordinating the administrative functions of the SLS Club and secondarily coordinating functions directly involved with the play of the game.
  3. Assist in the future direction of the Club including planning and oversight.
  4. Appoint all standing committee chairpersons and serve as an ad-hoc member of committees, within reason (the heavy influence of consistent committee membership may not be in the best interest of the Club).
  5. Assume the duties of the President in his/her absence, or upon the resignation, termination or death of the President, until such time as the procedures as outlined in Article IV, Section 6 can be executed.
  6. Facilitate or support the respective Board members with various vendor relations, i.e. Director of Support with respect to equipment procurement or facility improvement, or the President for insurance coverage and 3<sup>rd</sup> Party Training.

7. Work with the President and Directors of Travel, Recreation and Intramural in developing a practice schedule for the various teams within each age group.
  8. Work with the respective Directors of Travel, Recreation and Intramural to help schedule trainers and matches.
  9. Work with the Director of Travel in developing a Try Out schedule for the various teams within the age group.
  10. Responsible for maintaining relations with all applicable municipal representatives. Attend various Township Board meetings as required by the SLS Board.
  11. Promote and maintain relationships with schools, community and local press regarding promotional opportunities. Ensure registration flyers are distributed in Southern Lehigh Schools.
  12. Oversee the scheduling and implementation of Club pictures. Schedule photo day and make-up day. Coordinate fields for photo day with field coordinator. Distribute information to all Club members.
  13. Oversee the Clem Huzar Memorial Scholarship Committee.
  14. Responsible for uniforms (vendor selection and negotiation, forecasting, etc.). Assess potential uniform changes. Oversee all uniform and accessory purchases for the Club. Coordinate seasonal orders with the Director of Support.
  15. Design and order patches and pins, as needed, for the entire Club.
  16. Support Tournament Committee with trophy and award requirements.
- iii. Treasurer
1. Responsible for the finances of the Club.
  2. Maintain accurate financial records and present a detailed, written report of the Club's financial position at each meeting.
  3. All disbursements from the funds of the Club shall be approved and countersigned by the President or the Vice President.
  4. Chair the Budget Committee and have an Annual Budget prepared for approval at the April Club Meeting.
  5. Prepare and maintain Budget to reflect Income and Expense of the Club, available for review by the Board upon request. The Budget should include an interim payment plan for any outstanding debt and a cash flow plan for the ensuing year.
  6. Recommend Club fee structure to Board after receiving and reviewing individual budgets and reviewing overall financial plan for the Club.
  7. Receive checks on a bi-weekly basis. Review attached invoices, sign checks, obtain second signature from other approved account signers, and mail checks, if required, or issue at subsequent Club Meeting. Provide a receipt for all funds received and, as soon as possible, money is to be deposited into Club bank account.
  8. Pay invoices in a timely manner.
  9. Ensure the Club finances are correctly audited.
  10. Ensure all taxation commitments are met by the Club in concert with the President.

11. Establish a policy by which all financial aid requests will be considered and review all requests for financial assistance. Work with the Board to determine reasonableness of each request and approve, as necessary.
  12. Work with Soccer Magic, or equivalent Uniform/Equipment Vendor, to ensure that processing and merchant fees are billed as agreed to.
  13. In partnership with the President, assure Insurance coverage is obtained/maintained via timely and accurate payments.
  14. In partnership with the Vice President, facilitate the annual distribution of funds to any candidates successfully selected to receive the Clem Huzar Memorial Scholarship during the month of May.
- iv. Secretary
1. Coordinator of all Club correspondence and behaves as a default single point of contact.
  2. Attend to all correspondence, other than that which pertains to the scheduling of league games and registration of players and matters connected therewith.
  3. Record the minutes of all meetings and maintain the official copy of same. These minutes shall be presented in written form for approval by the next month's Club meeting.
  4. Chair the Club Calendar Committee and update and publish the Club Directory immediately after any change in Board membership.
  5. Responsible for currency of all Club forms. A yearly review of all forms should be conducted to ensure all forms enable an efficient flow of data.
  6. Notify all voting members of Club meetings and see to the maintenance and currency of the Club's public web pages.

#### **Article V: Membership**

1. Membership in the Southern Lehigh Soccer Club is open to all interested adults, coaches and registered players.
  - a. A voting member is any adult who has attended two out of the last three previous meetings (exclusive of the current meeting in attendance).
  - b. All registered youth players are non-voting members.
2. A Club meeting shall be held monthly, inclusive of the Board and all Club members.

#### **Article VI: Player/Coach Suspensions and Ejections**

1. The Board shall decide if a Player or Coach is to be suspended or ejected following a report from the cognizant Director. In an emergency situation, a special meeting of the Board may be called.

#### **Article VII: Appeals, Protests and Grievances**

1. Right of Appeal

- a. Any ruling by an Officer, Committee or Coach of the Club may be appealed.
2. Appeal Procedure
  - a. Appeals, protests and grievances must be in writing addressed to the Club President with a copy to the Secretary and all other parties involved within fourteen (14) days of the ruling.
3. Disposition of Appeals
  - a. All appeals, protests and grievances shall be decided upon by the Board of the Club.
  - b. A decision shall be reached, and all parties shall be notified of the decision within twenty-one (21) days of the appeal date.

### **Article VIII: Parliamentary Procedure**

1. Robert's Rules of Order shall govern in all cases wherein they do not conflict with the By-Laws.
2. Order of Business
  - a. Call to Order
  - b. Roll Call – Confirmation of a Quorum
  - c. Old Business – Prior Minutes
  - d. President's Report
  - e. Secretary's Report
  - f. Treasurer's Report
  - g. Vice President's Report
  - h. Travel Team Business
  - i. Intramural Business
  - j. Communications Business
  - k. Special Projects Business
  - l. League Business
  - m. New Business
  - n. Good and Welfare
  - o. Adjournment

### **Article IX: Committees**

1. Standing Committees
  - a. The powers and duties of all standing committees shall be set by the Board
  - b. List of Standing Committees
    - i. Nominating
    - ii. Scholarship
    - iii. Budget
    - iv. Audit
    - v. Safety
    - vi. Field Maintenance / Lining
    - vii. Team Photography
    - viii. Tournament

ix. Revenue / Concessions

**Article X: Amendments to the By-Laws**

1. Method of Amending

- a. The Secretary shall notify by public announcement, the date, time and place of the meeting at which amendments are to be read and adopted.
- b. All amendments to these By-Laws shall be read at two consecutive Club meetings.
- c. Voting shall be by a show of hands and/or roll call immediately after the second reading.
- d. It shall take the affirmative vote of at least 2/3rds of the qualified members present and voting to amend these By-Laws.
- e. Effective Date of Amendments
  - i. Amendments shall become part of the By-Laws immediately upon their adaptation.
- f. Filing of Amendments
  - i. The President and Secretary must sign the Official Copy of all amendments to these By-Laws.
  - ii. The Secretary shall attach Official copies of all amendments to the Office Copy of the By-Laws.
  - iii. The Secretary shall make proper notations on the Official Copy of the By-Laws at any Article, Section or Sub-Section referred to or affected by an amendment.

OFFICAL COPY OF THE SLS BY-LAWS

Effective Date:

May 30, 2018

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*Bridge M. Graver, President SLS*

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*Jonathan D. Gippe, Vice President SLS*

**Dissolution Clause**

Upon the dissolution of this organization, assets shall be distributed for the purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, and shall be dispersed to the Southern Lehigh Athletic Department Boys and Girls Soccer programs.



## **Additional Board Positions and their Responsibilities**

The President and the other members of the Board have met and discussed the requirements of the Club for the 2018-2019 season and have determined that in addition to the positions listed in the By-Laws, the Board will seek volunteers for the following positions, with the responsibilities listed.

### **1. Registrar**

- a. Obtain all pertinent registration data, entering the data into the SLS computer system and reporting this data in a timely manner to EPYSA.
- b. Responsible for the operation of all Club to be in compliance with EPYSA. Duties also include, but are not limited to:
- c. Monitor incoming registrations in online system. Manage all member registration issues. Communicate with families regarding any questions or issues with registration.
- d. Primarily liaise with Directors of Intramural, Recreation and Travel. Coordinate with Board members regarding different roles within the Club to ensure program runs smoothly.
- e. Promote/plan/assist SLS team, Clinics, Club events and Registration.
- f. Work with respective Directors to assign players to the appropriate teams.
- g. In partnership with the Director of Travel, provide players and coaches lists and completed EPYSA Player Passes in a timely fashion.
- h. Collaborate with the Director of Support to manage proper uniform distribution to registered players.
- i. Follow up with players' families to secure any outstanding payments.
- j. Assist and work with the Board to identify volunteer needs for the Club. Recruit volunteers based on program and Club needs.
- k. In the absence of the Secretary, the Registrar shall take minutes and submit to the Secretary for typing and distribution.
- l. Create and manage SLS Volunteer Policy/Pledge and manage database of Volunteers. Ensure compliance to SLS Volunteer Policy/Pledge with respect to required Background Clearances.
- m. Create volunteer schedules for events and track adherence to these schedules. Communicate regularly with volunteers to ensure preparedness and gather feedback.
- n. Lead a committee to assist in any of the above.

### **2. Director of Travel**

- a. Responsible for all Travel team programs (Seasons: Fall through Spring; Winter Optional).
- b. Responsible for operation across all Travel Leagues, including, but not limited to LVYSL, ICSL, PAGES and CRUSA, as defined by EPYSA; addressing the total participation of Travel Players in the Club, including registration and administration of teams and recruitment of Coaches, as well as other duties assigned:
- c. Attend monthly scheduled Club meetings and provide monthly Travel reports, when appropriate.
- d. Oversee Travel program budget in concert with the Treasurer.
- e. Coordinate Try-Out sessions for Players in April. Assist with resolving issues with the formation of teams based on Club policies.
- f. Work with the Registrar to assist with the registration process and resolution of Player status-related issues for all SLS Travel teams. Responsible for organizing Travel team rosters and communications to teams.

- g. Forward all necessary Travel team records concerning Player status to the Registrar (and Secretary) for proper filing with the respective Travel League (LVYSL, ICSL, PAGS, CRUSA, etc.), EPYSA, USYSA, FIFA authority.
- h. Coordinate uniform assignments with the Director of Support and Registrar.
- i. Coordinate Travel League play and other Travel team logistics and procedures – this includes serving as Club Coordinator specific to interacting with Travel League Referee Assigners and Field Coordinators for matters of scheduling and canceling games. SLS Club's Registrar plays a vital role in supporting this effort as well.
- j. Coordinate field scheduling and use for Travel practices and games, in concert with the Vice President, President and Director of Support.
- k. Identify camps or supplemental training for Travel players. Assist with training program implementation, including but not limited to professional resources (i.e. PTS) for Travel teams.
- l. Responsible for Travel Coach recruitment, registration and development, in concert with the President and Vice President.
- m. Present all Travel team Coaching Applications for approval by the Board at the April Club Meeting.
- n. Handle proper dissemination of Rules of Play for Travel Coaches including Park Rules, if appropriate, field layout maps, and Game/Practice scheduling.
- o. Serve as communication link between Travel Coaches, Team Managers and the SLS Board.
- p. Be available to handle any major conflict resolution. The process should involve and utilize the SLS Board as a resource to aid in steering a solution, potentially calling for a vote, if required.
- q. Shall assist in monitoring Travel team Coaches and Players to ensure that SLS objectives are being met. Periodically and consistently review and update Travel program goals and direction.
- r. Oversight of the process to collect, analyze and manage feedback from Parents and Coaches.
- s. Attend a cross-section of Tryouts, Practices, Games, League and, if feasible, Tournament events for oversight.
- t. Partner with Vice President in selecting pins, badges and trophies for Travel Players and Coaches.

### **3. Director of Recreation**

- a. Responsible for all Recreation team programs (Seasons: Fall and Spring; Winter Optional).
- b. Responsible for operation across any Recreation Leagues, including, but not limited to NVYSL, as defined by EPYSA; addressing the total participation of Recreation Players in the Club, including registration and administration of teams and recruitment of Coaches, as well as other duties assigned:
- c. Attend monthly scheduled Club meetings and provide monthly Recreation reports, when appropriate.
- d. Oversee Recreation program budget in concert with the Treasurer.
- e. Assist with resolving issues with the formation of teams based on Club policies.
- f. Work with the Registrar to assist with the registration process and resolution of Player status-related issues for all SLS Recreation teams. Responsible for organizing Recreation team rosters and communications to teams.
- g. Forward all necessary Recreation team records to the Registrar (and Secretary) for proper filing with the respective Recreation League (NVYSL, or equivalent), EPYSA, USYSA, FIFA authority.
- h. Coordinate uniform assignments with the Director of Support and Registrar.

- i. Coordinate Recreation League play and other Recreation team logistics and procedures – this includes serving as Club Coordinator specific to interacting with Recreation League Referee Assigners and Field Coordinators for matters of scheduling and canceling games. SLS Club's Registrar plays a vital role in supporting this effort as well.
- j. Coordinate field scheduling and use for Recreation practices and games, in concert with the Vice President, President and Director of Support.
- k. Identify camps or supplemental training for Recreation players. Assist with training program implementation, including but not limited to professional resources (i.e. PTS) for Recreation teams.
- l. Responsible for Recreation Coach recruitment, registration and development, in concert with the President and Vice President.
- m. Handle proper dissemination of Rules of Play for Recreation Coaches including Park Rules, if appropriate, field layout maps, and Game/Practice scheduling.
- n. Serve as communication link between Recreation Coaches, Team Managers and the SLS Board.
- o. Be available to handle any major conflict resolution. The process should involve and utilize the SLS Board as a resource to aid in steering a solution, potentially calling for a vote, if required.
- p. Shall assist in monitoring Recreation team Coaches and Players to ensure that SLS objectives are being met. Periodically and consistently review and update Recreation program goals and direction.
- q. Oversight of the process to collect, analyze and manage feedback from Parents and Coaches.
- r. Attend a cross-section of Practices, Games, League and, if feasible, Tournament events for oversight.
- s. Partner with Vice President in selecting pins, badges and trophies for Recreation Players and Coaches.
- t. Work towards increasing participation in the Club at the Recreation level.

#### **4. Director of Intramural**

- a. Responsible for all Intramural programs (2 seasons: Fall and Spring) for players in the Under 8 and below age divisions.
- b. Attend monthly scheduled Club meetings and provide monthly Intramural reports, when appropriate.
- c. Oversee Intramural program budget in concert with the Treasurer.
- d. Manage registration sessions for Players in March/April for Spring and June/July for Fall, in concert with the Registrar and the Director of Support (to address any associated shirts/uniforms). Work with the Registrar to coordinate the registration process and resolution of issues for all SLS Intramural Players.
- e. He/She has the authority to assign age-group coordinators.
- f. Forwards all necessary team records concerning player/team status to the Registrar for filing with the proper EPYSA, USYSA, FIFA, or respective authority.
- g. Team make-up and uniform requirements within his/her age group auspices, if applicable.
- h. Responsible for Intramural Coach recruitment, registration and development, in concert with the President and Vice President.
- i. The Director of Intramural shall assist in monitoring all Intramural Coaches and Players to ensure that the SLS objectives are being met.
- j. Coordinate field scheduling and use for Intramural sessions, in concert with the Vice President, President and Director of Support.

- k. Proper dissemination of Rules of Play for Coaches including micro-soccer rules, if appropriate, field layout maps, and game/practice scheduling.
- l. Serve as communication link between Intramural Coaches, Team Managers and the SLS Board.
- m. Be available to handle any major conflict resolution. The process should involve and utilize the SLS Board as a resource to aid in steering a solution, potentially calling for a vote, if required.
- n. Shall assist in monitoring Intramural Coaches and Players to ensure that SLS objectives are being met. Periodically and consistently review and update Intramural program goals and direction.
- o. Oversight of the process to collect, analyze and manage feedback from Parents and Coaches.
- p. Attend a cross-section of Practices, Games and, if feasible, Tournament events for oversight.
- q. Partner with Vice President in selecting pins, badges and trophies for Intramural Players and Coaches.
- r. Work towards increasing participation in the Club at the Intramural level.

#### 5. **Director of Support**

- a. Ensure field availability to meet the demands of the SLS Club.
- b. Responsible for requesting fields and gymnasiums from the Southern Lehigh School District and fields from the Upper Saucon Township, and surrounding Townships, for use by SLS in each of its three (3) playing seasons.
- c. Interact with Upper Saucon Township regarding sports field scheduling, tournament play, user conflicts, etc.
- d. Maintain relationships with other sports field users, i.e. Southern Lehigh Lacrosse.
- e. Attend monthly scheduled Club meetings and provide monthly Facilities and Equipment Status Report.
- f. Responsible for scheduling and setting up soccer fields for SLS Club practices and games as well as other duties as assigned:
- g. Oversee the health and safety of all members of SLS Club and other duties, as assigned through activities such as: Soccer goals are regulation and anchored; Coaches' bags fully equipped with a first aid kit; Fields are free of any potential dangers.
- h. Also responsible for checking the nets on each field and working with volunteers to replace or fix the nets as necessary.
- i. Work with the Directors of Travel, Recreation and Intramural to coordinate the initial setup of all fields, as well as developing and administering a schedule for lining all fields and transporting equipment to and from these fields during the Fall and Spring seasons.
- j. Oversee maintenance of fields. Ensure that fields are in good condition and properly lined for game play. Work in accordance with EPYSA regulations for field sizes.
- k. Coordinate across the Directors to establish and maintain schedules (game/practice) for the intramural, recreational and competitive soccer programs.
- l. Responsible for all on-field equipment: goals, nets, flags, etc.
- m. Work with the Directors to maintain the Shed in an orderly fashion.
- n. Responsible for equipment and its disbursement to Coaches during all three seasons.
- o. Inventory, order (with Board approval) and maintain all equipment.
- p. Cost-conscientiously select equipment required to support the SLS Club and allocate "spare" equipment within reason; including, but not limited to: soccer balls, cones, pinnies, portable goals, medical kits, and hand pumps.

- q. Order, acquire and distribute such equipment and goalkeeper uniforms as required.
- r. Organize the equipment hand out and collection process for each program.
- s. Distribute equipment to all teams prior to their respective seasons.
- t. Store and maintain equipment in an orderly manner. Keep a running inventory of equipment on hand.
- u. Manage and track any equipment that is stored offsite, at schools or local parks.
- v. Obtain the return of all applicable equipment at the conclusion of each playing season.
- w. Work with the Vice-President as needed to complete ordering and distribution of player and coaches' uniforms. Work with vendors to see that this process runs smoothly and provide timely updates on back ordered items.

**6. Director of Communications/Webmaster**

- a. Facilitate all required communications amongst Coaches, Parents, Players and Board members in a timely and appropriate manner to maintain continuous operations of the Club.
- b. Provide notifications and announcements for all Club-related activities as defined by the Board. Assist Board members in responding to inquires made to the Club on topics like policy clarifications, player placement, team formation, etc.
- c. Provide an online platform (website) for Club members to find program details, forms and procedures. Manage or monitor any social media associated with the Club such as Facebook, Twitter, and Instagram accounts and coordinate involvement from Volunteers to manage said accounts.
- d. Coordinate with the Registrar and Director of Travel for the distribution of Registration and Travel Try-Out information within the community.
- e. Maintain and distribute Club contact information as needed.

**7. Director of Fund Raising/Sponsorship/Revenue**

- a. Elicit sponsorship of our teams to help keep player fees minimized while maximizing the possible benefits to our Sponsors.
- b. Devise a fundraising strategy to be approved by the SLS Board. Agree to a Club budget and work to achieve or exceed a fundraising target.
- c. Co-ordinate and manage fundraising, comprising community, trust, corporate, major donor and digital fundraising, across the organization.
- d. Manage and motivate a team of volunteers who engage in fundraising activities.
- e. Manage all activities associated with "Snack Shack" concession stand (the Club's most immediate source of recurring revenue). Responsible for purchasing the necessary food to run the Concession Stand during the Fall season; also responsible for following up with teams regarding their volunteers and training those volunteers.
- f. Work with Board to offer a desirable sponsorship program via local businesses. Develop relationships with local businesses for potential sponsorship opportunities. Build relationships with charitable trusts, foundations and other institutional funders.
- g. Assist Coaches and Team Managers with contacting potential Sponsors to obtain their support in person and in writing.
- h. Collect sponsorship data and fees.
- i. Prepare reports and give presentations on fundraising progress to the SLS Board.
- j. Responsible for raising funds via strategic partnerships, sponsorship solicitations, fund raising events, etc.
- k. Develop, coordinate and manage plans, programs and events, identify potential grants, write and submit proposals and follow up with prospective foundations/funders including sponsorships.
- l. Lead and develop fundraising/sponsorship and community outreach programs, opportunities and plans.

- m. Cultivate volunteer engagement in fundraising initiatives and fostering a greater sense of community within the Club.
- n. He/She shall serve as the central coordinator of all volunteers for various activities within SLS.

**8. Immediate Past President**

- a. A Board position with no voting authority, serves to advise the Current President on policies and procedures when requested.