

BRANDON AREA YOUTH SOCCER LEAGUE
BYLAWS - ARTICLE IV – DUTIES OF BOARD OF DIRECTORS

Section 1: PRESIDENT: The President shall: Be the Chief Executive Officer for the organization and be responsible for the day-to-day operations of the League and shall perform these duties with the concurrence of the Board. He shall ensure that all elected officers or appointed officials perform their assigned duties, preside at all meetings of the organization, supervise all negotiations on behalf of the organization, call meetings as deemed necessary, establish an agenda with recommendations by the Board, assign duties and establish committees as necessary, and appoint a Vice-President to preside in his absence. He may sign all checks written by the organization.

Section 2: VICE-PRESIDENTS:

VICE-PRESIDENT OF FIELD MAINTENANCE: The Vice-President shall be responsible for insuring that all required maintenance to playing fields, under the control of BAYSL, is accomplished. The VP of Field Maintenance will acquire and supervise help to maintain the fields in a continuous state of good repair. As the occasions arise, with the aid and coordination of the Team Father's Representative, Recreational Teams Commissioner and Competitive Teams Commissioner, obtain volunteer help to accomplish items of work, as deemed necessary by the VP of Field Maintenance or the Board of Directors.

In the absence of a Director of Coaching, be responsible for the scheduling of availability and all activity on BAYSL controlled fields, to include game scheduling for all such fields.

Be responsible for the purchase of all league supplies such as: nets, stakes, chalk, paint, corner flags, and other items required to keep the fields operational.

VICE-PRESIDENT OF FIELD ACQUISITIONS: The Vice-President shall be responsible for the acquisition of fields for play and/or practice use by BAYSL. These duties include negotiation for permission to play and practice, executing any instruments required for permission or insurance coverage to play and practice, recommending field improvements and developing & coordinating those activities associated with field acquisition, improvement, and development. Be responsible for the maintenance of practice facilities.

Organize and schedule ALLSTAR DAY games and activities for the in house coed league. Chair the Nominating and Elections Committee. Schedule all BAYSL practice sites and times and notify coaches.

VICE-PRESIDENT OF UNIFORMS AND TROPHIES: The Vice-President shall be responsible for ordering and distributing: all required uniforms, trophies and plaques for BAYSL league play and special events. This responsibility includes: obtaining written bids for uniforms, measuring players for uniforms during registration, ordering uniforms as approved by the Board of Directors, arrange for the required screening of uniforms, distribution of uniforms to all teams, obtaining written bids for trophies, obtaining the

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required information to be placed on the trophies, ordering trophies as approved by the Board of Directors and distribution of trophies

VICE-PRESIDENT OF SPONSORSHIPS (to include ASSISTANT VICE-PRESIDENT OF SPONSORSHIPS): The Vice-President and Assistant Vice-President shall be responsible for obtaining corporate, business and individual sponsors for BAYSL recreational teams. This responsibility includes:

- Coordination of sponsorship drive.
- Coordination of sponsor meetings and sponsor recognition.
- Solicitation of additional funds for general fund raising.
- Coordination of team picture processes.
- Can assist with select program sponsorships.

VICE-PRESIDENT OF CONCESSIONS: The Vice-President shall be responsible for stocking and supervising the operation of the concession stands at all BAYSL fields, as required by the Board of Directors. The concession stands are to be operated during all major functions held at BAYSL controlled fields, including, but not limited to, seasonal games, Brandon Girls Fall Classic, Girls Brandon Cup, Co-ed Brandon Cup and ALLSTAR day, and any additional Tournaments which BAYSL is the Host Club, not just a site for.

Coordinate with the Treasurer for payments of supplies and be accountable for the weekly receipts. The VP of Concessions will insure that the "workers" used in operating the concession stand understand and perform the necessary duties to properly operate the stand. While it is BAYSL's intent to operate the concessions with volunteer personnel, the VP of Concessions may utilize paid personnel to provide supervision of volunteer workers, as well as for the staffing of concessions in situations where volunteer assistance is not available.

VICE-PRESIDENT OF PUBLICITY: The Vice-President shall be responsible for advertising BAYSL to the general public. Produce newsletters as required. Shall perform all other duties deemed necessary and approved by the Board of Directors. Shall be responsible to act as HISTORIAN for BAYSL; identifying and documenting the history and success of the organization and its membership. Shall chair a standing committee, to include the Recreational Teams Commissioner, Competitive Teams Commissioner, Secretary, and the Traveling Recreational Teams Commissioner, to record and build this record.

Section 3: SECRETARY: The Secretary shall keep accurate record of all meetings, handle all correspondence, give notice of meetings, and maintain the files of the League. The Secretary shall also be responsible for the preparation of the Annual Report and Chair the "Good of the Game Committee". The Secretary shall assist during BAYSL and Brandon F.C. registration procedures.

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Section 4: TREASURER: The Treasurer shall receive all monies of the organization, keep accurate record of receipts and expenditures (treasurer shall deposit the money in a chartered bank, approved by the Board), pay out funds only as authorized by the organization. May sign checks written by the organization in addition to the President, and can designate another Board member as an authorized signature of checks for the organization. The Treasurer, President or designated Board Member have the authority to sign checks up to \$1,000.00 without counter signature, present a current statement of accounts to the organization upon call of the Board and perform other such duties as may be delegated to him. No counter signature is required for the Treasurer to make payment in the following cases:

1. When paying an invoice which has been reviewed, approved, and signed by the appropriate Board Member.
2. When paying out funds from a Brandon F.C. team accounts which have been properly requested in writing by the team.
3. When making payment under special circumstances which have been pre-approved by the Board of Directors.

At the first regular meeting of the new Board of Directors during the month of May, the previous Treasurer shall provide an approximate financial expense file, as of April 30th, listed by area of responsibility to each Board Member. During the second meeting, the Treasurer will receive budget requests from each Board Member and will assemble said requests into budget form for presentation, discussion and revision during the August Board meeting.

The policy of BAYSL is to pay all approved invoices within 10 days in order to maintain services and good working relationships with creditors.

Section 5: REGISTRAR(S): The Registrars (Traveling Teams and Recreational) shall be thoroughly familiar with the Constitution, Bylaws, and Rules and Regulations of BAYSL and the affiliated governing body and the insurance programs for Youth Soccer so as to be in a position to interpret same. Where there is a doubt in his mind, a ruling should be obtained from the affiliated governing body. The Traveling Teams Registrar should represent the organization at all District meetings, or appoint an alternate if necessary, make all State approved tournament information available to the Competitive Team's Commissioner and Traveling Recreational Teams Commissioner as applicable in all areas. The Recreational Registrar shall make available to both the Recreational Teams Commissioner all information regarding recreational tournaments in the area. The Traveling Teams Registrar will be responsible for the registration activities for the Brandon F.C. players and coaches, and the players and coaches for recreational teams, which participate, in a traveling league. The Recreational Registrar will be responsible for the registration of all TOPSoccer players and coaches and the in house recreational players and coaches.

The Registrar shall keep a record of youth registration forms within the league, see that all players are property registered with the affiliated governing body, verifying proof of

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player's birth date by Birth Certificate when needed and assigning players to BAYSL teams in age categories as determined by the Board of Directors.

Section 6: RECREATIONAL TEAMS COMMISSIONER: The Recreational Teams Commissioner shall be the liaison among In-House Co-ed recreational coaches and between the In-House Co-ed recreational coaches and the Director of Coaching. The Recreational Team Commissioner shall be responsible for the selection of Coaches for the In-House recreational teams. The Recreational Team Commissioner shall appoint one (1) coach from each age group to be a member of the Coaches Committee and act as the Age Group Coordinator, subject to Board approval. The Coaches Committee, at the direction of the Board, shall investigate any written complaint involving a BAYSL coach or player and submit written findings and recommendations to the Director of Coaching for consideration.

The Recreational Teams Commissioner shall hold periodic Coaches Meetings prior to and during the playing season and meet with the Coaches Committee at least ½ hour prior to each Coach's meeting to discuss training information, coaches courses, etc. The Recreational Teams Commissioner and the Director of Coaching shall encourage all coaches and assistant coaches to attend approved clinics, seminars and Coaches Meetings, and upon recommendation of the Recreational Teams Commissioner and the Director of Coaching, the BAYSL Treasurer will reimburse head coaches and assistant coaches for the full license cost of any successfully completed state license soccer coaching course.

The Recreational Teams Commissioner will Chair a Standing Committee, which will include the Girls Teams Commissioner, Competitive Teams Commissioner and the Registrar(s), which will schedule and preside over the In-House Recreational Team selection/formation.

Section 7: TEAM MOTHERS REPRESENTATIVE: The Team Mother's Representative shall be the liaison between the Team Moms of the league and the Board of Directors with the responsibilities to; disseminate information to the players and parents about BAYSL activities and programs, schedule concession stand workers through the Team Moms. The Team Mother's Representative will assist the VP of Sponsorship in the scheduling of team pictures, and participate in other activities as deemed appropriate by the Board of Directors.

Section 8: TEAM FATHER'S REPRESENTATIVE: The Team Father's Representative shall be responsible for work party coordination in support of the maintenance needs of BAYSL fields, practice sites, equipment and facilities. He will also ensure appropriate maintenance and repair of BAYSL controlled buildings, common areas and equipment. The Team Father's Representative is responsible for the availability and scheduling of usage of BAYSL buildings.

Section 9: REFEREE'S REPRESENTATIVE: The Referee's Representative shall be the liaison among the referees, and between the referees and the Board of Directors.

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They shall be responsible for obtaining and supervising the services of a Certified Referee Assignor whose responsibility it shall be to schedule referees for all games to be played on BAYSL facilities that are sanctioned by the affiliated governing body. Assignor and Referee fees for all games except Competitive team league play shall be proposed by the Referee's Representative and approved annually by the Board of Directors. If a Board member holds the position of Certified Referee Assignor, said Board Member shall be declared a "non-voting" member of the Board of Directors with respect to all issues related to the setting, approval, or payment of Assignor fees, and any other issue involving the Certified Referee Assignor. The Referee's Representative will appoint four (4) referees to serve as members of the Referees Committee (and chair the said committee subject to Board approval). The Referees Committee will investigate any written complaint concerning a BAYSL Referee or Linesman and submit their findings in writing to the BAYSL Board for consideration.

The Referee's Representative shall provide training courses for BAYSL Referees and Linesmen as necessary.

Section 10: COMPETITIVE TEAMS COMMISSIONER:

The Special Teams Commissioner shall be the liaison between the Coaches and Brandon F.C. Program and the Director of Coaching and shall administer Division I, II and III rules, plan and coordinate Division I, II and III team selection, coordinate practices and game scheduling through the Director of Coaching, VP of Field Maintenance and VP of Field Acquisitions. Represent the organization at all appropriate meetings, or appoint an alternate representative, if necessary. Will serve on the Recreational Teams Formation Committee.

Section 11: TRAVELING RECREATIONAL TEAMS COMMISSIONER: Primary responsibility shall be responsible for the development, growth and management of BAYSL's Traveling Recreational Program.

The Traveling Recreational Teams Commissioner shall be the liaison between the traveling recreational coaches within the Brandon Area Youth Soccer League and the Director of Coaching. Shall administer the rules for Recreational Traveling Teams. Be responsible for the selection of Coaches for the traveling recreational teams. Be responsible for the formation of Traveling Recreational Teams. Be the Club representative to whatever scheduling body the Traveling Recreational team is a member of.

The Traveling Recreational Teams Commissioner will serve on the Recreational Teams Formation Committee.

Section 12: TOURNAMENT DIRECTOR: The Tournament Director shall Chair the Brandon Cup Committee, shall also be responsible for coordinating all club tournaments both hosted and away, will communicate with Vice President of Field Acquisitions for all

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future field requirements as it pertains to tournaments, and assist the Vice President Sponsorships with related needs in specific tournaments.