

1. Board of Directors Job Descriptions

President

1. Have responsibility for the overall operation of the CYA subject to the authority of the Board of Directors
2. Responsible for chairing General Meetings, Board Meetings and other miscellaneous meetings. Responsible for setting tone and charting future directions (strategic role).
3. Delegate authority, assign specific functions, and recommend the creation of special committees. Responsible for the smooth running of CYA, and ensuring that all Board members are performing their jobs adequately.
4. Make appointments to committees with the approval of the Board of Directors
5. Represent CYA in matters involving affiliated organizations and other social, recreational, and sports organizations
6. Represent CYA to the Riga Town Board, Churchville-Chili School District, and other governmental agencies
7. Authorize expenditures not in excess of one hundred dollars (\$100.00) without action by the Board of Directors
8. Prepare an Annual Report for and preside at the Annual General Meeting
9. Serve as an ex officio member of all committees, excepting the Nominating Committee
10. Responsible for smooth functioning of all home CYA soccer games. This includes inspecting fields for safety, making sure goals are anchored, and monitoring appropriate coaching and parental conduct. These functions can be delegated but are the ultimate responsibility of the president.
11. Ensure that all messages left on the Hot Line are answered or assigned to the appropriate CYA board member.
12. Perform such other duties as may be delegated by the Board of Directors

Vice President

1. Assist the President in performing his/her duties. Hear complaints from parents when not given a good answer by the President. Cover CYA meetings when President not present. Cover RDYSL, NYSWYSA, and SWISL meetings when coordinator can not attend.
2. Perform such other duties as may be delegated by the board of directors
3. Chair Scholarship Committee
 - Mail out applications to age appropriate teams in club

Secretary

1. Maintain accurate and detailed minutes of CYA meetings
2. The Secretary assists the President in making sure the Board Meetings are run at a timely pace and helps the Board Members in formulating motions that come up for a vote.
3. Maintain the corporate records including minutes, bylaws, and articles
4. Handle all CYA correspondence and give notice of all meetings
5. Maintain files of all Club correspondence and records
6. Maintain current lists of board members and coaches.
7. Sign with the President or Vice President, and in the name and on behalf of the club, any contracts or agreements authorized by the Board of Directors, and when so authorized or ordered by the Board, he may affix the seal of the Club.
8. Perform such other duties as may be delegated by the board of directors

Treasurer

1. Have the care and custody of all funds belonging to the Club
2. Disperse the Club's funds as the Board may direct
3. Keep and maintain adequate and correct books and accounts of the Corporation's properties and transactions
4. Maintain Accounts Receivable and Payable for all players, teams and club.
5. Pickup mail from Post Office and distribute to appropriate personnel.
6. After recording registration payments forward registration forms to registrar.
7. Send or cause to be given to the members and directors such financial statements and reports as are required to be given by law
8. Render a written account of the finances of the Club at all regular and general meetings
9. Be bonded in favor of the CYA at the Club's expense
10. Provide financial information necessary for completion of income tax forms to the club accountant
11. Perform such other duties as may be delegated by the board of directors

Registrar

1. Maintain records of all players for CYA using the NYSWYS rosterpro and database.
2. Coordinate House and Travel registration
3. Advertise registration as appropriate
4. Send registration notification to schools (give to schools in packages of 25) Must notify superintendent before distribution to school
5. Maintain registration forms and information
6. View birth certificates of all new players
7. Print team rosters
8. Print player pass cards for appropriate teams
9. Perform such other duties as may be delegated by the board of directors

Webmaster

1. Develop, organize, administer, and manage the Club's internal and external communications and publicity programs via the CYA website and roster-pro
2. Monitor CYA e-mail and respond or forward correspondences to appropriate personnel
3. Maintain the CYA website at cyasoccer.net
4. Perform such other duties as may be delegated by the board of directors

Fundraising and Sponsor Coordinator

1. Develop, organize and administer the League's fund raising programs
2. Perform such other duties as may be delegated by the board of directors.

Equipment Coordinator

1. Field Equipment: Goals, Nets, Weight Bags, Flags
2. Coaching Equipment: Balls, Pinnies, Cones, Mesh Bags, Goalie Shirts & Gloves
3. Works with field coordinator to determine needs for field equipment. Places orders when needed
4. Works with Coaches, House and Travel Coordinators to determine needs for coaching and player equipment; Places orders when needed
5. Distributes coaching equipment at coaches meeting

Field Manager

1. Manages Field Equipment setup at the beginning of the season. This includes:
 - a) Selecting Dates and Times and coordinating with volunteers
 - b) Moving goals into position
 - c) Tightening nuts and bolts
 - d) Hanging nets on Goals that do not have nets or need replacements
 - e) Distributing weight bags
2. Manages Field Equipment teardown at the end of the season. This includes:
 - a) Selecting Dates and Times and coordinating with volunteers
 - b) Removing nets (if deemed necessary)
 - c) Moving goals off fields and securing
 - d) Works with Age Group Coordinators to enlist volunteers
 - e) Arranges for goal repairs
 - f) Arranges for goal movement when necessary

Field Coordinator

1. League representative to the RDYSL and SWISL pertaining to fields
2. Obtain field permits for game and practice fields.
3. Schedule practice fields for all teams
4. Shall assign fields
5. Plans, negotiates and schedules field use for practices and games, including fall and spring outdoor play and winter indoor play.
6. Plans field needs based on anticipated number of teams.
7. Negotiates with Recreation Department (and competing field users in Town) for available fields and times

RDYSL, NYSWYSA, SWISL Representatives

(president, vp, travel, house coordinator or other designated board member)

1. Represents CYA at all meetings.
2. Communicate information from playing league to CYA and from CYA to playing league.
3. Responsible for obtaining team placement from player agents and placing teams in appropriate division.
4. Responsible for obtaining all coach names and team rosters from player agents and providing them the playing league.
5. Responsible for distributing all playing cards and identification cards.
6. Responsible for obtaining from player agents all requests for team move up and move downs.

Picture Coordinator

1. Coordinates and organizes pictures for Tiny Tots, House and Travel teams

Uniform Coordinator

1. Responsible for purchasing all uniforms needed by the club and coordinating their distribution with coaches or team managers.
2. Responsible for gathering the purchasing information from the registrar via the registration forms

Coaching Coordinator

1. Coordinate, organize, and disseminate any and all information pertinent to clinics, instruction, courses, publications, etc. for coaches.
2. Provide communication between CYA and various outside soccer training
3. Provide information to coaches in regard to E licensing courses on any annual basis as needed.
4. Together with other selected board members, choose the coaches, if and when more than one person has applied for a particular position.

Travel Coordinator

1. Shall solicit coaches and organize teams for appropriate leagues and divisions as defined in the CYA coaching selection and team placement policies
2. Shall be the primary contact to coaches in the Travel Program
3. Shall represent CYA at the RDYSL and NYSWYSA meetings

House Coordinator

1. Shall solicit coaches and organize balanced teams for in house league
2. Shall attend SWISL meetings and coordinate league schedules in conjunction with the SWISL league coordinator by providing information in regards to the number of teams and age groups.
3. Develop house program to include SELECT teams for ages 10 and up to help identify players for the travel program

Tiny Tots Coordinator

1. Shall solicit coaches and organize balanced teams for the tiny tots program
2. Shall organize beginning of season clinic and year end party

Coaches

House and Travel CYA coaches hold perhaps the most important role in the organization. As such, PYSL expects that all coaches will adhere to the following basic principles of leadership and professionalism.

- Coaches set the example for players and parents alike.
- Coaches will know and coach the Laws of the Game, both in the spirit and the letter of the laws.
- Coaches and players will show respect for officials at all times.
- Coaches and players will respect each other.
- Coaches and players will demonstrate fair play and good sportsmanship.
- Coaches, players, parents, and spectators will not use foul or abusive language, or humiliating or derisive comments or gestures.
- Coaches are responsible for and will control players and spectators.
- No CYA coach, parent, spectator, player, or official will use alcohol, drugs, or tobacco products on any CYA-permitted premises or during any event in which CYA is a participant.
- Coaches, in addition to teaching skills, will impress upon players a sense of sportsmanship, fair play, and mutual respect for others. One of the most effective methods for instilling this sense is personal example. Experience has shown that the spectators can best be controlled by the coach of the team for which they are providing support. Referees are authorized to terminate a game when spectator interference is such as to prevent the proper conduct of the game.
- While each coach is held personally responsible for the attitude and behavior of his/her team members and their spectator supporters during the conduct of the game, the referees have primary responsibility for maintaining overall discipline and decorum on the playing field, and action taking place on areas adjacent to the field which have a direct bearing on the conduct of play.