

DAKOTA SOCCER CLUB

PROCEDURES, POLICIES & GUIDELINES

*Exceptions to these Procedures, Policies & Guidelines can only be made
with the approval of the Board of Directors*

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Introduction

Mission Statement

- The Dakota Soccer Club is a non-profit, community-based youth soccer association serving the southeast metro that provides affordable soccer training and development for recreational and competitive players in a fun and safe environment.
- The Dakota Soccer Club will strive to develop players to their full potential with the support of certified coaches while promoting good sportsmanship, nurturing a love of soccer, and fostering a sense of community pride

Dakota SC operates as both a Traveling and Recreational club. The main contents of the Policy, Procedures and Guidelines govern traveling operation.

For Recreational soccer, see Appendix B.

1. Registration

Dakota Soccer Club, aka “the Club” throughout this document, will present basic information prior to registration. Information provided may include the following:

- [Breakdown of registration fee](#)
- [TCSL League Rules](#)
- Link to the bylaws - link to DSC bylaw. Will need to post
- Link to Procedures, Policies and Guidelines
- How to Register - [website link](#)

2. Registration Provisions

- A parent or guardian who completes the online registration for a participating player is considered to have signed the registration and shall be enrolled as a voting member of the Club.
- The Board of Directors may waive the participation fee due to financial hardship. Financial aid shall be decided on a case-by-case basis.
- The Board of Directors shall establish the participation fee for each age level.
- The Board of Directors may accept late registrants only if space is available on team rosters and, where appropriate. (e.g. said registrant’s skill set qualifies them for the team)
- After acceptance of a roster spot, refunds are not provided, except in the following cases:
 - (1) Season-ending injury: If injury occurs prior to May 31, a prorated refund may be granted. If injury occurs after May 31, no refund is given.
 - (2) Upon approval of the Board of Directors.

A formal request for a registration fee refund must be made to the appropriate gender coordinator.

3. Financial Assistance available for Dakota Soccer Club Players

Volunteer-Earned Discounts

- If you are an active volunteer Board Member in good standing for one TCSL calendar year, you will receive one paid registration for the current spring/summer season and one paid registration for the fall season in the TCSL calendar year.
- If you are a volunteer head coach for the spring/summer season, you will receive one paid registration for the active spring/summer season; if you are a volunteer head coach for the fall season, you will receive one paid registration for the fall season.
- If you are a volunteer assistant coach or team manager for the spring/summer season, you will receive \$100 off of one paid registration for the current spring/summer season; if you are a volunteer assistant coach or team manager for the fall season, you will receive \$50 off one paid registration for the current fall season.

For the volunteer discounts described above, anyone who has earned multiple discounts during a TCSL calendar year will be given the opportunity to use all of them during the current TCSL calendar year, as appropriate.

Volunteer Obligations

- Dakota SC requires 4 hours of volunteer service to the club. If these hours aren't fulfilled or you wish to buy out of the volunteer hours, an additional \$100 fee will be assessed to the family. These hours/fees will only be charged once per family. A family with multiple players are only obligated to 4 hours or \$100.

Team Fundraising

- Teams can organize and conduct fundraising activities at their discretion. Teams should notify the Board. The use of funds is determined by the team as long as it is applied to soccer expenses.

Payment Plans

- Installment payment plans are available with the first installment to be collected online upon conclusion of the registration session via Visa, MasterCard, Discover, or checking account.

Financial Aid Awards

- A financial aid request can be submitted for Board consideration through the Google Form accessible through the Dakota SC website. Awards are reviewed by the board based on need, budget and approved or denied on a case-by-case basis. Information/discussion is confidential.

- Recipients of financial aid awards are expected to assist with volunteer activities/functions as deemed by the Board.
- \$50/\$30 registration fee will still be required for traveling & recreational programs respectively.
- Uniform and additional coaching fees (if applicable) are still the responsibility of the family.

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4. Team Formations (applies to all age groups)

Pre-Team Formation activities, meetings, and communications

- Team formation plans are well thought out in advance.
- The Team Formation Committee, consisting of the Director of Coaching, Girls and Boys Coordinators, and at least one other Board Member, will be formed.
- A Team Formation plan that includes logistics and list of evaluators will be prepared by the Team Formation Committee and presented to the Board for approval.
- Communications are sent out in advance to all members/players/parents.
- Team formation evaluation sessions will be scheduled for teams we expect – with a reasonable level of certainty – to field the following spring/summer season. A good faith attempt will be made to place players at the appropriate age and, whenever possible, to form a team at each age group. Therefore, age groups may be combined for Team Formation sessions based on current numbers and other known factors.
- A \$50 team formation fee must be submitted before Team Formation sessions begin by all players who wish to be considered for team placement. There is no team formation fee for U9 and U10 players.
- If a player is offered a roster spot, the player needs to register by the timeframe set forth by the Club for roster spot acceptance. Registration is formal acceptance of the roster spot. The \$50 fee is then applied towards the player's registration fee. If a player does not register by the date set forth, the roster spot may be offered to another player. Fee will be returned if an appropriate team isn't available.
- Information on the Team Formation sessions (age and playing level) will be posted on the club's website by the Director of Coaching by July 1. TBD teams will be listed as such. The Director of Coaching will also send out a communication to all parents of current players containing the same information posted on the website. The Club will typically start Team Formation sessions the last Sunday in July. The actual dates are determined by TCSL (Twin City Soccer League).
- Coach's player evaluation forms are to be completed by the current team coach and submitted to the Director of Coaching at least one week prior to the first Team Formation session date set forth by the Club. The coach's player evaluation form should evaluate all players on the same team by areas such as offensive skills, defensive skills, athleticism and coachability as described on the player evaluation form.

5. Format of Team Formation Sessions

- The Dakota Soccer Club will make sure (as is possible) that Team Formation sessions are unbiased and objective.
- Evaluations will be conducted by experienced, professional, non-club personnel (when possible and appropriate) appointed by the Directors of Coaching to ensure objectivity.
- The Director of Coaching will establish the Team Formation session format and supply evaluators with evaluation forms and directions. A suggested format for Player Evaluation Forms to be used is included in **Appendix A**. Coaches that completed the end-of-season player evaluation forms should also evaluate the Team Formation session for his/her previous years team at the scheduled team formation session.
- During Team Formations, players may be evaluated as a field player and as a goalkeeper or just as a goalkeeper. If the Director of Coaching identifies the need for a separate evaluation session for players wishing to be evaluated as a goalkeeper, a session will be held at a different time from the field player evaluations.
- Team Formation sessions will assess and evaluate player skills in the various field positions. If a Team Formation session consists of two sessions, then the second session may also address situations where evaluator scores of player skills from the first session vary widely and/or where evaluator scores vary from the coach's player evaluations (submitted at the end of the season).
- The evaluators' task will be to assign each player a rank of 1, 2, or 3 (1=playing at a level above their peers / 2=playing at level equal to peers / 3=playing at a level below their peers) in four areas – technical, tactical, physical and mental.(U13+) Each evaluator will then submit a recommended roster in player rank order based off of overall scores.
- All scores will be submitted to the Director of Coaching within 2 hours of the end of the Team Formation session.
- Players may attend the Team Formation session for an older age team; however, they **MUST** also attend the Team Formation session for their own age group as well, if applicable.
- Requests for consideration for team placement from players who are not able to attend the Team Formation session will be considered on a case-by-case basis. The coach's evaluation of the player will guide placement decisions in the Team Formation process. Individuals that do not attend a Team Formation Session are

not guaranteed a roster spot on any team. The Club strongly advises player participation in the Team Formation session process.

6. Post-Team Formation session activities, meetings, and communications

- After the evaluations have taken place and scores have been received by the Directors of Coaching, the Team Formation Committee will meet to form teams for submission to the Board.
- Player team placement will be recommended by evaluations at Team Formation sessions and the player evaluation form submitted by the previous season's coach. In addition to the end of season coach's player evaluation form, last season's coach will be given an opportunity to attend the team formation session for that group and submit a team evaluation. Immediately following the Team Formation sessions, the Director of Coaching, evaluators, and coach(es) from the previous season will consult as needed to discuss evaluation results, resolve discrepancies, and finalize rankings to present to the Board.
- As a safety net for "proven" players who had under-performed at the Team Formation session, a combination of Team Formation session scores and the most recent coach's evaluation may be used. If the team's coach has already been assigned and he/she was the coach who completed the most recent player evaluation forms, then he/she has final say in how 15% of the roster spots are filled.
- A player who attended the Team Formation session(s) for an older team is eligible to be placed on that team's roster only if their overall (averaged) score was in the top 25% of all the players considered at the Team Formation session(s) (25% of an 18-player roster is top 5). Also, if there is no team available at a player's age level (therefore, they are required to play up by default), then there is no minimum ranking required in order to be placed on the team.
- Rosters will be posted as soon as possible on the Club website. Information posted will list the players' first name and last name initial.
- A roster position is considered accepted when the player registers (and pays) for the following spring/summer season by the communicated date set forth by the Club.

- The roster posted is the final roster. However, if due to individuals declining roster positions on a team, roster spots become available, players who did not attend Team Formation sessions and/or players not making the initial team roster may be placed on the team. A separate evaluation, to be arranged by the Director of Coaching, may take place if required.
- In the event of low roster numbers the club will notify the families within 7 days with recommended options for the players of the impacted age group.

For U9/U10 ages

- An additional evaluation session will be planned if needed in January to accommodate new players who register after the July session.

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7. **Playing Time**

- All players on U11 or younger teams will receive approximately the same playing time in both league and tournament play. Coaches may make exceptions to this minimum playing time because of attendance or due to injuries. Coaches should talk with a player's parents about exceptions to the playing-time minimum.
- U12+ time will be based on coach determination.
- For any traveling tournament a player will play a minimum of 25% in total game time.

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8. Players Playing Up for other Dakota Soccer Club Teams

This policy applies to all sanctioned games and scrimmages

- Arranging for play-ups is always handled through the Head Coaches of each team but coordinated through the Director of Coaching.
- The Head Coach of Team A seeking to borrow a player(s) must contact the Head Coach of Team B, from which he/she wishes to borrow. Coaches of Team A must not contact Team B players or parents directly.
- Head Coach of Team A provides details of the game, playing age/level, date & time, and number of players sought (max. 3, and so long as max roster is not exceeded).
- Head Coach of Team A may request certain players, but it is always the Head Coach of Team B's decision as to who will be offered to play after approval from the Director of Coaching and Training is given.
- Head Coach of Team B is not required to provide players. But since we as a club value opportunities for players to play up, we do ask an explanation be given if the request needs to be declined (e.g., already have a game same day, important practice session, etc.).
- Parents or guardians of the players involved also need to approve the arrangement.

9. Fee Guidelines for Paid Coaches

Fee Scale Guidelines for Paid Head Coaches (for Spring-Summer Season)

License & Experience	Coach's Fee Range
'Y' License or Grass Roots with minimal coaching experience	Up to \$1,000
'D' License or Regional with 1-5 years coaching experience	\$1,000 - \$3,000
'D' or National and higher license or 5+ years coaching experience + demonstrated ability to produce successful teams	\$3,000 and up

Fee Scale Guidelines for Paid Assistant Coaches*

Pay is determined based on qualifications and experience.

* Paid assistants may be hired when a team's parents choose, or in a situation where there are no parent volunteer(s) to assist

Notes

- Figures shown are the recommended fee ranges and serve as guidelines only.
- These fees cover a paid coach's time and expenses related to all team meetings, practices, scrimmages, TCSL league games, TCSL state qualifiers and state tournament games, and agreed-upon tournaments.
- Paid coaches' participation in any activities not mentioned here or in their signed contract are to be discussed and agreed upon in consultation with the respective team.
- Prior to registering for tournaments, the team and the paid coach(es) should agree in advance as regards to any extra reimbursement of expenses the coach will receive for attendance at tournaments which require an overnight stay.
- Variances to the guidelines may be made based on additional factors such as: types of coaching experience, other qualifications, age and/or level of team, agreed upon incentives, etc.
- All coaching fee negotiations are initiated by the Director of Coaching during the selection & hiring process. Any additional fees need to be confirmed by team parents.
- Please note that all paid coaches are hired by the Club as Independent Contractors, are issued 1099 tax forms by the club, and all fee payments are subject to appropriate taxes.
- Mileage: Paid coaches are not compensated separately for mileage incurred as part of their coaching duties. Mileage is a deductible expense for tax purposes.

10. TOURNAMENT FEES

Dakota Soccer Club will pay the entry fee for one to two summer regular TCSL-sanctioned tournaments for each team, within the following limits:

- U9 and U10 - max **\$700** for one to two tournaments
- U11 and U12 - max **\$800** for one to two tournaments
- U13 and above - max **\$1000** for one to two tournaments

For U11 and older teams which elect to participate in summer post-season play (Summer State Tournament Qualifiers, Summer State Tournament or Summer Cup):

- The Dakota Soccer Club reimburses the entry fee and the team's share of the referee fees for League /District playoff.

U9/U10 Teams: Since there is no League / District playoff for U9/U10 teams:

- The Dakota Soccer Club will pay for another end of season Jamboree / festival.

11. Player Information Privacy

POSTING OF PLAYER NAMES ON THE DAKOTA SOCCER CLUB WEBSITE

- The club's policy is that only First Name + Last Name *Initial* may be used when players are named anywhere on the Dakota Soccer Club website.

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12. Coaching Responsibility

- Must uphold the purpose and philosophy of the Club as well as adhere to the procedures, policies and guidelines established by the Club.
- Must abide by all league and tournament rules.
- Shall abide by the details of their contract, including the Conduct and Compliance requirements:
 - a. Conduct: Use their best efforts to promote and maintain the success and reputation of the Club, and set, encourage, and enforce the highest standards of leadership, fair play, and good sportsmanship.
 - b. Compliance: Comply with all rules and regulations of both the Club and TCSL including, but not limited to, its drug and alcohol use policies.
 - c. Reporting: Promptly report to the assigned Director, Gender Coordinator or Vice President, all issues or problems that arise with respect to the conduct or compliance of the Team, any individual member of the Team, a parent or another coach.
- Must host a pre-season parent/coaches meeting.
- Attend periodic meetings conducted by the assigned Director.
- Will treat players, coaches, officials and fans with dignity and respect always, regardless of race, sex, creed, or ability.
- Will demand a drug-, alcohol- and tobacco-free sports environment for the players and agree to set an example by refraining from their use at all youth sports events.
- The head coach of any team must hold a Class F or higher USSF license. Student coaches who are contracted to coach will have the cost of the USSF F License covered by the club. The course is to be taken at the earliest possible time (typically by mid-May). [Need to talk to Jake Smothers on this to see what this should be Match to appendix to match coach fees and license breakouts desired]

13. BEHAVIOR EXPECTATIONS

The Dakota Soccer Club has expectations for behavior by parents and players as well as for treatment of referees. The [guideline document](#) is what we expect from players and parents

Player Expectations

- Have fun and enjoy the game of soccer. Practice skills at home to improve. Your effort will be the largest factor in determining how far you can go with your ability.
- Give 100% effort every time you play regardless of your assignment.
- Be a team player. Use your skill in a team effort and always support your teammates with encouragement.
- Practice good sportsmanship and always maintain a positive attitude.
- Learn and abide by the rules of soccer.
- Will treat other players, coaches, officials and fans with dignity and respect at all times, regardless of race, sex, creed or ability.
- Treat all players, coaches, officials and fans with dignity and respect in speech, attitude, and behavior always.
- Be aware of the team schedule and attend all practices, games, or other team events. If you cannot attend, it is your responsibility to notify the coach.
- Keep yourself fit and advise your coach immediately of any injury, however minor.
- Keep your head up in defeat and keep your pride under control in a victory.
- Show appreciation of your coach, parents, and game officials for their efforts in making the program a success.
- Take proper care of your uniform and equipment.
- Abide by the Club philosophy as well as adhere to the procedures, policies and guidelines established by the Club.
- NEVER USE TOBACCO, ALCOHOL OR DRUGS OF ANY KIND.
- Be responsible for your own conduct and its consequences.

- Be aware that your conduct or behavior on or off the field could affect your position on the team.
 - Coaches may choose not to play certain players at various times as a disciplinary action. Any RED CARD that you receive will be reviewed by the Gender Coordinator and Vice President of The Club and is subject to possible further disciplinary action by the Club Board of Directors.

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Parent Expectations

- I agree to treat all players, coaches, referees, and spectators with dignity and respect in my speech, attitude and behavior at all times, regardless of their: age; race or ethnic origins; gender; sexual identity or orientation; religion or creed; ability or performance. I will also ask this of my child.
- I will encourage good sportsmanship by demonstrating positive support – in word and deed – for all players, coaches, and referees, at every game and practice. I will also ask this of my child.
- I will only give positive feedback to players, coaches, and referees. I will not make negative comments about the game, coaches, referees, or players in my child's or other players' presence. I understand that this can negatively influence my child's or other players' attitude and overall experience. Any concerns shall be put in writing and submitted to a Board Member or other club representative.
- I agree not to coach my child or other players from the sidelines. All comments from the sidelines (to *any* player) should be in the form of positive feedback and encouragement.
- Remembering that the game is primarily for the youth and not for the adults, I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I agree that joining a team also means making a commitment to that team. I will do my best to make sure my child is present and on time for all practices and games.
- I understand that improper behavior at a game on the part of any parent or other spectator may result in the individual being asked by the referee, coach, or club official to leave the vicinity of the field.
- I understand that DAKOTA SOCCER CLUB demands a substance-free sports environment. I agree to refrain from all alcohol, tobacco and drug use at all youth soccer events and facilities/venues.
- I agree to take an active role in other DAKOTA SOCCER CLUB-related activities such as fundraising, meetings, carnival, camps, etc.
- I understand that participation of players in higher competitive teams will require participation in additional off-season activities offered by the Club. I agree to make every attempt to ensure that my child participates in these additional activities.

14. Off-Season Activities

- “Off season” in this context refers to the time between the end of the TCSL fall league play and the start of the upcoming Spring/Summer league play.
- The Dakota Soccer Club encourages participation in soccer and other sports during the soccer TCSL off season.
- Teams and players are encouraged but not required to arrange or participate in off-season training in addition to what the Club offers.
- The Dakota Soccer Club may schedule some soccer activities (training, festivals, etc.) during the off season and will make it clear that it is a Dakota Soccer Club-sponsored activity/event.
- Players/teams are free to enroll in off-season soccer leagues and other soccer activities, but the Dakota Soccer Club will not sponsor or be responsible for organizing these activities.
- To help keep costs down, Dakota Soccer Club players who own Dakota Soccer Club uniforms may use them during off-season activities as long as the organizers are made aware that they are using the uniforms for convenience, but the team is not an TCSL-registered Dakota Soccer Club team.
- If a Dakota Soccer Club team that has been formed for the upcoming TCSL season participates in off-season play, the coach/manager/adult responsible for enrolling the team must provide an equal opportunity to participate to all team members registered on that team for the upcoming TCSL season. He/she can check with the Dakota Soccer Club registrar to get a list of all players registered on a team.
- Players in higher competitive level teams will be expected to participate in more off-season activities to be more effective during the upcoming season. Players and families are expected to make every attempt to participate in the additional activities.

15. Coaches Selection

The Director of coaching will work with and recommend to the board a list of coaches and the board will review and approve the recommendation.

The Director of coaching will ensure the following areas are reviewed and part of their recommendation to the board.

- Parent Evaluations
- Assigned Director Evaluations
- Experience, Qualifications and Background

Coach Selection/Hiring Process

The following process applies to both paid and volunteer coaches:

- The club posts an invite for applications (application form included - link to form needs to be posted on a website.) on the Dakota Soccer Club's website no later than the end of the Spring/Summer season
- Candidates must submit an application form to the Director of Coaching by the designated deadline.
- All new candidates must submit an application form.
- Candidates who are new to the Dakota Soccer Club are interviewed by the DoC. Returning candidates meet with all or some of the DoC, either in person or via telephone.
- For paid coach positions, fee expectations are discussed and agreed upon during this process.
- A coach contract is drawn up, signed and put in place.
- The DoC prepares the coach's team assignment recommendations and presents to the Board for approval.

16. Equipment

- Uniforms are the player's responsibility. Uniforms must remain in good condition or be replaced by the player.
- Each manager is responsible for all equipment issued to the team.

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17. Grievance and Dispute Resolution

During a season, occasional disputes or differences of opinions will arise between participants. In order to resolve disputes in a respectful and reasonable manner, participants shall observe the following steps:

- The participants involved in the disputed matter shall meet privately and attempt to resolve their differences informally.
- If informal dispute resolution is unsuccessful, any participant may refer the matter to the appropriate Gender Coordinator, who shall again encourage participants to resolve the disputed matter through discussion or other informal means. If necessary, the Gender Coordinator will bring the matter to the attention of the Director of Coaching.
- A participant may initiate the formal resolution process by delivering a written grievance to the Board to resolve the disputed matter promptly.
- The Board shall have final authority to resolve the disputed matter. Its decision may not be appealed. The decision does not, however, establish a precedent for future situations. If the Board identifies any matter which may require clarification or amendment of The Club By-Laws, policies, or procedures, it shall refer them to the full Board for consideration.

18. Fundraising

Individual Teams

Individual teams are encouraged to create and implement their own fundraising activities. A team representative must present to the Fundraising Chairperson any and all fundraising activities that the team wishes to conduct, prior to the planning and implementation of the activity. Assistance and direction will be given to the team representative for their team fundraising activity. There will be no fee assessed for this activity by the Club unless the Club provides funds to help conduct this activity.

The proposal will be reviewed based on the following criteria:

1. What is the need for these funds and how will the funds be spent.
2. How many volunteers are needed?
3. Date and time of the activity.
4. Brief description of planned activity.
5. List of sponsors and contributors, if any.
6. Does the proposed activity influence any existing or in process fundraising activities of the Club or its teams?
7. Does the proposed activity require financing or investment by the Club?
8. Would the proposed activity be available to the other teams in the Club or for the overall Club benefit?

Any money collected should be used for team expenses throughout the season. Due to being non-profit organization and donation rules, all unused money at the end of the season will be placed in the club general fund for the clubs use.

Donations

Donations may be accepted by the Club or individual teams. However, the donation must be used as specified by the donor. Any team receiving a donation must submit a letter from the donor to the Club Board of Directors describing how the donation is to be used. If the donation is a monetary amount, the funds shall go to the Club for disbursement of the funds for their intended use.

Club-Sponsored Activities

Any fundraising activity offered by the Club is the responsibility of the Fundraising Chairperson, to be reviewed by the Board for approval.

19.

20. **Board Roles and Responsibilities – To be updated by current position holder**

Notes

1. Responsibilities listed describe WHAT a role is responsible for, not HOW the function is performed. A person in a role may solicit and/or assign tasks to other individuals, but that does not absolve them of the responsibility.
2. Items in bold are copied from the Bylaws, so these cannot be changed without first changing the Bylaws.
3. These roles/responsibilities may be modified if/when the bylaws are changed and/or as agreed to by the Board.

Responsibilities that apply to all Board Roles

- Provide status at the Board meetings on activities associated with role responsibilities.
- Attend 75% of Board meetings.
- Recruitment of players and board members.
- Identification of candidates for coaching and team manager positions.
- Assist in planning approved activities and participate in sub-committees (ongoing or ad-hoc).
- Assist with Club events
- Document detailed procedures as needed to ensure consistency in carrying out specific responsibilities.

President

- Be the principal executive of the organization subject to the control of the Board of Directors and membership.
- Supervise all business and affairs of the organization.
- Preside at all meetings of the membership and the Board of Directors.
- Sign all official documents of the organization.
- Have the power to invite persons who are not members of the organization to attend the regular or special meetings of the Board of Directors.
- Ensure the correct copies of the Bylaws and Procedures, Policies & Guidelines of the Club are maintained on the Club's website.
- Perform such other duties as are specifically provided in the Articles of Incorporation and the Bylaws and shall be imposed upon them by resolution of a majority of the Board of Directors.
- Ensure that an annual budget is presented to the general membership.

Vice President

- Perform the duties of the President in the event of the inability of the President to act and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. In the event that there is a sudden vacancy in the President or Treasurer position because of death, resignation,

removal, disqualification, or otherwise, the Vice President will, with immediate effect, serve as President or Treasurer until the next Board meeting, at which time the Board will elect a new President or Treasurer (see Bylaws Article 3., Section 10).

- Perform such other duties as from time to time may be assigned by the President or the Board of Directors.

Secretary

- Perform all duties of the President in the absence of the President, Vice President and Treasurer.
- Maintain and distribute the minutes of the meetings of the organization and of the Board of Directors.
- Shall perform all duties incident to the office of the Secretary, subject to the control of the Board of Directors, and as from time to time may be assigned by the President or Board of Directors.
- Upon completion of the term of office, deliver all books, papers and reports to the new incumbent.
- Shall maintain an official voting membership roster.
- Perform such other duties as from time to time may be assigned by the President or the Board of Directors.

Treasurer -

- Perform all duties of the President in the absence of the President and Vice President.
- Shall have charge and custody of and be responsible for all funds of the organization; receive and give receipts for monies due and payable to the organization from any source whatsoever, and deposit all such monies in the name of the organization. Shall pay all bills of the organization as designated by the Board of Directors.
- Shall prepare, publish and distribute an annual report on receipts and expenditures for presentation to the annual membership meetings.
- Shall submit detailed financial statements for the year-to-date at each meeting of the Board of Directors.
- Provide vendors with MN Sales tax exemption form for qualifying purchases that are not subject to sales tax.
- Prepare cash referee envelopes prior to each summer and fall season for each team's home games.
- Shall in general, perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or the Board of Directors.
- Provide teams with the necessary funds to execute approved activities; obtain copies of receipts associated with the disbursement of funds to teams and individuals.
- Ensure that all contractual obligations are fulfilled prior to disbursing funds.
- Make sure all tax filing obligations (i.e. annual tax return for the non-profit, information tax returns 1099s) are filed with the required agencies.

- Work with the registrar to obtain the Form W-9s from the independent contracts that provide services for the club.

Fundraising Chairperson

- To organize fundraising activities that support and benefit the IGH Soccer Club and its youth members.
- To assemble a fundraising committee and to direct or delegate all volunteers in the planning of fundraising events and activities.
- To create and present to the Board of Directors for approval, an annual budget request and the projected fundraising goals for the new calendar year general budget. This proposal will be presented at least 30 days prior to the Board's approval of the Club's annual general budget.
- To encourage individual teams that wish to raise funds for specific team needs, by providing support and ideas for raising funds.
- To report to the Board the progress and details of any fundraising activities each board meeting.
- Identify fundraising opportunities/ideas and bring to the Board for approval.
- Plan and lead fundraising activities approved by the Board.

Risk Coordinator

- Ensures that the rules that are prescribed by TCSL are followed by the club.
- Facilitate the process of identifying risk mitigation strategies for identified risks and ensuring TCSL rules are adhered to by the club.
- Serve as a consultant to the Board and club members as needed on Risk Management items.
- Ensure that coaches, team managers and Board members are aware of their legal and risk management responsibilities.
- Background Checks
- Make sure club understands policies
- Liability Waivers
- Concussion training requirements.
- Provide copies/proof of insurance as needed to schools, Park & Rec, etc.
- Insurance and medical liability forms.

Girls Coordinator

- After the season begins, if injuries or other circumstances reduce the roster of any team, the Coaches and Boys and Girls Coordinator will address the need for replacement players to a team. The Board shall establish a participation fee appropriate for the circumstances.
- Placement of teams in levels of league competition will be the responsibility of the Coordinators and Coaches based upon skill levels of each team, subject to Board approval.
- Coordinate Manager/Coaches fall and spring training meeting with the Director of Coaching.
- Ensure that administration of the Club's girl teams is consistent with Dakota Soccer Club bylaws.
- Serve as the primary point of contact for all Girls team coaches and managers.
- As requested, distribute information from the Board, Registrar, and Program Coordinator to the Girls team managers and coaches.
- Serve on the Team Formation Committee.
- Serve on the Coaches Selection Committee.
- Back-up the Registrar duties for GotSport and Teamsnap.
- Lead and engage others as necessary to resolve player and/or team issues.
- Keep the Board informed on issues and bring solutions/recommendations to the Board for approval when appropriate.
- Serve as the primary point of contact between the Club and the TCSL Girls Coordinator.
- Serve as the point of contact for Girls team coaches/managers when addressing issues with other soccer clubs and/or TCSL.
- Coordinate with the Director of Coaching through the Team Formation process.
- Represent the Dakota Soccer Club in District TCSL meetings.
- Work with the Boys Coordinator, Director of Coaching, and others assigned by the board to develop training programs.

Boys Coordinator - See Girls Coordinator description (replace Girls with Boys).

Equipment Coordinator

- Take care of all equipment needs for the club, including vendor selections and purchasing new or replacement supplies.
- Work with coaches/team managers to accommodate team equipment needs (balls, cones, pinnies, bags, First Aid kits, etc.)
- Ensure teams have keys for access to field box (for field flags).
- Manage our storage locker.
- Manage inventory.

Uniform Coordinator

- Look for appropriate uniform solutions for the club (vendor selections, etc.).
- Take care of uniform needs for the club, including managing our relationship with online retailer.
- Communicate the process of obtaining uniforms to coaches and parents.
- Maintain log of uniform numbers for levels/teams.
- Manage a process for avoiding duplication of uniform numbers where possible.

Registrar –

- Responsible for registration and all that it encompasses for Fall and Summer seasons.
- Use online software to register members of the club.
- Coordinate with the risk manager and the boys and girls' coordinators to monitor the progress of background checks, concussion requirements, and coach and manager placements so teams can be formed.
- Coordinate with the web administrator to ensure the website has the registration open to our members.
- Coordinate with the web administrator to ensure the website has the proper information regarding registration and team formations.
- Coordinate with the boys and girls' coordinators to ensure team formations reflect the numbers of registered players.
- Coordinate with TCSL on league developments and as it affects our club.
- Communicate with members on an ongoing basis regarding registration questions.
- Provide board members with registration data/information to help facilitate their function.
- This is a non-voting position

Communications Coordinator –

- Overall member communications to parents through TeamSnap
- Respond to email sent to communications@dakotasc.org
- Work in conjunction with web administrator so appropriate information is posted on the website.
- Communicate with each team manager and coach to ensure that everyone has the same information regarding rules/regulations/policies/resources/any info that all teams should have.

- Work with Program/Boys/Girls coordinators to ensure that there are no conflicts with other communications being issued to teams.
- Responsibilities do not include items that are specific to teams/players and will be issued by program and/or Boys/Girls Coordinators.
- Work with IGH Parks and Rec on brochure advertisements
- Maintain social media accounts (Facebook and Instagram)

Website Administrator -

- Proper administration of the Club website so that it is fully functional and available to the Club for use.
- This includes working with the web hosting company as necessary to make updates and/or fix issues.
- Making timely updates to the Club website with information provided by other Board members (announcements, board meeting minutes, forms, team pages, etc.).
- Educate and/or train team managers and/or coaches in use of the Club website so they can administer their own team pages.

Director of Recreational Soccer

- Coordinate with registrar on program registrations
- Collaborate with Communications Director for program marketing
- Publish programming calendar & schedules
- Oversee collaboration with IGH Parks & Rec programming (generally through monthly meetings):
 - Programming calendar (with IGH Staff)
 - Lesson plans & format (with Director of Coaching)
 - Assist with staff recruitment (with Volunteer Coordinator and IGH Staff)
 - Ensure leadership presence at programming sites
- Oversee rostering of players for programming
- Lead recruitment for volunteer coaches
- Coordinate recreational programming coach training (with Registrar & Director of Coaching)
- Ensure field marshaling during club rec program activities
- Communicate with participant families on schedules, cancellations, and other announcements
- Coordinate with Equipment Manager for program needs
- Coordinate with Field Assignor for field setup & usage
- Coordinate with Ref Assignor for game schedule (as programming dictates)

At Large Members

- Lead at least one Board-approved Dakota Soccer Club event annually.
- Participate on at least one board sub-committee annually.

Other responsibilities

- B.E.S.T. Scholarship
- Parade (IGH Days)

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21. Paid Non-Voting Board Member Positions

Directors Of Coaching

- Ensure that administration of the Club player development and coaching programs are consistent with Dakota Soccer Club bylaws.
- Ensure that training and skill development providers are meeting their obligations in accordance with contracts approved by the Board.
- Work with the Boys and Girls coordinators, Registrar and others assigned by the board to conduct Team Formation activities (planning and execution), team formations (developing recommendations to bring to the Board for discussion and/or approval), coach recommendations (identification, selection and preparing recommendation for Board discussion/approval).
- Lead and work with the Boys and Girls Coordinators and others assigned by the board to develop training programs for all players, teams, and coaches.
- Coach training.
- Required to attend at least 1 practice and 1 game for each team.
- Work with the Girls and Boys coordinator to prepare and bring training recommendations to the Board for discussion and/or approval.
- Work with the Field Coordinator to ensure that facilities are available to conduct the approved training activities.
- When appropriate, assist the Girls and Boys Coordinators to resolve player and/or team issues.
- Ensure all player evaluations are submitted by coaches on a yearly basis.

Referee Assignor

- Take care of all referee needs of the club.
- Work with treasurer to procure funds for referee payments and disburse to teams as appropriate.
- Work with coaches/managers and Field Coordinator to ensure that refs are re-scheduled when needed.
- Work to develop new referees and the continued development of current referees.

Field Coordinator –

- Work directly with IGH Parks and Rec on soccer field needs and procurement: outdoor fields (Rich Valley, park fields, ISD199 fields) and indoor (VMCC Gym, VMCC rink with turf, etc.).
- Work with Community Education to reserve school gym time for practices as needed.
- Communicate directly with teams regarding field scheduling:
 - Communicating process for procuring fields to team coaches, managers and Board members
 - Initial schedule (games and practice times)
 - Ad-Hoc requests, adjustments or rescheduling
- Providing field schedule to Web Admin for posting (and revisions as needed).
- Post and keep current a field schedule at Rich Valley complex.

- Communicate directly with teams on field conditions and availability during inclement weather.

Should REGISTRAR BE MOVED TO NON-VOTING BOARD MEMBERS?

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APPENDIX A

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APPENDIX B

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