

Hamilton North FC Roles and Responsibilities

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Hamilton North FC Roles and Responsibilities

Elected Positions:

President

Role:

- Chief Executive Office representing Hamilton North FC.

Responsibilities include:

- Run board meetings
- Oversee operations and ensures volunteers fulfill their roles.
- Ensure club bylaws and policies are followed.
- Secure Red Bridge Park building from parks department for meetings.
- Official club communication (email admin).
- Oversee all document management via Google Drive.

Hours required:

- 1-3 hours per week during soccer season.
- 1 hour per week during off-season.

Vice President

Role:

- Assist President in discharging their duties.

Responsibilities include:

- Stepping in for President when needed.
- Ensures committees are formed and execute responsibilities.
- Prepares agenda for board meetings.

Hours required:

- 1 hour per week during soccer season.
- 30-60 min. every other week during off-season.

Secretary

Role:

- Record and transcribe board meeting minutes.

Responsibilities include:

- Posts approved minutes on the club website.
- Announcing important dates to media.
- Maintain document archives via HNFC's Google Drive.

Hours required:

- 60-90 min. every other week (attending board meeting).



Hamilton North FC Roles and Responsibilities

Treasurer

Role:

- Record and track all finances for club.

Responsibilities include:

- Collect and record all monies into Quickbooks.
- Accounts payable.
- Submit report to board of directors at meetings.
- Submit annual report to Secretary of State for non-profit organization.
- Maintains and helps organize budget along with board members.
- Distribute referee money to coaches and referee assignor.
- File taxes for 501(c)3 status.
- Register SOS Business Entity Report annually.

Hours required:

- 15 hours before each soccer season.
- 60-90 minutes every other week during off-season.

Members At Large (3)

Role:

- Attend board meetings, vote on and assist in general club business.

Responsibilities include:

- Attend board meetings.
- Participate in special projects as needed.
- Help write policies for the club along with other board members.
- Vote on business before the board.

Hours required:

- 60-90 minutes every other week.
- Varies with special projects / committees.



Hamilton North FC Roles and Responsibilities

Board Appointed Positions:

U6 Rec Commissioner

Role:

- Organize and execute U6 rec league.

Responsibilities include:

- Organize coaches for teams.
- Take soccer sign up flyers to primary school.
- Conduct coaches meeting.
- Help place players on teams.
- Point of contact for coaches of U6 league.
- Organize game schedule along with other commissioners.
- Crowd control at games.
- Available on game day to assist coaches, players, and parents.
- Work with referee assignor to ensure coverage.
- Ensure uniforms are distributed to coaches.
- Ensure awards are distributed to coaches.
- Communicate concerning league business for U6 league.
- Schedule pictures for league in coordination with other commissioners.

Hours required:

- 3 hours per week during soccer season.
- 60-90 minutes every other week (attend board meetings).

U8 Rec Commissioner

Role:

- Organize and execute U8 rec league.

Responsibilities include:

- Organize coaches for teams.
- Take soccer sign up flyers to primary school.
- Conduct coaches meeting.
- Help place players on teams.
- Point of contact for coaches of U8 league.
- Organize game schedule along with other commissioners.
- Crowd control at games.
- Available on game day to assist coaches, players, and parents.
- Work with referee assignor to ensure coverage.
- Ensure uniforms are distributed to coaches.
- Ensure awards are distributed to coaches
- Communicate concerning league business for U8 league.
- Schedule pictures for league in coordination with other commissioners.



Hamilton North FC Roles and Responsibilities

Hours required:

- 3 hours per week during soccer season.
- 60-90 minutes every other week (attend board meetings).

U10 Rec Commissioner

Role:

- Organize and execute U10 rec league.

Responsibilities include:

- Organize coaches for teams.
- Take soccer sign up flyers to primary school.
- Conduct coaches meeting.
- Help place players on teams.
- Point of contact for coaches of U10 league.
- Organize game schedule along with other commissioners.
- Crowd control at games.
- Available on game day to assist coaches, players, and parents.
- Work with referee assignor to ensure coverage.
- Ensure uniforms are distributed to coaches.
- Ensure awards are distributed to coaches
- Communicate concerning league business for U10 league.
- Schedule pictures for league in coordination with other commissioners.
- Help organize award ceremony.

Hours required:

- 3 hours per week during soccer season.
- 60-90 minutes every other week (attend board meetings).

Rec Plus / Travel Commissioner

Role:

- Organize and execute Rec Plus and Travel leagues.

Responsibilities include:

- Represent teams before the board.
- Convey league information to coaches.
- Assist coaches to gain coaching licenses.
- Work with referee assignor to ensure all games have referees.

Hours required:

- 3 hours per week during soccer season.
- 60-90 minutes every other week (attend board meetings).



Hamilton North FC Roles and Responsibilities

Registrar

Role:

- Club Registrar registers players and teams with Indiana Soccer.

Responsibilities include:

- Maintaining and setting up registration website.
- Exporting player registration data from Blue Sombrero website.
- Importing player registration data into GotSoccer.
- Ensure coaches have provided birth certificates of players and photo of player.
- Uploading Birth Certificate and image for each player in Rec Plus or Travel programs to GotSoccer.
- Notifying Indiana Soccer (via email) that players are registered in GotSoccer.
- Validating birth certificate against registered data.
- Ensure coaches have performed their mandated background check.
- Register travel and rec plus teams with their respective league.

Hours required:

- 10-15 hours before season begins in fall. 5 hours prior to season beginning in spring.
- 1-2 hours during off-season.
- 60-90 minutes every other week (attend board meetings).

Field Commissioner

Role:

- Organizes field maintenance and cares for home soccer fields.

Responsibilities include:

- Ensures fields have proper goals in place.
- Organizes grounds and turf maintenance.
- Field signage and sponsorship signage in tact.
- Order equipment for fields (flags, nets, paint, goals)
- Organizing volunteers to paint fields and field prep for games.
- Ensures mowing contractor has mowed when needed.
- Communicate on website field status (open/closed)
- Ensure port a potty's are delivered and picked up.

Hours required:

- 1 hour per week during season.
- 60-90 minutes every other week (attend board meetings).



Hamilton North FC Roles and Responsibilities

Other Positions:

Practice Field Coordinator

Role:

- Organizes field practice schedules with the coaches.

Responsibilities include:

- Puts together field practice schedule and distributes to coaches.
- Handles special requests from coaches when wanting to move a practice.

Hours required:

- 2-3 hours prior to season beginning.
- As needed to handle special requests during season.

Sponsorship Coordinator

Role:

- Works with businesses to secure sponsorships.

Responsibilities include:

- Reaches out to businesses requesting sponsorships.
- Ensures that sponsors are added to sponsor board.

Hours required:

- 2-4 hours prior to season beginning.

Webmaster

Role:

- Updates website with pertinent information for the club.

Responsibilities include:

- Posting important announcements and links on website.
- Updating contact information on website.
- Helping keep consistent branding across website.

Hours required:

- 1-3 hours prior to season beginning.
- 15-30 minutes every other week.



Hamilton North FC Roles and Responsibilities

Spirit Wear / Uniforms

Role:

- Works with vendors to organize uniform and spirit wear purchases for club.

Responsibilities include:

- Present uniform and spirit wear options to board.
- Working knowledge of when uniforms will be discontinued.
- Liaison between vendor and coaches concerning orders (unless direct ordered through vendor).
- Track numbers on uniforms per player to ensure no duplication within same division.

Hours required:

- 2-5 hours prior to season beginning.
- As needed to handle special requests during season.

Referee Assignor

Role:

- Organizes referees for recreation games.

Responsibilities include:

- Puts together referee schedule for rec league games.
- Works with high school representative to fill referee schedule.
- Distributes money to referees on game day.

Hours required:

- 2-3 hours prior to season beginning.
- 1-2 hours per week during season (being present before games to pay referee)



Hamilton North FC Roles and Responsibilities

Recreation Coach

Role:

- Directs recreation soccer team.

Responsibilities include:

- Communicate with parents concerning practice and game schedules.
- Ability to learn coaching skills.
- Train children on the essential soccer skills needed at the appropriate age level.
- Be a good role model for children.
- Conduct at least 2 practices per week.
- Put together practice plans.

Hours required:

- 3 hours prior to season beginning.
- 3-5 hours per week during season (2 practices and 1 game per week).

Rec Plus / Travel Coach

Role:

- Directs Rec Plus / Travel soccer team.

Responsibilities include:

- Communicate with parents concerning practice and game schedules.
- Obtain coaching "E" License (required for travel only)
- Ability to continue learning coaching skills.
- Train children on the essential soccer skills needed at the appropriate age level.
- Be a good role model for children.
- Conduct at least 2 practices per week.
- Put together practice plans.
- Gather and provide birth certificates and images for player cards to registrar.
- Communicate with Rec Plus / Travel commissioner concerning club pass players.
- Ensure players have uniforms, equipment, and other essentials to play.
- Pay referees at game.
- Attend league coaches meeting and HNFC coaches meeting.
- Setup fields prior to games. (flags, fields painted)

Hours required:

- 10-15 hours prior to season beginning.
- 5-15 hours per week during season (2 practices and 1-2 game per week).

