

# **GREEN BAY STRIKER BY-LAWS**

**(revised July, 2011)**

The by-laws are an agreement of the members of the Green Bay Strikers for the regulation of internal affairs and for dealings of the association with other parties.

## **DUTIES OF THE BOARD OF DIRECTORS**

Members of the Board of Directors shall:

1. Carry out their duties in a spirit of cooperation, keeping in mind that the program belongs to our youth.
2. Use their own initiative and imagination in fulfilling duties.
3. Attend the monthly meetings of the Board of Directors.
4. Keep a notebook for meetings and report progress made at each meeting of the Board of Directors.
5. Assist in conducting registration, coaches/referee training, Soccer Festivals, equipment handout, and coaches banquet.

## **PRESIDENT**

The President shall:

1. Uphold and enforce the constitution of the Green Bay Strikers.
2. Coordinate and represent the entire program.
3. Conduct monthly meetings of the Board of Directors on a regular basis and follow up to make sure jobs are being done. Call special meetings of the Board as necessary.
4. Assist in selecting people to fill non-elected positions on the Board.
5. Pass on knowledge or information from previous years to administrative personnel.
6. Assist in registration and draft.
7. Sign any deeds, mortgages, bonds, contracts, or other instruments as directed and authorized by the Board of Directors.

## **VICE-PRESIDENT**

The vice-president shall:

1. Preside and carry on the duties of the President in the event of the President's absence or disability.
2. Assist in registration and conduct the draft.
3. Be the President's liaison to all committees and report to the President.

## **SECRETARY**

The secretary shall:

1. Keep minutes of the meetings of the Board of Directors.
2. Give notice of all meetings when directed by the President.
3. Be responsible for all correspondence as directed by the President and/or the Board of Directors.
4. Send letters of appreciation to all sponsors and patrons.
5. Be custodian of all corporate records (except those under the custody of the Treasurer.)
6. Keep a register of contact information of all members.

### **TREASURER**

The Treasurer shall:

1. Collect all funds due the association and make disbursements for payments of all obligations as authorized by the Board.
2. Keep a suitable set of books and shall submit monthly statements to the Board of Directors and year-end statement covering all receipts and expenditures and a balance sheet.
3. Take charge, custody, and responsibility of all funds and securities of the organization, and deposit all such monies in the name of the organization in banks, trust companies, or other depositories as approved by the Board of Directors.

### **DIRECTORS OF COMMITTEES**

Each Director of a Committee shall:

1. Coordinate and represent a specific committee.
2. Assist in selecting people to fill their committee.
3. Pass on knowledge or information from previous years to the Associate Director and committee members.
4. Perform the duties specified.

### **DIRECTOR OF REGISTRATION**

The Director of Registration shall:

1. Coordinate the registration of all players, coaches and referees.
2. Coordinate the printing and distribution of registration flyers and newsletters.
3. Oversee the registration receipts by the Treasurer and the input and count of registration forms by the Administrative Secretary.
4. Prepare and distribute to the Board of Directors the numbers of players, coaches, teams and referees at the monthly meeting immediately following registration.

### **DIRECTOR OF COACHES TRAINING**

The Director of Coaches Training shall:

1. Provide training for all new and returning coaches.
2. Coordinate training requirement record keeping with the Administrative Secretary.
3. Provide resources for all coaches.

## **DIRECTOR OF COACHES STAFFING**

The Director of Coaches Staffing shall:

1. Be responsible for the recruiting, registration and assignment of coaches for all teams.
2. Oversee the selection and approval of coaches, including age qualifications, number of teams permitted each coach, coaches seniority and training.
3. Coordinate assignment of coaches to teams with the Administrative Secretary.

## **DIRECTOR OF REFEREE TRAINING**

The Director of Referee Training shall:

1. Provide training for all new and returning referees.
2. Coordinate referee training and communication with the Director of Referee Staffing/Scheduling.
3. Assist in referee assessment.

## **DIRECTOR OF REFEREE STAFFING/SCHEDULING**

The Director of Referee Staffing/Scheduling shall:

1. Be responsible for acquiring and assigning referees for all scheduled games.
2. Contact all potential referees using the previous year's referee roster and inform them of the referee clinics.
3. Assist the Director of Referee Training in conducting training for all referees.
4. Distribute rulebooks and equipment to all referees.
5. Be responsible for fees owed to referees and shall present a statement to the Treasurer for payment. Fees will be determined by the Board of Directors.
6. Report to the President any action by a player, coach, assistant coach or spectator that has resulted in a protest or possible disciplinary action.

## **DIRECTOR OF SCHEDULING**

The Director of Scheduling shall:

1. Prepare the scheduling of all regular season games and be responsible for the scheduling of all make-up games.
2. Work through the Division Coordinator in scheduling make-up games.
3. Prepare a separate schedule for each division, both boys and girls, and give copies to each Division Coordinator for distribution. Schedules shall include team names and the time and location of each game.

## **DIRECTORS OF EQUIPMENT**

Each Director of Equipment shall:

1. Be responsible for buying of uniforms, balls, nets, flags, trophies and all other designated equipment necessary to the soccer program.
2. Distribute all practice balls, game balls, uniforms, or applicable equipment to the Division Coordinators and keep a record of such distribution.

### **DIRECTOR OF FIELDS**

The Director of Fields shall:

1. Locate sites for playing and practice fields.
2. Coordinate with the Park and Recreation Department in each field area to help in marking and maintaining the fields.
3. Be responsible for assuring proper goals, nets, and other equipment at each field.

### **DIRECTOR OF SOCCERFESTS**

The Director of Soccerfests shall:

1. Be responsible for the overall planning, organization, scheduling and running of the Soccerfests.
2. Coordination of dates, fields, concessions and volunteers.
3. Coordination of field preparations with the Director of Fields and Division Coordinators.
4. Coordination of trophy/picture distribution and equipment turn-in.

### **DIRECTOR OF PUBLICITY AND INFORMATION**

The Director of Publicity and Information shall:

1. Be responsible for the printing of all material necessary to run the soccer program.
2. Be responsible for publications of scores to the local media.
3. Represent the association to any organization as directed by the President of the Board of Directors.
4. Employ a photographer for team pictures to be distributed to each player during the soccer season.

### **DIRECTOR OF DIVERSITY**

The Director of Diversity shall:

1. Promote soccer and the Green Bay Strikers to the community.
2. Provide translation of registration material.

### **DIVISION COORDINATOR**

The Division Coordinator shall:

1. Be liaison between the division coaches and the Board of Directors as “Coach

Representatives”.

2. Receive and distribute uniforms, balls and other association material and keep a record of such distribution.
3. Be responsible for collecting all equipment from division coaches immediately after the soccer season is completed.
4. Distribute printed material to coaches as directed by the Board.
5. Be responsible for seeing that every team in his division has a coach.
6. Assist the President and Vice-President in conducting the division draft.
7. Keep divisional team standings (win, tie, loss and points) if necessary.

### **REPRESENTATIVES TO THE AREA BOARD**

Representatives to the Area Board shall:

1. Attend all meetings of the Area Board and vote in that organization on behalf of the Green Bay Strikers Soccer Association.
2. Keep the District organization informed of the activities of the Area Board as it relates to tournaments, clinics, rule changes etc.