



Updated Fall 2007

DUTIES OF OFFICERS

1. The President will be the Chief Executive officer of the Club. The President shall preside at all meetings of the Board of Directors and shall have the general and active management of the affairs of the Club. The President shall see that all orders and resolutions of the Board of Directors are carried into effect. In addition, the President shall:

- Chair the Discipline and Appeals Committee meetings;
- Represent the Club to the Ontario Soccer Association and the Eastern Ontario District Soccer Association (EODSA);
- liaise with area soccer clubs;
- represent the Club at the Ottawa-Carleton Soccer League (OCSL);
- attend all meetings of the EODSA or the OSCL and/or ensure that a designated representative for Club is in attendance;
- ensure that the Club retains a membership in good standing with the EODSA and that payment of all required fees and/or fine levied by the OCSL/ERSL/OYSL are paid on a timely basis.

2. The Vice-President shall in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as shall from time to time be imposed upon him by the Board of Directors. In addition to the above-noted duties and powers, the Vice-President shall:

- participate as a member of the Discipline and Appeals Committee and/or act as chair when requested to do so by the President;
- liaise with all governing bodies, the City of Ottawa and area clubs

3. The Director Youth Development shall:

- have prime responsibility within the club for youth soccer (U21 and below)
- ensure that recreational teams and coaches are assigned by age group;
- in conjunction with the Board, establish the number of teams that play in the Competitive, Recreational, or House League;
- in conjunction with the Board, establish the number of teams that play in the OCSL/ERSL/OYSL;
- recommend to the Board the number and level of teams to be entered into the OCSL/ERSL/OYSL to represent the Club;
- ensure that all players have the opportunity to display their soccer skills and abilities prior to the start of league play. This should permit creation of balanced teams based on the equitable assignment of players commensurate with their abilities to play the game;
- set up the schedule of all games and assign playing fields for both games and practices;
- organize the try-out sessions for all teams and ensure that all the players have the opportunity to display their soccer skills and abilities;



- ensure that all players selected to participate at the Competitive and Recreational level have been duly registered by the club in accordance with the rules set down by the Board;
- ensure that the registration fees with the OCSL and EODSA are duly paid;
- submit a list of all players selected by the Representative Teams to the Registrar for registration purposes information;
- ensure that all OCSL/ERSL/OYSL schedules and information are properly distributed among the Recreational and Competitive team coaches and that copies are given to the Board;
- ensure that all Club teams understand the disciplinary procedures as laid out by the EODSA and that any disciplinary action taken against any Club team is adhered to regardless of any feeling of injustice;
- act as the liaison between the OCSL/ERSL/OYSL and the Club Recreational and Competitive teams, officials and players, in all matters;
- organize the administration and operation of the competitive programs of the Club as appropriate;
- integrate the competitive/recreational team schedules as provided by the OCSL/ERSL/OYSL
- and assign field for both practice and games ensuring that fields are not double booked;
- participate as a member of the Discipline and Appeals Committee when requested to do so by the President;
- generally administer the activities of youth representative soccer within the club.

4. The Director - Technical shall:

- take prime responsibility for all technical matters within the Club. This may include Coach Development, Player Development and Referee Development;
- participate as a member of the Discipline and Appeals Committee when requested to do so by the President;
- as ble, organize a technical sub-committee which may include a "Club Head Coach, Director Youth Development and a Referee-in-Chief. The Technical Director may act in any or all of these capacities as required.
- select the coaches for all the Representative Teams playing in the OCSL/ERSL/OYSL, or any other official league and submit their names to the Board for approval. Once this approval has been given then submit the list to the OCSL/ERSL/OYSL for inclusion in to the league schedule
- supervise all paid employees of the Club

The Club Head Coach should:

- organize the training and development of coaches within the Club to ensure that adequate coach resources are available for all Club activities;
- liaise with other soccer organizations to maximize the availability of training clinics to Club coaches;
- develop and implement a Coach Development Plan for the Club;



- organize coach training clinics to implement the Coach Development Plan as required
- organize skills training and development for players within the Club;
- organize and deliver a winter program at all levels; a summer soccer school; skills clinics; an Academy and any other player development activities required at any time of the year.

The Referee-in-Chief should:

- organize the training and development of referees within the Club to ensure that adequate refereeing resources are available for all Club games;
- recommend a scale of referees fees;
- ensure that each referee is familiar with the rules prior to the Club and/or the OCSL/ERSL/OYSL dependent upon the level of games they will be administering;
- establish a reporting procedure for the referees by which all matters of importance to the discipline committee are duly recorded and documented, clearly and completely for use by the discipline committee;
- assess the performance of the Club referees in the game situations throughout the playing season;
- arrange a system whereby referees are scheduled for games and paid on a regular basis.

5. The Director at large – Equipment shall:

- have prime responsibility for the selection and purchase of equipment;
- have prime responsibility for the maintenance and inventory of all equipment;
- have prime responsibility for the distribution of equipment at the start of the season and the collection of equipment at season's end;
- participate as a member of the Discipline and Appeals Committee when requested to do so by the President

6. The Director at large – Facilities shall:

- liaise with the City to advise of the needs (short and long term) of the Club with respect to playing fields as well as other facilities including gyms;
- schedule and allocate fields and other facilities within the club as needed;
- participate as a member of the Discipline and Appeals Committee when requested to do so by the President

7. The Director – Health, Safety and Volunteer Screening shall:

- ensure the promotion of health, safety and certification of First Aid and/or CPR among Club coaches, officials and members.
- Coordinate volunteer screening, including Police Checks, on an annual basis
- participate as a member of the Discipline and Appeals Committee when requested to do so by the President



8. The Treasurer shall have custody of the funds and securities of the Club and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Club in the books belonging to the Club and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Club in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board of Directors from time to time. The Treasurer shall disburse the funds of the Club as may be directed by proper authority taking proper vouchers for disbursements, and shall render to the President and Directors at the regular meeting of the Board of Directors, or whenever they may require it, an accounting of all transactions and a statement of the financial position, of the Club. All disbursements made by or on behalf of the Club shall be duly executed by the Treasurer and one other Board member. The Treasurer shall also perform such other duties as may from time to time be directed by the Board of Directors including:

- preparing an annual operating and capital expenditures budget for the Club;
- prepare and submit a written interim financial report at each regular Board meeting.

9. The Secretary may be empowered by the Board of Directors, upon resolution of the Board of Directors, to carry out his affairs of the Club generally under the supervision of the Officers thereof and he shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Secretary shall give or cause to be given notice of all meetings of the Members of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision the Secretary shall be. The Secretary shall be custodian of the seal of the Club, which the Secretary shall deliver only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution. In addition, the Secretary shall:

- establish an effective communication network for the distribution of information within the club;
- establish a publicity network by which information regarding Club activities, statistics and special events are given the greatest exposure to the residents of the City

10. The duties of all other Officers of the Club shall be such as the terms of their engagement call for or the Board of Directors requires of them. This shall include the following:

(I) The Registrar shall:

- organize, direct and control the timely registration of all players within the club and with the OCSL, EODSA, OSA, CSA and other Registrars as needed;
- ensure that all players registering for soccer are advised of the opportunity to try-out for the Representative teams.

The Registrar shall, as it relates to registration of registered participants and (as a result, members) shall ensure the following:



- All players competing on Club teams, whether solely within the club or as members of a Recreational team in the OCSL, or as a Competitive team in the EODSA/OYSL, shall be properly registered (including proof of age) by the club Registrar prior to participating in any manner with any team.
- Players registered to play on Competitive teams shall complete whatever additional registration which may be required by the EODSA in accordance with the OSA requirements.
- Every player once registered with the Club shall be immediately eligible to participate with his/her assigned team. Any player subsequently registered for participation in the OCSL/ERSL/OYSL shall be subject to the limitations as provided for in the OSA Constitution. It will be the prime responsibility of the coach to ensure that these Rules and Regulations are followed.
- No player shall be permitted to participate as a member of more than one team within the Club except as allowed for in OCSL/ERSL/OYSL rules.
- Any player registered with another soccer club and playing in the OCSL/ERSL/OYSL shall not be eligible to participate for any Club team.
- No team in Club shall operate with more than 18 registered players, except with the approval of the Board.
- A youth player shall mean any amateur player who has not attained his/her twentieth (20th) birthday before the 31st of December of the given season.
- The Club shall conform to the CSA/FIFA age group organization for play. Presently, this means that a youth player reaching the limiting age of the division in which he/she is registered, before the 31st of December of the given playing year, will be eligible to play in that division for the current season of that playing year.
- The Club will organize teams to play by age group. These age groups will be known by the age which all players have attained in the current playing year (e.g. Under 11 will consist of players who have attained their 11th birthday prior to December 31st) and will consist of players of each gender or mixed teams.
YOUTH: U6 to U20
SENIOR: U21, Open Age and Over 35
- Divisions comprising more than one age group may be organized.
- A player may play in any age division provided he/she has not reached the stipulated age before the 31st of December. It is the general policy of the Club to discourage the upward movement of players above their age level. However, special circumstances whereby a player is considered to be greatly superior to his/her peers and advancement will not jeopardize his/her ability to develop may be submitted to the Club Head Coach for consideration.
- Players registered with the Club will be permitted to play a limited number of games with Recreational or Competitive teams in accordance with the OSA Constitution. This shall be known as 'playing up'. Playing up will not jeopardize his/her eligibility to play with the Club House League teams. No player shall play up without the consent of the coach of the team on which the player normally plays.

(II) The immediate Past President shall:



- provide assistance and advice to the current President in all matters in which his experience and background knowledge is requested;
- perform any other special tasks as may be considered essential by the Executive Committee.