



Galveston County Youth Soccer

www.gcysoccer.org



GCYS IS AN ALL-VOLUNTEER ORGANIZATION. Anyone is welcome to seek election/appointment to a position either on the Executive Board of Directors (elected) or as a Assistant/Coordinator/Director (appointed by the board).

GCYS EXECUTIVE BOARD

All board members assist in the development of policies and procedures; determine how to raise and expend funds; help in formation of teams each season; handle problems with players, parents, coaches and other volunteers in the organization as they come up; help do tasks for which coordinators or volunteers have not been found; help with transition of new board members.

PRESIDENT: The president shall preside at all meetings of all nature and shall be general manager of the club. With approval of the Board of Directors, shall appoint such committees as may be required for the proper operation of GCYS, and shall appoint representatives to BAYSA and its committees as required.

VICE PRESIDENT: The Vice President shall act in the absence of the president with the same powers and authority and shall perform such other duties as may be assigned him by the president.

SECRETARY: The secretary shall keep the record of minutes of all meetings of GCYS, shall attend to all club correspondence, and shall give notice to meetings when required and shall maintain records of GCYS. The secretary shall also be responsible for reserving any needed spaces or locations for club use.

TREASURER: The treasurer shall receive and account for all funds of GCYS, which shall be kept in a bank or banks designated by GCYS. The treasurer shall reimburse funds at the discretion of GCYS or as authorized by GCYS, shall present detailed reports of income and expenditures of current finances at the regular meetings, and shall prepare a written report annually for the annual meeting, which will depict the ending financial status and the transactions for the preceding year. The treasurer shall also at notice submit for review or audit all financial information for GCYS. The Treasurer shall inform the President of any expenditure's over the amount that is specified by the GCYS Board.



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REGISTRAR: The Registrar is responsible for all GCYS player registration including approval of scholarships for registration. The Registrar coordinates registration and effects player adds, drops, transfers, Club insurance papers, medical forms for player, player passes and other documentation to players and coaches. The Registrar will work with the President to coordinate Registration dates. (Computer/knowledge of Excel required)

GCYS ASSISTANTS/COORDINATORS/DIRECTORS

These are generally the responsibilities. Any or all positions may be filled by 2 or more people if they wish to share the tasks.

COACH DEVELOPMENT DIRECTOR: The Coach Development Director is responsible for directing and overseeing coaching and player development programs for GCYS by recruiting, training, evaluating and retaining coaches and players for competitive and recreational soccer programs. The Coach Development Director will also conduct and oversee tryouts, train and monitor the team coaches and help them plan and implement practice sessions, promote the club within the community and help with public relations, and perform other duties as assigned by the GCYS board of directors.

DISCIPLINE and PROTEST DIRECTOR: The Discipline and Protest (D&P) shall represent the GCYS at all BAYSA D&P activities including but not limited to: attending regularly scheduled meetings, being on call for BAYSA playoff rulings (usually by phone), and acting as a field marshal upon request of the BAYSA D&P Chairperson. The D&P shall also provide the following tasks for the Club: reside as the chairperson of the Board of Conduct to resolve any issues within the Club, coordinate changes to the Constitution and By-Laws, distribute team penalty reports to coaches prior to playoffs.

FIELD/EQUIPMENT COORDINATOR: The Field/Equipment Coordinator is responsible for supervising and managing all of the weekly GCYS field repairs and maintenance. The Field/Equipment Coordinator is responsible for organizing, maintaining, and the distribution of the GCYS equipment inventory to team coaches including, but not limited to, game goals, practices goals, nets, net clips, corner flags, line paint, and paint supplies. The Field/Equipment Coordinator shall also work as the liaison on behalf of GCYS in dealing with local governmental authorities in arranging for use of fields GCYS. The Field/Equipment Coordinator can organize and lead other volunteers to help with the preparations of the fields/complex for the season and special field set up



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projects. In addition, the Field/Equipment Coordinator shall have such other powers and duties as may be assigned to the Field/Equipment Coordinator by the President and Board of Directors. The Field/Equipment Coordinator shall be responsible for creating, implementing, and maintaining safety standards for GCYS. In addition, the Field/Equipment Coordinator shall inform and educate all parties involved with GCYS of said safety standards and help ensure safety standards are followed.

FUNDRAISING COORDINATOR: The Fundraising Coordinator is responsible for setting up fundraising campaigns to help offset the rising costs of running GCYS. All campaigns will need to be approved by the Board of Directors.

PARKS DIRECTOR: The Parks Director is responsible in representing GCYS in all interactions with the City's Parks and Recreation Committees, or the equivalent, within GCYS district. This includes having field allocation meetings, in order to maintain a good working relationship with the city and secure fields for our teams' practices and games. The Parks Director is also responsible for reporting back to the Board with any field issues.

PICTURE/TROPHY COORDINATOR: The Picture/Trophy Coordinator is responsible for procuring and distributing all pictures and trophies to teams and plaques to team coaches.

PUBLICITY COORDINATOR: The Publicity Coordinator is responsible for publishing scores, registration information, and other events by working with the newspapers, cable stations, school newsletters, and the webmaster throughout the year as deemed necessary by the Board of Directors.

REFEREE COORDINATOR: The Referee Coordinator, preferably a licensed referee, is responsible for the recruiting, training and supervising of all referees in the GCYS region. The Referee Coordinator shall require that each referee, assistant referee, and youth referee complete a volunteer application form. The Referee Coordinator will schedule referee meetings for referees within GCYS to go over rule changes/issues, certification/training clinics, provide feedback to new referees, and shall coordinate his/her efforts with the BAYSA Referee Administrator. The Referee Coordinator shall be responsible for the scheduling of referees and assistant referees for in-house games



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within GCYS, or delegate such task to another responsible volunteer or assistant and coordinate such efforts with the GCYS Scheduler Coordinator.

REGISTRATION ASSISTANTS: The Registration Assistant is responsible for assisting the Registrar by helping out by assembling/labeling packets before registration and delivering to local schools, recreation department, library, and hanging up flyers at local businesses. The Registration Assistant is also responsible for helping at registration by passing out forms and answering questions.

SCHEDULER COORDINATOR:

SCOREKEEPER COORDINATOR: The Scorekeeper Coordinator is responsible for collecting all of GCYS BAYSA game-cards. The Scorekeeper Coordinator shall be responsible for entering the necessary game-card data into the appropriate designated BAYSA database. The Scorekeeper Coordinator shall also notify the Discipline and Protest Director of any game or game card violations. In addition, the Scorekeeper Coordinator shall have such other powers and duties as may be assigned to the Scorekeeper Coordinator by the President or the Board of Directors.

SPONSORSHIP/SCHOLARSHIP COORDINATOR: The Sponsorship/Scholarship Coordinator is responsible for fundraising activities to be carried on by the teams associated with GCYS. The Sponsorship/Scholarship Coordinator shall be responsible for any Corporation fundraising activities to be carried out on behalf of GCYS. In addition, the Sponsorship/Scholarship Coordinator shall have such other powers and duties as may be assigned to the Sponsorship/Scholarship Coordinator by the President or the Board of Directors.

TOURNAMENT COORDINATOR: The Tournament Coordinator is responsible for the overall success of the annual GCYS Tune-Up soccer tournament. This includes applying for BAYSA sanction, reserving the field sites, recruiting members of the tournament committee, directing the duties of the committee members, conducting committee meetings, act as contact person for all team inquiries, creating the tournament schedule, and being available during the tournament to handle any conflicts or problems that may arise. Work with the Publicity Coordinator and the Webmaster with getting the Tournament information published and advertised.



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U6/U8 CITY COORDINATOR: The U6/U8 City Coordinator is responsible for acting as a liaison between the small sided teams within GCYS. In addition, the U6/U8 City Coordinator shall coordinate scheduling of games played by teams, placing players on teams, and finding coaches for teams.

UNIFORMS COORDINATOR: The Uniform Coordinator is responsible for ordering and distributing all GCYS uniforms before the Fall season starts and on occasion during the Spring season. (Good record keeping skill is a plus)

UNIFORM ASSISTANTS: The Uniform Assistant is responsible for assisting the Uniforms Coordinator by sorting uniforms and passing them out to the Team Managers before the Fall/Spring season starts. (2-3 people needed)

VOLUNTEER COORDINATOR: The Volunteer Coordinator is responsible for calling volunteers and providing them their job duties for the season, maintaining the volunteer job descriptions by keeping them up to date, helping organize volunteers for GCYS events.

WEBMASTER: The Webmaster is responsible for working with all of the GCYS reps to establish and maintain a working, interactive web page (www.gcysoccer.org) that maintains standings, schedules, news, links, manager information, and other pertinent information that facilitates communication within the GCYS and the greater soccer community.