

Suggested Duties of the RDYSL Soccer Club President Updated January, 2013

Once

1. Upon taking over club update the Club President's message on the club website.
2. Send notification letters to NYSWYSA (or email) telling them of the new President and contact information
3. Get your club login information (username and password) for the RDYSL website from previous club president. Use the information to login to the RDYSL website and update your club president contact information on RDYSL website. While there verify the other club personnel information is correct. You should change the password since you have had a turnover in your club staff.
4. Notify anyone with whom the club has contractual arrangements, such as indoor winter practice time or meeting locations of new President with contact information
5. Notify Town and School(s) of new President
6. Update any materials, or websites with new Club President information
7. Ensure you know how incoming mail is received and how it is handled
8. Obtain any keys and codes that may apply for things like storage locations, bank accounts, etc.
9. Get new Tax Exempt certificate (when taxes are filed) with your signature
10. Determine how club finances are handled and what your role will be
11. Determine how your website is maintained and what your role will be.
12. Review process for how your coaches are selected. There will be NO more important members of your club than your coaches. They make or break your organization.
13. Determine required training for your coaches, team managers and anyone else who might need it, like your Registrar.

Annually

1. Ensure any contracts that might need to be renewed are handled properly

Monthly

1. Ensure RosterPro website is checked for invoices and sent to Treasurer for payment
2. Send request for monthly board agenda items to board members
3. Ensure monthly board meeting agenda is prepared and distributed
4. Think about who you can recognize for their contributions to the club
5. Check RDYSL calendar for any items due this month

Daily

1. Check for email from RDYSL

January

1. Ensure submission of tax information to accountant for submission.
2. Ensure photo sessions are scheduled. Get Photo Company to sponsor club for financial aid purposes.
3. Update board members on RosterPro site to ensure they are covered by Board of Directors insurance.
4. Update President, Treasurer, and Registrar on RDYSL website by using the club login to the RDYSL website.
5. Initiate contact with Town or School (or other field providers) office for upcoming season needs like goals, nets, coach training, etc.

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6. Ensure recommendations for each team's divisional placement with RDYSL are prepared for upcoming team for registration.
7. Ensure registration of teams begins in accordance with RDYSL schedule, listed on the *Calendar of Events* on the Website.
8. Designate a person to track your teams through the entire RDYSL team registration process. Their job is to make sure all teams get registered before the deadline.
9. Ensure every team is aware of the mandatory RDYSL coaches meeting. Every team must be represented or the club will be fined.

February

1. Ensure every team has a specific individual who is going to attend the RDYSL MANDATORY Coaches meeting. The head coach if at all possible should be at this meeting.

March

1. Send any necessary updates of Voting Delegates to RDYSL
2. Ensure attendance by every team at the MANDATORY RDYSL Coaches meeting. Club is fined for each absence
3. Make sure RDYSL Player Registration Bill is paid. This bill was sent to club president in February when team registration is complete. Failure of payment means no player passes processed by RDYSL registrars.
4. Make sure Rochester Referee Unit Assignor Bill is paid. Failure could mean no referees for your home games.

April

1. Work with your field providers to get fields opened, lined, goaled and netted.
2. Ensure you have any required Town or School permits for field use or any other club functions.
3. Make sure teams and coaches get their preseason game changes completed and entered into the RDYSL website
4. Make sure club Field Coordinator gets your home game fields entered into the RDYSL website

May

1. Schedule annual club meeting
2. Is all *insurance* in place? Players, board members, equipment storage facilities, etc.
3. If you are a 501(c)3 organization your annual tax filing to IRS due no later than 15th.
4. Start preparation for fall tryouts and any other programs your club may run in the fall.
5. Budget for next year including setting of club fees.
6. Make sure you or a designee check the Club Fines and Game Information at frequent intervals (suggestion of twice a week minimum). This will allow you to spot undesirable trends with teams or address any issues with the League. The Club Fines and Game Information is available through your RDYSL club login. Continue this checking throughout the season (May, June, July and August).

June

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1. Update any information that may be distributed about your tryouts or other activities

July

1. Ensure distribution materials prepared in June are appropriate
2. Ensure Parent Handbook (if you have one or use the RDYSL version) is updated for upcoming season

August

1. Request and distribute insurance certificates for next season from NYSWYSA. Places like Brighton Sports Zone, Total Sports Experience require the insurance certificates of clubs using their facilities.

September

1. Get word out on any special training opportunities your club might provide its members.
2. Ensure selection of new coaches by coaching committee for every team
3. Ensure website and other pertinent locations are updated with new teams/coaches/managers (ongoing until all selected).
4. Attend RDYSL annual September President's Meeting (optional but recommended)
5. Select club meeting dates for following year, post on website and get into the board minutes. Recommend you avoid holidays and special days like Mother's Day.

October

1. Schedule next year's monthly board meetings. Avoid holidays and special days like Mothers/Fathers day.
2. Notify the site of your board meetings of the dates needed for meetings.
3. Does club want to sponsor a Coach's Training event such as an Intermediate, "E" or even "D" course, if yes submit form from NYSWYSA web site and find location
4. Have club registrar use Roster Pro to initiate background checks on new coaches, assistant coaches, team managers and board members. Passes are good for 2 years and need to be renewed so not everyone will need to undergo the process.
5. Ensure RDYSL bill for previous season has been paid. 5% will be added to the bill if late.

November

1. Conduct annual club meeting
2. Ensure teams have plans for a Coaches Meeting with that team's parents/caregivers
3. Attend annual NYSWYSA meeting.
4. Attend annual RDYSL meeting. Lack of attendance is a fine.
5. Ensure Coach and Manager's Handbooks are updated

December

1. Schedule annual coaches meeting in January including new RDYSL rules, etc.
2. Every other year (even number years) put together a committee to review and recommend changes to the club By-Laws and other policies and procedures.
3. Solicit your head coaches for input to the January submission of team placement comments for RDYSL divisional assignments

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Appendix A – Request for Insurance Certificates

TO: Office@nyswysa.org

I need certificates of liability insurance for the 2009 soccer season starting September 1st! Please send electronic files back to me ASAP! I am late in delivering to the Town.

If you should have any questions please contact me at 585-xxx-xxxx (C) or 585-yyy-yyyy (H).

Thank you in advance for all of your help.

Brighton Sports Zone
3195 Brighton Henrietta Townline Road
Rochester, NY 14623

All Star Sports Arena
557 East Ridge Road
Rochester, NY 14621

Rochester Sports Garden
1460 East Henrietta Road
Rochester, NY 14623

St. John Fisher College
3690 East Avenue
Rochester, NY 14618

Total Sports Experience
880 Elmgrove Rd
Rochester, NY 14624

Penfield Central School District
2590 Atlantic Avenue
Penfield, NY 14526

Town of Penfield
1985 Baird Road
Penfield, NY 14526

Village Sports
2830 Baird Road
Fairport, NY 14450

Webster-Fairport Elks Lodge # 2396
1066 Jackson Road
Webster, NY 14580

International Soccer Skills Academy
200 Bouckhard Ave
Rochester, NY 14622

Our Lady of Mercy
1437 Blossom Road
Rochester, NY 14610

**Suggested Duties of the RDYSL Soccer Club President
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Browncroft Community Church
2530 Browncroft Blvd
Rochester, NY 14625

Senator Mike Nozzolio Indoor Soccer Center
865 Publishers Parkway
Webster, NY 14580

RCB Enterprises
1 Morrie Silver Way
Rochester, NY 14608

Monroe County
1 Morrie Silver Way
Rochester, NY 14608

Greater Rochester Sports Authority
1 Morrie Silver Way
Rochester, NY 14608

Greater Rochester Outdoor Sports Facility, Inc.
1 Morrie Silver Way
Rochester, NY 14608

Rochester Community Baseball Inc.
1 Morrie Silver Way
Rochester, NY 14608

Town of Penfield
Rothfuss Park
1648 Five Mile Line Road
Penfield, NY 14580

Premiere Sports Center
701 Phillips Road
Webster, NY 14580

Adirondack Sports Club LLC

PAETEC Park
460 Oak Street
Rochester, NY 14608

<Put you club president name here>
President, <Put your club name here>