



**JDF SOCCER ASSOCIATION – ROLES AND RESPONSIBILITIES of BOARD MEMBERS,  
ASSOCIATION EMPLOYEES and TEAM OFFICIALS**

As outlined in the JDF Soccer Association Bylaws, in addition to the roles and responsibilities set out in PART 6 – BOARD POSITIONS and Part 8 – TEAM ORGANIZATION, additional roles and responsibilities are outlined in this document.

**Definitions**

As outlined in the Bylaws:

- “Association” means the Juan de Fuca Soccer Association;
- “Board” means the Board of Directors of the Association;
- “Director” is a member of the Board;
- “Member” includes a Director, Team Executive, Adult Player, Parent and/or Guardian of a Youth Player. Additionally any person interested in promoting the purpose of the Association can request membership;
- “Player” means a person whose application for registration has been accepted by the Registrar for the current playing year;
- "Senior Manager" means a person appointed by the Board to manage the activities of the Association under the supervision of a Director;
- “Special Resolution” means a resolution passed at a general meeting by at least 2/3 of the votes cast by the voting members.
- “Team” means those players registered to a Team at the beginning of the season. Players are members of that Team until they are reassigned by the Technical Committee;
- “Team Executive” includes Coach(es) and Manager of a Team;
- “Technical Committee” includes Association Technical Director(s), Director(s) and Coach(es).

## **Role and Responsibilities of President**

As outlined in the Bylaws:

- The President is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.
- To act as one of the Signing Officers of the Association.

Additionally:

- To call and chair all Director's and General Membership Meetings.
- To represent the Association and to be present at its Meetings whenever possible.
- To cast deciding vote only.
- To arrange and supervise the normal conduct of Association business through the Directors, and Senior Managers or sub-committee members, if any.
- To ensure that a Financial Statement of the Association is prepared and filed once a year.
- To assist District and Division Director(s) in their role advising and supporting each Team Executive.
- To assist District and Division Director(s) in appointing a suitable Coach (and Manager as available) for each Team, subject to ratification of the Board.
- To arrange that new Director are oriented to their roles and responsibilities.
- To lead the development of a long-term vision and strategic plan at intervals necessary to support the long term success of the Association.
- To act as the primary liaison with outside agencies (e.g. Lower Island Soccer Association (LISA), BC Soccer, City Centre Park, School District #62, City of Langford, City of Colwood).
- To enter into rental agreements with outside agencies, subject to the review of the Director of Fields and Facilities and ratification of the Board.
- To appoint a Nominating Committee of three (3) Directors prior to each Annual General Meeting.
- To coordinate the Annual Awards Night with the assistance of the Director of Special Events and other Board members.
- To appoint annually, the Dick Darley Scholarship Committee, subject to the ratification of the Board.
- To monitor the JDF Box/Club Room Expenses, JDF Box/Club Room Rental Expenses, Storage, and Toilet Rental budgets throughout the year and make budget recommendations for future years.
- To represent the Association at the Lower Island Soccer Association District Presidents meetings and to appoint an alternate if unable to attend.
- To arrange field markings based on weekly game schedule.

### **Role and Responsibilities of Vice-President**

As outlined in the Bylaws:

- The Vice-President is the vice-chair of the Board and is responsible for carrying out the duties of the President if the President is unable to act.

Additionally:

- To assume the duties of the President when the President is not available.
- To assist the Presidents in the duties the President so delegates.
- To act as one of the Signing Officers of the Association.
- To investigate and report on disciplinary problems that arise among Team Executive, Players, and Referees within the bounds of the Association and to give help and guidance to Team Executive when called upon.
- Oversee and participate as needed on the Technical Committee, including overseeing the annual Assessments.
- To assist the Director of Coaching and Player Development in coordination of the annual Assessments as per the JDF Soccer Assessment Process.
- To assist the Director of Coaching and Player Development to conciliate any assessment dispute(s) and make recommendations to the Board when resolution is not reached.
- To assist in the monitoring of the Team Assessments budgets throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Secretary**

As outlined in the Bylaws:

- The Secretary is responsible for doing, or making the necessary arrangements for, the following:
  - (a) issuing notices of general meetings and directors' meetings;
  - (b) taking minutes of general meetings and directors' meetings;
  - (c) keeping the records of the Society in accordance with the Act;
  - (d) conducting the correspondence of the Board;
  - (e) filing the annual report of the Society and making any other filings with the registrar under the Act;
  - (f) to act as one of the signing officers of the Association.

Additionally:

- To record Policies and Procedures and Rules and Regulations.
- To keep records of all incoming and outgoing correspondence signed by the President or sent on behalf of the Board.
- To ensure that all Directors are made aware of all Director's and General Membership Meetings.
- To ensure all Association Members are made aware of General Membership Meetings.
- To maintain an address and telephone list of Directors, Senior Managers and sub-committee members, if any.
- To file the Society Annual Report (Form 11) and ensure LISA is provided with a copy.
- To ensure any motions passed by electronic means are recorded.
- To supply each Team Executive with an electronic copy of the Juan de Fuca Soccer Association Bylaws, Policies and Procedures, Rules and Regulations, Coach's Manual, and rules of the game (FIFA), as requested.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Treasurer**

As outlined in the Bylaws:

- The Treasurer is responsible for doing, or making the necessary arrangements for, the following:
  - (a) receiving and banking monies collected from the members or other sources;
  - (b) keeping accounting records in respect of the Society's financial transactions;
  - (c) preparing the Society's financial statements;
  - (d) making the Society's filings respecting taxes; and
  - (e) to act as one of the signing officers of the Association.

Additionally:

- To keep an accurate record of all receipts, expenditures and contributions.
- To give an up-to-date, accurate financial report to all Director's and General membership meetings and to prepare these financial records for financial statements at least once a year.
- To authorize expenditures of minor funds, from petty cash account not in excess of an amount regulated by the Board. All expenditures are to be subsequently ratified by the Board at the Directors meeting.
- To provide year to date expenditures upon request, to assist Board members with managing their respective budgets and make budget recommendations for future years.
- To prepare an annual budget for consideration and adoption by the Board.
- To process requests for Purchase Orders for the purchase of goods that will exceed \$500.
- To ensure the appropriate payments are made to BC Soccer Association and the Lower Island Soccer Association, in consultation with the Registrar.
- To prepare the BC Gaming Application and other grant applications with the assistance of the Registrar.

- To receive and process the necessary reports from the Referee Director to ensure Referees and Assistant Referees are accurately paid.
- To pay any sanctions levied by BC Soccer Association with the approval of the Board.
- To ensure insurance policies are in place to cover the necessary requirements of the contracts for fields and facilities rented by the association.
- To work with the auditor appointed at the General Membership meeting to ensure that at a minimum a Notice to Reader is available for each Annual General Meeting.
- To ensure that Lower Island Soccer Association (LISA) is provided with a copy of the Notice to Reader Financial Statement within 30 days of each Annual General Meeting.
- To propose registration fee adjustments, in consultation with the Registrar, for approval by the Board.
- To monitor the Computer Software and Equipment, Office Supplies, Scholarships, Service Charges and Telephone budgets throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

#### **Role and Responsibilities of Registrar**

- To organize registration of soccer players prior to commencement of each season in co-operation with the Board.
- To send out email notification through the system regarding upcoming seasons.
- To annually review the LISA registration manual to ensure deadline dates are known and incorporated into the association's system and reporting.
- To manage the registration system and provide access to members of the Board and Team Executive as needed.
- To provide Technical Directors with access to the registration system to obtain a list of registered players for the purpose of Assessments.
- To compile lists of available players, in age groups, to assist the Technical Directors and District or Division Director(s) with the formation of teams.
- To assist the Adult District Director and the Team Executive, when needed, in assigning adults to teams.
- To forward the name of any player who registered late to the appropriate District or Division Director for placement on teams, where possible.
- To co-ordinate the submission of team lists, master coaches lists, identification cards, birth certificates, and registration forms as required or requested by governing bodies.
- Attend the LISA Registrar's meetings.
- To ensure the appropriate payments are made to BC Soccer Association and LISA, in consultation with the Treasurer.
- To work with the Treasurer in developing the annual budget, including proposing registration fee adjustments, or changes to any other fees in consultation with the Treasurer, for consideration and adoption by the Board.

- Periodically review fees, rates (Early Bird/Late Fees, Family Discount, Volunteer, Refund) to other associations and propose changes, where required, for Board approval
- To assist the Treasurer, where required, in preparing the BC Gaming application and other grant applications.
- Ensure Transfers are properly recorded in the registration system and reported to LISA.
- Work with parents to apply for transfer exemption (Grandfathering) where applicable.
- Update website with registration information and refund forms and policies.
- To monitor the Registration system support and maintenance budget throughout the year and make budget recommendations for future years.
- To monitor the Registration system support and maintenance budget throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Referee Director**

- To determine game time and field allocation for each game and assign Referees and Assistant Referees as required.
- Working with other board members to ensure weekly game schedules are posted to the website.
- To liaise with governing bodies on officiating matters and ensure the Association is adhering to all officiating related rules, policies and guidelines as set out by the governing bodies.
- To ensure accurate reporting of disciplinary problems and report any discrepancies to the Vice-President.
- To provide the necessary reports to the Treasurer to ensure Referees and Assistant Referees are accurately paid.
- To provide information to prospective Referees and Assistant Referees regarding Referee clinics offered through BC Soccer Association.
- To work with the Director of Coaching and Player Development as needed to ensure partnership between Team Executives, Referees and Assistant Referees.
- To monitor the Referees and Referee Uniforms and Equipment budgets throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Director of Coaching and Player Development**

- To assist in the implementation, monitoring and evaluation of programs as they relate to the technical development aspects of the Association.
- To work with the club Technical Director(s) on the short and long-term player development, coaching education and certification.
- To work with the club Technical Director(s) to establish a schedule of offerings throughout the season.
- To provide regular updates to the Board regarding the Technical Director program.

- To coordinate annual Assessments as per the JDF Soccer Assessment Process, with the assistance of the Vice-President.
- To conciliate all assessment disputes with the assistance of the Vice-President, and make recommendations to the Board when resolution is not reached.
- To host an annual Coaches meeting with the assistance of the District or Division Director(s).
- To share information regarding club hosted, local and regional coach development opportunities.
- To monitor the Coaching Development, Training and Development, Team Assessments, and Spring League budgets throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Director of Fields and Facilities**

- To arrange, supervise and co-ordinate the use of facilities throughout the soccer year.
- To develop the practice schedule and share this schedule with Team Executive using the website.
- To communication scheduling changes to Team Executive.
- To assist the President in reviewing rental agreements with outside agencies, subject to ratification of the Board.
- To monitor the Field and Facilities budget throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Director of Projects and Fundraising**

- To assist with the development of short and long term sponsorship, fundraising, development and endowment opportunities and present these opportunities to the Board for ratification.
- To make recommendations regarding how to financially support the long-term vision and strategic plan of the Association.
- To organize and arrange for sponsors and/or contributors necessary to support all Teams in the Association.
- To monitor the Major Projects and Fundraising/Sponsorship expenses budgets throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Director of Risk Management**

- To coordinate the Criminal Record Check process and provide updated on the status of completion of these checks to the Registrar for entry into the registration system.
- To ensure a gender representative is appointed as required and identified by the Team Executive and Youth District Director or Mini Division Director.
- To ensure the Association has adhered to the BC Soccer Association's Risk Management Policy.

- To develop Association policies and programs in support of BC Soccer Risk Management programs.
- To provide recommendations on risk management topics such as insurance, liability and privacy.
- To develop and monitor the post-concussion protocol and return to play program.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Director of Communications**

- Overall responsible for handling the public image and all main communication initiatives of the association, such as: outreach, editing documents, web media, public engagement, and social media.
- To provide communications support and oversight for key documents (e.g. long term vision, strategic plan).
- To assist Board members with more challenging correspondence (e.g. a second reply to an unresolved issue, a concern brought forward by multiple Team Executives or Members in a division).
- To assist the Director of Projects with communications to support sponsorship, fundraising, development and endowment initiatives. The Director of Projects would supply all background information, of a particular initiative, and the Director of Communications will draft the documents required.
- To provide support in proofing and revising policies, procedures, guidebooks, handbook and other manuals.
- With assistance/guidance from the President, be the lead in managing crisis communications.
- To be the lead for content on the associations website and social media platforms (e.g. Facebook and Twitter). Seeks and identifies additional volunteers as needed for assistance with social media.
- To monitor the Website budgets throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Director of Equipment**

- To co-ordinate the supply of equipment to Team Executives immediately prior to the new season.
- To co-ordinate the return of equipment by Team Executive at the end of season.
- To co-ordinate the supply of equipment for programs run by the Technical Director(s) including Technical nights, Goalkeeping nights, Spring FUN League, Spring Technical Academy and Assessments.
- To assign all field equipment based on rental agreements, practice and game schedules.
- To arrange for on-site storage of field equipment during the season and secured storage of all field equipment during the off season.
- To maintain an up to date inventory of all available field equipment.



- To recommend renewal of old or worn field equipment and to purchase, upon approval of the Board, any new field equipment.
- To periodically review product choice, supplier(s) and purchase agreement(s) to ensure fiscal responsibility.
- To keep the available field equipment in good order by taking whatever steps are deemed necessary, with the help and/or prior sanction of the Board.
- To supply equipment and supplies necessary for field marking.
- To monitor the Equipment, First Aid Equipment, and Equipment and Field Maintenance budgets throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Director of Uniforms**

- To co-ordinate the supply uniforms to Team Executives immediately prior to the new season (with the exception of the Timbits).
- To work with Team Executives to ensure that uniform deposits are obtained and the deposits are cashed if Players do not return uniforms.
- To co-ordinate the return of uniforms by Team Executive at the end of season.
- To arrange for secured storage of all uniforms during the off season.
- To maintain an up to date inventory of all uniform equipment available.
- To recommend renewal of old or worn uniforms and to purchase, upon approval of the Executive, any new uniforms.
- To keep the available uniforms in good order by taking whatever steps are deemed necessary, with the help and/or prior sanction of the Executive.
- To carry an adequate supply of spare sets of uniforms to allow teams to wear alternate colours if and when necessary.
- To monitor the Uniforms – adult and Uniform mini/youth budgets throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Director of Special Events**

- To arrange all social functions and fund raising events after consultation with the Board.
- To co-ordinate Association tournaments and distribute other Associations' tournament information.
- To arrange and coordinate team and individual photos.
- To co-ordinate concessions at events as recommended by the Board.
- To monitor and maintain concession and special events equipment and supplies.
- To monitor the Tournaments, Photography, Awards and Windup Jamboree budgets throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.

- To perform duties as delegated by the President.

### **Role and Responsibilities of Adult District Director**

- To liaise between the Association and the Vancouver Island Soccer Association (VISA) and the Lower Island Women's Soccer Association (LIWSA) and other club and (adult) team Directors.
- To report all communications or relevant information to the Board and Team Executives.
- To advise and support adult Team Executives in their roles.
- To appoint a suitable Coach (and Manager as available) for each Team with assistance of the President, subject to ratification of the Board.
- To assist the Director Coach and Player Development to host an annual Coaches meeting.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Youth District Directors (2)**

- To liaise between the Association, LISA and other district directors.
- To report all communications or relevant information to the Board and Team Executives.
- To advise and support Under 11 to Under 18 Team Executives in their roles.
- To assist in the creation of teams U11 thru U18 as directed by the Technical Committee.
- To assist in the creation of teams U7 thru U10 as directed by the Technical Committee.
- To aid the Technical Directors in any needed situations that may arise throughout the season.
- To appoint a suitable Coach (and Manager as available) for each Team with assistance of the President, subject to ratification of the Board.
- To identify teams that require a gender representative and advise both the Team Executive and Risk Management.
- To assist the Director Coach and Player Development to host an annual Coaches meeting.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Mini Division Director**

- To liaise with other district directors.
- To report all communications or relevant information to the Board and Team Executives.
- To advise and support Under 7 to Under 10 Team Executives in their roles.
- To appoint a suitable Coach (and Manager as available) for each Team with assistance of the President, subject to ratification of the Board.
- To identify teams that require a gender representative and advise both the Team Executive and Risk Management.
- To assist the Director Coach and Player Development to host an annual Coaches meeting.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Timbits Division Director**

- To liaise directly with the Timbits Minor Sports Program staff and bring recommendations
- To arrange for the purchase or donation of Timbits uniforms, with assistance of the Director of Uniform and approval of the Board.
- To arrange for the physical literacy equipment needed to support the Timbits Technical Director and Assistant, with assistance from the Director of Equipment and approval of the Board.
- To report all communications or relevant information to the Board and Team Executives.
- To work closely with the Timbits Technical Director and Assistant in support of their role.
- To advise and support Under 4 to Under 6 Team Executives in their roles.
- To appoint a suitable Coach (and Manager as available) for each Team with assistance of the President, subject to ratification of the Board.
- To identify teams that require a gender representative and advise both the Team Executive and Risk Management.
- To assist the Timbits Technical Director to host an annual Coaches meeting.
- To monitor the Timbits Season Start Expenses and Uniforms – Timbits budgets throughout the year and make budget recommendations for future years.
- To oversee the work of any Senior Manager or sub-committee members, if any.
- To perform duties as delegated by the President.

### **Role and Responsibilities of Technical Director(s)**

- To design, implement, monitor, evaluate and refine programs related to technical development.
- To work with Director of Coaching and Player Development on the short and long-term player development, coaching education and certification.
- To represent the Association in technical matters and liaison with local, regional, provincial and national soccer associations.
- To provide technical assistance and act as a technical resource for all Team Officials throughout the season and attend team practices as required.
- To continually monitor and evaluate coach and player development.
- To identify talented coaches and players and ensure the Association is aware of such talent.
- To develop and implement player and coach development programs, curriculum and manuals and work with the Director of Coaching and Player Development to establish a schedule of offerings throughout the season.
- To conduct annual Assessments as per the JDF Soccer Assessment Process, with the assistance of the Vice-President and Director of Coaching and Player Development.
- To evaluate Coach(es) and make recommendations to assist District and Division Director(s) in appointing a suitable Coach(es) (and Manager as available) for each Team, subject to ratification of the Board.
- To continually review the technical programs and seek new innovative and creative opportunities to expand or enhance the resources, programs and services.

- To be flexible and willing to adapt to changing circumstances as new vision, direction, needs and priorities are identified.
- To be conversant in Canadian Soccer Association's Long-Term Player Development (LTPD) model and ensure the Association's curriculum adheres to the model.
- To participate in professional development (e.g. coaching symposiums) and integrate lessons learned to benefit the Association's programs.
- To provide active leadership and maintain effective working relationships with Association staff, Board Members, and liaisons at the local, regional, provincial and national soccer level.
- To provide technical input regarding the long-term vision and strategic plan of the Association.
- To obtain and maintain coaching certification(s) and professional designation(s) necessary to support the Association's short and long-term objectives.
- To complete and provide the documentation necessary for the Association to effectively manage the Contract.

### **Role and Responsibilities of Team Official(s)**

- To arrange a distribution of duties agreeable to Coach, Co-Coach, Assistant Coach, Gender Representative and Manager. In general, the Manager is responsible for the obtaining equipment and amenities for the players, registration, team lists and all necessary statistical reporting; the Coach is responsible for coaching, training, and the maximum possible participation for the players in the game of soccer.
- To ensure players are correctly registered through the Association's registration system as per the Registrar and governing bodies' requirements, prior to the beginning of the season or prior to playing.
- To ensure all youth players play a minimum of 50% cumulative game time based on the number of games they attended throughout the season. This minimum may be reduced by the Team Officials due to injury or discipline.
- To ensure all players are properly equipped and dressed in a uniform approved by the Association.
- To ensure scores in league, cup and exhibition games are reported to the appropriate LISA, VISL or LIWSA Score Recorder.
- To be responsible, when playing as the home team, for supplying match ball(s), nets, corner flags, and for change in uniform to alternate, distinct colours if necessary.
- To be responsible, when playing as the home team, for supplying the referee and assistant referee(s) if none are officially provided.
- To arrange that cancelled non in-house games are re-scheduled for a make-up day with the knowledge and sanction of the governing body.
- To ensure all official protests about other coaches, teams, referees, or assistant referees, etc., are made in writing (3 copies) within 24 hours and a fee is forwarded as per the governing body requirements. Sanction and help in this regard must be sought immediately after any incident from any one of the Association President, Vice-President, or District or Division Director(s).
- To ensure all Association equipment and uniforms obtained at the commencement of each season are returned to the appropriate Director at the end of each season.

- To ensure all solicitations to sponsors are made only following discussion with the Director of Projects and Fundraising and approval of the Board.
- To ensure all items or pictures for the media (print or social) are released only through the Director of Communications.
- To ensure all activities and communications in reference to the Association have prior approval of the Board.