

West Shore Waves Policies and Procedure Manual



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WEST SHORE WAVES POLICIES AND PROCEDURES

Approved 16 January 2019

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General Information

1. Addresses

1. U9-U19 field address: 1002 N. Lavinia Street, Ludington, MI 49431
2. U5-U8 field address:
3. Mailing address: PO Box 455, Ludington, MI 49431

2. Social Media

1. Website: www.westshorewaves.com
2. Email: westshorewaves@gmail.com
3. Like us on Facebook <https://www.facebook.com/Ludington.Soccer>
4. Private entities may not use the club social media or field space for advertising their soccer or other services without prior approval of the board.

3. Years

1. The seasonal year of this club shall begin approximately June 15 and ends on approximately June 14 of the following calendar year.
2. The fiscal year of this club shall begin January 1 and ends on December 31.

4. Off Season Games, Leagues, and Training

1. WSW participates in Fall and Spring seasons. All training, games, leagues, tournaments, and other play during the Winter and Summer seasons are NOT conducted through WSW.
2. Individuals may participate in soccer activities during the Winter and Summer seasons, at their own discretion.
3. WSW is not responsible for coach or player conduct during the Winter and Summer seasons.
4. The WSW club name will not be used for the off season. This includes, but is not limited to, using the WSW name to sign up for facilities or tournaments.
5. See Sponsorship and Fundraising Committee section for more information on Fundraising for Winter and Summer activities.
6. WSW may offer a camp, conducted by an outside organization, to players during the Winter or Summer seasons.
7. The board must approve all club sponsored/promoted camps and training sessions. This includes renewals of previous camps.
8. The WSW board must approve all use of Bryant fields for any use other than WSW Use.

5. Logo/Equipment

1. All use of equipment outside the regular season shall be approved by the Equipment Manager or Coaching and Training Manager.
2. The Merchandise Manager or Board must approve in writing or via email all clothing and other merchandise purchases that utilize the logo.

3. Coaches are permitted to use the logo on apparel to be worn at games and practices.
4. Teams may use the logo for off season shirts or shorts, with consent of the board at a regularly scheduled board meeting.
5. All WSW teams shall wear the complete WSW club uniform in all competitions. No substitute shorts or jerseys are permitted. No alterations or changes to the jersey/uniform are permitted, including, but not limited to, adding player last names to jerseys.
6. All written correspondence by WSW should utilize the logo and/or letterhead.
7. The secretary shall keep the logo in a club folder for use by teams and coaches upon board permission.
8. The WSW logo is owned by the WSW Soccer Club. Unauthorized use of the logo is prohibited. Any use or reproduction of the logo must be authorized by the WSW soccer board.

Members

1. Responsibilities

1. One membership is granted for each paid registration with a maximum of 2 per family.
2. All members must submit player fees, registration forms, and other documents in a timely manner.
3. Parents and players are expected to abide by the Code of Conduct and treat coaches, referees, players, and other spectators with respect.

2. Role

1. All members are encouraged to participate in volunteer roles or serve as a committee member. Members may become involved by seeking permission through any board member.
2. Questions or concerns should be brought to the appropriate Manager or Officer. See the website for contact information. Concerns will be brought to the board as needed.
3. Meetings are open to members, unless a closed session is voted on by board members. Members may speak for 5 minutes during the meeting.

3. Honorary Members

1. Any person who does not have a child in the club, but wants to volunteer is invited to become an honorary member.
2. Contact a board member who will bring your request for honorary membership to the board for approval.

Coaches

1. Management

1. The Vice President is the officer who oversees coaches.
2. The Coaching and Training Manager manages tryouts, coach and team selection, coach education, coach equipment, and other issues pertaining to coaches.
3. Coaches with questions or issues should contact the Coaching and Training Manager.
4. All Coach reimbursements must be made within one month after the end of the season. Submit to Coaching and Training Manager.

2. Conduct

1. All coaches must have a current risk management card and follow Codes of Conduct for all leagues in which they coach.
2. Head Coach is responsible to communicate all assistant coach information to the Coaching and Training Manager.
3. All coaches are considered members of WSW.
4. Teams are under the jurisdiction of the club and not an individual coach.
5. Coaches should strive to teach players the skills needed to accomplish the goals for the age level being coached.
6. Coaches are a primary contact between parents and the club. Questions raised by parents should be directed to the appropriate Manager or Officer. Contact information can be found on the website.
7. Coaches and assistant coaches shall instruct their teams in accordance with GLCSL or GVSA and any other league Game Rules while using Michigan State Youth Soccer Association (MSYSA) Coaching Best Practices.
8. Paperwork including, but not limited to: Safe Coach Registration, the Respect Campaign, medical waivers, and concussion information, must be distributed and re-collected prior to the Friday before the first game. Players without proper paperwork on file will be ineligible to play.
9. Coaches must adhere to MSYSA Athlete and Participant Safety Policy.
10. Coaches shall attend all team practices, games, and tournaments. If personal circumstances prevent a coach from attending, it is their responsibility to contact the other coaches on the team to cover those duties.
11. GVSA coaches must adhere to rules and regulations of GVSA procedures for preseason and during season game protocols.
12. GVSA coaches select and apply for a tournament (one per season or two per year). Contact the Treasurer for payment.
13. Along with Team Manager, the coach shall submit all tournament paperwork.
14. Coaches MUST meet or exceed playing time rules for their league and age level.
15. GVSA Coaches
 - 15.1. May change schedules within the GVSA time window.
 - 15.2. Games changed after that time will incur a charge from GVSA (unless it is a weather related issue.)
 - 15.3. Game change fee shall be paid by the coach if change is made for his/her convenience.
 - 15.4. WSW will pay change for in the event of family death or medical emergency.
 - 15.5. Appeal for reimbursements may be made to the board in extenuating circumstances.

Board Members

1. General Responsibilities of all Board members

1. Terms of office begin January 1.
2. Perform all duties as described. If personal circumstances prevent a board member from completing a task, it is their responsibility to arrange for another board member to assist.
3. Conduct themselves in a way that reflects well upon WSW at all club-related activities.
4. If a member brings a concern or question, direct it to the appropriate Manager.
5. If the concern is of a more serious nature, present it to the Board at the next meeting.
6. Attend board meetings. Notify Secretary of planned absence.

7. Actively participate as an Officer, Manager, Committee Member, and/or Coordinator.
8. Committees are intended to be at the minimum of two members making decisions as a group. Each committee should strive to meet bi-monthly with email correspondence between meetings. Participation from member volunteers is encouraged.
9. Active participation is defined as at least 2 hours of committee/coordinator service each month.
10. If a committee/coordinator position does not occur throughout the year, at large members should volunteer for an additional role. Coaching is in addition and is not considered board service.
11. Failure to follow the decisions and policies of the board is grounds for dismissal.
12. Duties may be modified from time to time, as approved by the Board.
13. Recruit, encourage new coaches for all age levels. Communicate possible coaches to Coaching and Training Manager.
14. Communicate to Volunteer Coordinator any needs that volunteers can fill.
15. At least two board members shall have access to all registration, leagues, social media, and other accounts at all times. Administration Manager or Secretary will keep record of such access and modify as necessary.
16. The Policy and Procedure Manual may be amended by a majority vote at a regular board meeting. All board members must be notified of proposed changes at least 14 days prior to the vote.
17. The By Laws and Policy and Procedure manual shall be posted on the WSW website and club drive. The drive will be available to all board members.

2. General Responsibilities of all Managers

1. All Officers and Managers shall be ex officio members of all committees under their supervision.
2. Each Manager should keep appropriate Officer apprised of the committee members and coordinators under your direction. Update when changes are made.
3. In November, each Manager should provide Finance Committee budget amounts for all categories under your management.
4. All managers shall submit a report to the President at least 24 hours prior to regular board meetings. The President shall be responsible to submit an agenda and all reports to the entire board at least 24 hours prior to the meeting.

3. Email Correspondence

1. Email is valuable for disseminating information. Information to be discussed at a board meeting should be sent via email for board review prior to the meeting.
2. Decisions are to be made during regular and special board meetings, or by the appropriate committee, if the committee is given the authority to make the decision.
3. Voting via email is discouraged. If voting via email is necessary, it must follow State of Michigan Protocol.
 - 3.1. Michigan law requires directors to vote at a validly convened directors meeting or by unanimous written consent of all directors (board members) without a meeting.

4. Decisions Outside Meetings

1. Decisions outside a board meeting should be limited to non policy issues that are clearly within the job descriptions of the Bylaws and Policy and Procedure Manual.
1. Any decisions made outside a board meeting shall be disclosed at the next board meeting and entered into the minutes or Manager's Report.
2. The Board has the right to modify or rescind any decision made outside of a scheduled

Board meeting.

3. Any item not clearly stated within the Bylaws, Policy and Procedure Manual, or previous board decision shall be brought to the board for consideration and permission.

5. Purchases

1. Each manager/officer is permitted to spend within the budget limit, up to \$500.00 for categories under their jurisdiction.
2. All expenditures over \$500.00 must receive board approval EXCEPT league fees, tournament fees, uniform fees, and referee/assignor fees.
3. Receipt must be provided to treasurer within 72 hours of transaction. (Can be electronic, photo, or paper).
4. Repeated failure to provide receipts shall be grounds for removal from position.
5. Any individual making purchases for WSW is responsible to use the tax exempt number when applicable. Please consult Treasurer.

5. Discipline

1. Individuals brought to board for disciplinary action or removal shall be given notice of the complaint.
2. Individuals have a right to speak on their own behalf or have others speak on their behalf.

Officers

1. President

1. Presides over all WSW meetings.
2. Prepares and sends an agenda to all board members at least 48 hours prior to the meeting.
3. Is the Chief Executive Officer of the club.
4. Only votes in event of a tie.
5. Is involved in general and active management of the activities of the club, as authorized by the board.
6. Sees that all orders and resolutions of the board are carried into effect.
7. Has access to Blue Sombrero (or other registration site) and all league websites.
8. Has key to mailbox.
9. Is the secondary contact for WSW on social media and email for the Club. Goal is to respond to all emails within 72 hours.
10. Has signatory authority on bank accounts and online access to the accounts.
11. Reviews the online accounts at least four (4) times a year.
12. Is the primary contact with the school soccer teams and City of Ludington.

2. Vice President

1. In the temporary absence of the President, the Vice President shall preside as the chairperson of meetings and have the management of the club.
1. Is responsible for the oversight of and actively participates with the Coaching and Training Manager, Registration Manager, and Building and Fields Manager.
2. Works alongside the Administrative Manager.
3. Has signatory authority on bank accounts and is responsible for a debit/credit card to be used for functions under his/her direction. The debit/credit card can ONLY be used by the person whose name is on it. (bank rules)
4. Debit card must be returned upon leaving position.
5. Has access to Blue Sombrero (or other registration site).

3. Secretary

1. Is responsible for the oversight of and actively participates with the Field and Referee Manager and Community Outreach Manager.
2. Documents meeting attendance. Notifies any board member who does not meet attendance and participation requirements of their removal from the board.
3. Takes meeting notes, documents votes, issues board meeting minutes, and board correspondence as necessary.
4. Relays meeting minutes to the board within one week after the meetings either via e-mail or postal mail.
5. Retains original copies of these documents on file.
6. Keeps a folder of all policies, procedures and forms and copies as necessary for use.
7. Keeps on file copies of risk management cards for all coaches, board members, and team managers.
8. Is the primary contact for WSW on social media and email for the Club. Goal is to respond to all emails within 72 hours.
9. Retains the following documents for review of members and board members.
 - 9.1.1. Articles of non-profit or restated articles of non-profit and all amendments to them currently in effect
 - 1.2. Bylaws or restated bylaws and all amendments to them currently in effect
 - 1.3. A list of the names and business or home addresses of its current board members and officers
 - 1.4. Most recent annual report
 - 1.5. Any application filed with any letter or other document issued by the Internal Revenue Service with respect to the tax exempt status of the corporation.
 - 1.6. Any other document required by the Bylaws.

4. Treasurer

1. Is responsible for the oversight of and actively participates with the Merchandise Manager and Administration Manager.
2. Maintains custody of the funds and securities of the club, managing all financial accounts.
3. Maintains custody of Meijer (or similar store) gift cards until requested by the Concession Coordinator.
4. Keeps full and accurate accounts of receipts and disbursements in the books belonging to the club.
5. Deposits all moneys and other valuable effects in the name and the credit of the club.
6. Disburses the funds of the club as may be ordered by the board, taking proper vouchers.
7. Keeps accurate records of funds that are earmarked for a certain purpose.
8. Provides a financial statement at each board meeting, showing the financial condition of the club, which is to go on the permanent record with the Secretary.
9. Provides, in conjunction with the President, Registration Manager, and Finance Committee a budget at least 7 days prior to the December meeting.
10. Alerts board members if account balance dips below \$2000.
11. Has signatory authority on bank accounts and online access to the accounts.
12. Duly elected President, VP, and Treasurer shall be added as signatories to the bank account, with previous people in those positions removed as signatories. The transition is to take place between December 26 and January 5 following the December election.
13. All expenditures over \$500.00 require approval by Treasurer and one other Officer.
14. Will set up the following bills on Auto Pay: Trash Pick Up, Electricity, Insurance. Bills approved for AutoPay do not need further board approval.

15. Debit cards shall be given to the Treasurer and the Vice President. Only the person whose name is on the debit/credit card is allowed to use it (bank rule).
16. Debit card must be returned upon leaving position.
17. All checks to an immediate family member shall be written and signed by a non related signatory, who will verify documentation of expense.
18. Works with Registration Manager and Uniform Coordinator to determine players who have not paid.
19. Has access to Blue Sombrero (or other registration site).
20. Has key to mailbox.
21. If necessary prepares SUW information for filing with the State of Michigan.
22. Keeps all necessary IRS, State of MI and other registration documents on file.
23. Maintains copies of three (3) years of tax documents for public review, upon request. Donor names and addresses and banking information will be redacted.
24. Prepares information for 1099 forms from referee payment information provided by the Game Field Coordinator.

Other Board Members

1. Past President

1. May continue to serve on the board at his/her will, until there is a new past president. At that point, he/she may move to another board position with approval of board members.
2. Is encouraged to be an advisor to current Officers.
3. Is encouraged to serve as a Coordinator and/or Committee Member.
4. Is a voting member of the board and is counted in the quorum.
5. May not serve in a Manager or Officer position for at least 2 years after leaving Presidency.
6. Attendance requirements apply to Past President

2. At Large Members

1. Serve as a Coordinator and/or Committee Member.
2. Actively participate in community outreach activities.

Managers

1. Registration Manager

1. Oversees GVSA, GLCSL, and In House Registrars.
2. Has access to Blue Sombrero (or other registration site) and all league websites.
3. Communicates with Vice President in managing committees and coordinators.
4. Actively participate in committees and activities (see duties below).
5. Recruits, encourages and directs volunteers.
6. Communicates with Coaching and Training Manager regarding team formation and coach recruitment.
7. Maintains a roster of all current and past (within the last three years) members and players.
8. Communicates with Community Outreach Manager regarding posting registration and other important dates.
9. Communicates with Field and Referee Manager regarding practice and game day schedules.
10. Provides player and coach rosters to all board members prior to the start of the season (online preferable).
11. Makes sure coaches and parents have their game schedules.
12. Communicate game schedules to Website and Facebook Coordinator for posting.

13. Works with Secretary to obtain Risk Management cards for coaches.
14. Works with the Treasurer to pay all league fees in a timely manner.
15. As soon as players register, sends them a notice regarding required equipment including correct ball size, cleats, shin guards, and sock information.
16. Assists coach in selection of a Team Manager. Provides team manager with needed paperwork. Mentors Team Manager in his/her duties.
17. Provides a report to the board each month, including requests for funding.

2. Coaching and Training Manager

1. Oversee the Equipment and Coach Educator Coordinators.
2. Oversee the Coach and Team Selection and Tryout Committees.
3. Communicate with Vice President in managing committees and coordinators.
4. Actively participate in committees and activities (see duties below).
5. Recruit, encourage, and direct volunteers.
6. Follow all GVSA guidelines for team selection and notification of players.
7. Has access to Blue Sombrero (or other registration site).
8. Maintain an Age Level Policy for board approval.
 - 8.1. Goal to keep kids at their age level.
 - 8.2. With the Coach and Team Selection Committee, set specific size and ability criteria for moving a child up, including ability during previous season play that meets or exceeds those in the age level up.
 - 8.3. Set criteria for moving players up to fill a roster.
 - 8.4. Parent requests for moving up will not necessarily be honored.
 - 8.5. Review and approve parent requests for U5-8.
9. Coach/Coaching Concerns
 - 9.1. Receive and address concerns about coaches.
 - 9.2. Assemble committee as necessary to investigate complaints.
 - 9.3. If necessary, bring concerns to full board for review and action.
10. Approve all coach reimbursements which must be made within two weeks after the end of the season. Submit to Treasurer for payment.
11. Provides a report to the board each month, including requests for funding.
12. Makes final decision on team make up and coach selection, after consultation with Coach and Team Selection Committee.

3. Building and Fields Manager

1. Oversees Building Maintenance Coordinator and the Grounds Maintenance Coordinator.
2. Communicates with Vice President in managing committees and coordinators.
3. Actively participates in maintenance of the building and grounds.
4. Recruits, encourages and directs building and grounds maintenance volunteers.
5. Is responsible for the condition of the playing fields.
6. Works with Game Field Coordinator to number fields and communicate field sizes to leagues.
7. Provide field maps to board and post at field.
8. Prepares a long term master plan for upkeep and improvements of the building and fields.
9. Prepares cost estimates for upkeep and improvements.
10. Communicates with Ludington Area School District regarding upgrades at Washington fields.
11. Oversees storage for Bryant and Washington fields.
12. Oversees complex opening in spring and shut down in fall.
13. Provides a report to the board each month, including requests for funding.

4. Field and Referee Manager

1. Oversee Game Field and Practice Field Coordinators.
2. Actively participate in committee/coordinator positions (see duties below).
3. Communicate with Secretary in managing committees and coordinators.
4. Recruit, encourage, and direct volunteers.
5. Review and Approve Field Use Requests by unaffiliated entities, pending field availability.
6. Receive Signed Agreement and Damage deposit check. Give check to Treasurer.
7. Review and Approve Field Use form and forward to Treasurer for Invoicing.
8. Check field for damage before and after use.
9. Approve return of deposit.
10. Provide a report to the board each month, including requests for funding.

5. Community Outreach Manager

1. Oversee Website and Facebook Coordinator, Sponsorship and Fundraising Committee, Volunteer Coordinator, Marketing and Advertising Coordinator.
2. Oversee the Sponsorship and Fundraising Committee.
3. Communicate with Secretary in managing committees and coordinators.
4. Be responsible for keeping the WSW webpage/Facebook page current with needed WSW Club information for all members.
5. Is a contact for WSW on social media and email for the Club. Goal is to respond to all emails within 72 hours.
6. Maintains a shareable google (or similar) calendar with important club dates.
7. Coordinate volunteers for community outreach.
8. Maintains a parent FAQ area on the website.
9. Participates in community outreach activities (see duties below).
10. Recruit, encourage and direct volunteers.
11. Provide a report to the board each month, including requests for funding.

6. Administration Manager

1. Oversee Finance Committee.
2. Oversee Policy and Procedure Coordinator and Scholarship Coordinator.
3. Participate in committee/coordinator activities (see duties below).
4. Communicate with Treasurer in managing committees and coordinators.
5. Recruit, encourage, and direct volunteers.
6. Provide keys as necessary and track inventory of keys.
7. Provide a report to the board each month, including requests for funding.

7. Merchandise Manager

1. Oversee Merchandise Committee.
2. Oversee Uniform and Concessions Coordinators.
3. Actively participate in committee/coordinator positions (see duties below).
4. Communicate with Treasurer in managing committees and coordinators.
5. Recruit, encourage and direct volunteers.
6. Report to the Treasurer and coordinate with she/he for purchasing of merchandise items for WSW.
7. Provide a report to the board each month, including requests for funding.

Committees and Coordinators

REGISTRATION MANAGER

1. GVSA Registrar

1. Communicate with Registration Manager regarding registrations.
2. Have access to Blue Sombrero (or other registration site) and GVSA website.
3. Provide paperwork to coaches and managers as necessary.
4. Consult with Coaching and Training Manager regarding team formation and coach selection.
5. Register GVSA players for tryouts and teams.
6. Communicate to Treasurer league payment amounts.
7. Communicate to Website and Facebook Coordinator information regarding tryout and team registration.
8. Attend all required meetings of the governing league. If Registrar cannot attend, an alternate should be chosen.
9. Deliver rosters, checks, tournament results, and any other relevant paperwork to the League.
10. Deliver rosters, game schedules and other pertinent information to coaches and managers.
11. Keep record of all rosters, registrations, and team information.
12. Work with the Treasurer to collect payments on Blue Sombrero (or other registration site) and determine players who have not paid.
13. Be primary contact for this GVSA players and parents.
14. Submit notes and information to the board in a timely fashion via email or board meeting.

2. GLCSL Registrar

1. Communicate with Registration Manager regarding registrations.
2. Have access to Blue Sombrero (or other registration site) and GLCSL website.
3. Provide paperwork to coaches and managers as necessary.
4. Consult with Coaching and Training Manager regarding team formation and coach selection.
5. Register GLCSL players for teams.
6. Communicate to Treasurer league payment amounts.
7. Communicate to Website and Facebook Coordinator information regarding registration.
8. Attend all meetings of the governing league. If Registrar cannot attend, an alternate should be chosen.
9. Deliver rosters, checks, tournament results, and any other relevant paperwork to the League.
10. Keep record of all rosters, registrations, and team information.
11. Deliver rosters, game schedules and other pertinent information to coaches and managers.
12. Work with the Treasurer to collect payments on Blue Sombrero (or other registration site) and determine players who have not paid.
13. Be primary contact for GLCSL players and parents.
14. Submit notes and information to the board in a timely fashion via email or board meeting.

3. In House Registrar

1. Communicate with Registration Manager regarding registrations.
2. Have access to Blue Sombrero and league websites.
3. Provide paperwork to coaches and managers as necessary.
4. Consult with Coaching and Training Manager regarding team formation and coach selection.
5. Register In House players for teams.

6. Prepare game schedule and distribute to coaches, managers, and Website Coordinator.
7. Communicate to Treasurer league payment amounts, if any.
8. Deliver rosters, checks, tournament results, and any other relevant paperwork to the League.
9. Keep record of all rosters, registrations, and team information.
10. Deliver rosters, game schedules and other pertinent information to coaches and managers.
11. Work with the Treasurer to collect payments on Blue Sombrero (or other registration site) and determine players who have not paid.
12. Be primary contact for this U5-U8 players and parents.
13. Submit notes and information to the board in a timely fashion via email or board meeting.

COACHING AND TRAINING MANAGER

1. Coach and Team Selection Committee

1. Communicate with Coaching and Training Manager.
2. A committee of 2-6 members.
3. Recruit member volunteers to assist. Every attempt should be made to have at least one to two members who are not coaches or board members.
4. Determine coach selection criteria, including an application form.
5. Girls will be placed on Boys teams only when they have no other playing option at their skill/age level. This may be waived in extenuating circumstances, if approved by this committee.
6. Interview, review applications, and select coaches. Make list of coaches available to board members upon request.
7. Work with Tryout Committee to determine criteria for player/team selection. Address parent concerns about fairness and transparency.
8. Along with the Tryout Committee, form GVSA Teams. Have projector, computer or other materials ready to facilitate the task.
9. Notify players of tryout results within two weeks of tryouts.
10. Those who did not make a GVSA team should be told the reasons why.
11. Along with Registration Manager, group U9-U19 GLCSL teams and select coaches.
12. Along with the Registration Manager, group U5-U8 teams and select coaches.
13. Communicate to Registration Manager coach and team selection decisions.
14. Provide coaches with background check information and ensure it is properly filed with the Registration Manager and the Secretary.
15. Determine Move Up and Parent Team Request Policy for all age levels and leagues. Submit to board for approval.
16. Address parent concerns.

2. Tryout Committee

1. Communicate with Coaching and Training Manager.
2. A committee of 2-6 members.
3. Recruit member volunteers to assist.
4. Coordinate GVSA tryouts.
5. Determine drills, evaluation forms, and other tryout procedures.
6. Recruit and train evaluators.
7. Prepare tryout welcome and information presentation for parents.
8. Provide parents with dates for tryouts, selection, and registration.
9. Select tryout dates (both in June and November), including make up date, and communicate to Website Coordinator.
10. Determine tryout dates and procedures for high school teams and other teams that do

not play both seasons.

3. Coaches Education Coordinator

1. Communicate with Coaching and Training Manager.
2. Recruit member volunteers to assist.
3. Communicate tournament information to GVSA coaches and assist in entering each team in a tournament each season.
4. Send tournament payment information to the Treasurer.
5. Concentrate on coaches who are in first or second season or whose confidence level needs assistance.
6. Visit practices upon request.
7. Prepare, schedule, advertise, and conduct a coach meeting/training at the beginning of each season.
8. Provide coaches information on licensing and development courses.
9. Help coaches obtain correct license for the league they coach.
10. Provide coaching education to coaches. Including:
 - 10.1. Lead or arrange clinics
 - 10.2. Attend WSW coach practices to facilitate ideas for training and development.
 - 10.3. Communicate with each coach at least once during each season to determine needs.
 - 10.4. Provide links to age appropriate online drills or provide written drill instructions.
 - 10.5. Educate parents and players on the importance of correct ball size.
11. A committee with parent members, coaches, and coach and team selection committee members to produce documents detailing target skills for each age level. Post on social media for all coaches.

4. Equipment Coordinator

1. Communicate with Coaching and Training Manager.
2. Purchase coach equipment and make an inventory count.
3. Distribute equipment to each coach.
4. Collect equipment at the end of each season.
5. Maintain inventory of coach equipment.
6. Equipment includes, but not limited to: correct-sized soccer balls for each age group, goalie jerseys, first aid kits, pumps, and gloves.
7. Stock coaching bags for each team. Bags must be complete before distributing to coaches and replenish when necessary.
8. Maintain storage for equipment.

BUILDING AND FIELDS MANAGER

1. Building Maintenance Coordinator

1. Communicate with Building and Field Manager.
2. Repair building as necessary.
3. Organize and keep shed clean.
4. Maintains bathrooms (Including: cleaning, stocking, and ensuring they are in working order).
5. Opens and closes the shed at Bryant Field Complex (Includes: getting the water turned on/off and blowing the sprinklers out). Opening should happen no later than 1 week prior to the start of the spring season and closing should happen no later the 2 weeks after the fall season.
6. Recruit member volunteers to assist.

2. Grounds Maintenance Coordinator

1. Communicate with Building and Field Manager.
2. Communicate to Game and Field Manager times when fields need to be empty.
3. Recruit member volunteers to assist.
4. Keep parking lot and fence in workable order.
5. Responsible for mowing, fertilizing and other field maintenance schedules.
6. Set sprinkler system times of operation.
7. Secure items needed for field preparation including, but not limited to: paint lining equipment and necessary paint, corner flags, checking and securing nets, painting lines, preparing the field for games on Saturdays (setting flags and benches), and laying Diamond Dry for wet fields, removing standing water from the field when necessary.
8. Be responsible for storing game-day equipment (flags and benches).
9. Ensure restrooms are made available for both Washington and Bryant Soccer Complex, including ordering extra facilities during tournaments. Arrange for return at the end of each season.
10. Repair fields and other facilities as needed.
11. Provide benches for all games.
12. Maintain goals and nets for all fields.
13. Mark fields with whiskers.
14. Take care of trash.
15. Order, check, and secure nets, and remove at the end of the season. Nets should be put in place by March 20 and taken down by November 15, weather permitting.

FIELD AND REFEREE MANAGER

1. Game Field Coordinator

1. Create Game Field Master Schedule with online access.
2. Post weekly game schedule near concession stand.
3. Work with In House Registrar to schedule games.
4. After receiving GVSA schedules online, communicate to GLCSL times when field is occupied.
5. Make sure game start and end times to do NOT overlap and reschedule games as needed.
6. Post field/game schedule, field map, field numbers for Bryant.
7. Schedule Saturday Site Coordinator for home GLCSL weekends and weekends with multiple GVSA games.
8. Work with In House Registrar to coordinate Washington fields as needed.
9. Work with Building and Grounds Manager to number fields and communicate field sizes to leagues. Provide field maps to board.
10. Communicate field sizes and numbers to GLCSL and GVSA.
11. Schedule volunteers as needed for tournaments.
12. Approve game cancellations and changes and communicate information to coaches, managers, Referee Assignor and others.
13. Communicate with Referee Assignor and Ludington Area School District regarding weekends referees may be occupied (tournaments, high school games, etc)
14. Provide game information to Referee Assignor.
15. Be Primary channel of communication to Referee Assignor
16. Referees
 - 16.1. Obtain referee payment check from Treasurer.
 - 16.2. Prepare, distribute, and reconcile referee payments.
 - 16.3. Create referee payment tracking system.

- 16.4. Obtain referee signatures for money paid. Verify as necessary with Referee Assignor.
- 16.5. Provide referee payment amounts to Treasurer for 1099 preparation.

2. Practice Field Coordinator

1. Create Practice Field Master Schedule with online access for all three leagues.
2. Contact Ludington Area School District if additional practice fields are needed.
3. Work with In House Registrar to schedule practices.
4. Determine and communicate a method for scheduling conflicts.

COMMUNITY OUTREACH MANAGER

1. Website and Facebook Coordinator

1. Be responsible for keeping the WSW webpage/Facebook page current with needed WSW Club information for all members.
2. Post refund policy.
3. Post Bylaws and other policies.
4. Post approved board minutes.
5. Post board meeting dates at least 72 hours prior to meeting.
6. Set up contact information on Website so that members know which Manager/Officer to contact for specific issues.

2. Sponsorship and Fundraising Committee

1. A committee of 2-6 members.
2. Recruit member volunteers to assist.
3. Review brochure provided to businesses for sponsorship. Verify tax and IRS compliance with Treasurer.
4. Oversee the purchase and installation of business sponsorship banners.
5. Coordinate sponsorships and fundraising for the club.
6. Individual teams may not use the WSW name (club and team), logo, bank account, or facilities for fundraising.
7. All fundraisers by the club and individual teams must receive board approval before beginning. Money raised must be consistent with the mission of developing soccer skills. All fundraisers must be in the best interest of all players in the club, as determined by the fundraising committee or board, if there is no fundraising committee.
8. WSW is not responsible for fundraising for winter and summer teams. If fundraising does occur, team MUST clearly communicate that this is not sponsored or sanctioned by WSW.

3. Volunteer Coordinator

1. Actively recruit members as volunteers.
2. Communicate with managers regarding volunteers they may need.
3. Maintain a list of volunteer positions that need to be filled.
4. Maintain list of contact information for volunteers.
5. Send messages via social media about volunteer opportunities.
6. As coordinator/committee positions become vacant, seek volunteers to fill them.
7. Recruit volunteers for tournaments.

4. Marketing and Advertising Coordinator

1. Work with Community Outreach Manager promote club.
2. Oversee entry in parade, pending board approval.

3. Explore advertising options on our website.
4. Communicate to local schools WSW information.
5. Design, print, and distribute flyers.
6. Apply for grants.

ADMINISTRATION MANAGER

1. Finance Committee

1. A committee of 2-6 members.
2. Recruit member volunteers to assist.
3. President, Registration Manager, Treasurer, and at least one member volunteer should be on finance committee.
4. Prepare budget for approval at the December meeting. Provide budget to all board members at least 7 days prior to December meeting.
5. Review budget for potential changes at the end of the Spring season.
6. Recommend player fee amounts for board approval.
7. Apply for and monitor Michigan Sales, Use, and Withholding

2. Policy and Procedure Committee

1. A committee of 2-6 members.
2. Recruit member volunteers to assist.
3. Review policies and procedures of WSW and revise as necessary. Present to Board for approval.
4. Provide current policies and forms to the appropriate Officers Managers.
5. Monitor compliance with policies by board members, members, and unaffiliated entities.
6. Monitor policies that may include, but not limited to: (Social Media Policy, Email Policy, Field Rental Agreement, Conflict of Interest, Whistleblower Protection, Business Sponsorship Flyer and Agreement, Coach, Reimbursement/Per Diem policy, Mileage Reimbursement policy, Referee Payment (including: rates, payment for cancelled games, mileage payment and paying non certified Referees), Scholarships, Non Payment consequences for players, Refund, policy and late registration, Process for becoming a board member, Parliamentary Procedure)
7. Maintain forms that may include, but not limited to: (Field Use, Coach Reimbursement, Scholarship Application, Meijer Agreement Compliance).
8. Perform Annual Insurance Review: (Rent for field use, Use of Ludington Area School District Fields, Upgrades to Building or Equipment, Indemnification of Board Members).

3. Scholarship Committee

1. A committee of 2-6 members.
2. Recruit member volunteers to assist.
3. Receive and review scholarship applications. Make a decision on each application.
4. Notify all applicants within 3 weeks of receiving application.
5. Oversee the distribution of scholarships awards to recipients with notification to the Treasurer and Registration Manager.
6. Determine criteria for selecting scholarship recipients. Obtain board approval if scholarship funds are to be used for any purpose other than WSW player registration fees.
7. Scholarship recipients are responsible for their own uniform and equipment.
8. Recruit at least one community member to serve on scholarship committee.
9. Monitor scholarship recipients to make sure volunteer hours are completed.
10. Monitor funds available for scholarships.

MERCHANDISE MANAGER

1. Concessions Coordinator

1. Coordinate concessions and ensure there is proper staffing for game days.
2. Create online volunteer schedule.
3. Purchase items for concession.
4. Store or Donate leftover concession items at the end of each season.
5. Provide an accounting to the Treasurer of concession purchases and income.
6. With Merchandise Committee, monitor sales to stay under the \$5,000.00 limit. Alert Treasurer when combined sales exceed \$3,500.00.
7. If necessary, collect and record sales tax.

2. Merchandise Committee

1. A committee of 2-6 members.
2. Recruit member volunteers to assist.
3. Create/modify logo as necessary. Obtain final approval from board.
4. Within the budget limits set by the board, purchase merchandise for sale in sizes, styles, and materials as determined by the committee. Coordinate with Treasurer.
5. Price merchandise to generate profit and report pricing information to the board.
6. Monitor online store income and direct to appropriate account.
7. Reports sales income to Treasurer.
8. Provide clothing for sale in the concession stand.
9. Provide an accounting to the Treasurer of merchandise purchases and income.
10. Determine if Merchandise income should be used for a specific purchase.
11. Work with the Treasurer to obtain correct Michigan Sales, Use and Withholding *Registration*.
12. With Concessions Coordinator, monitor sales to stay under the \$5,000.00 limit. Alert Treasurer when combined sales exceed \$3,500.00
13. If necessary, collect and record sales tax.

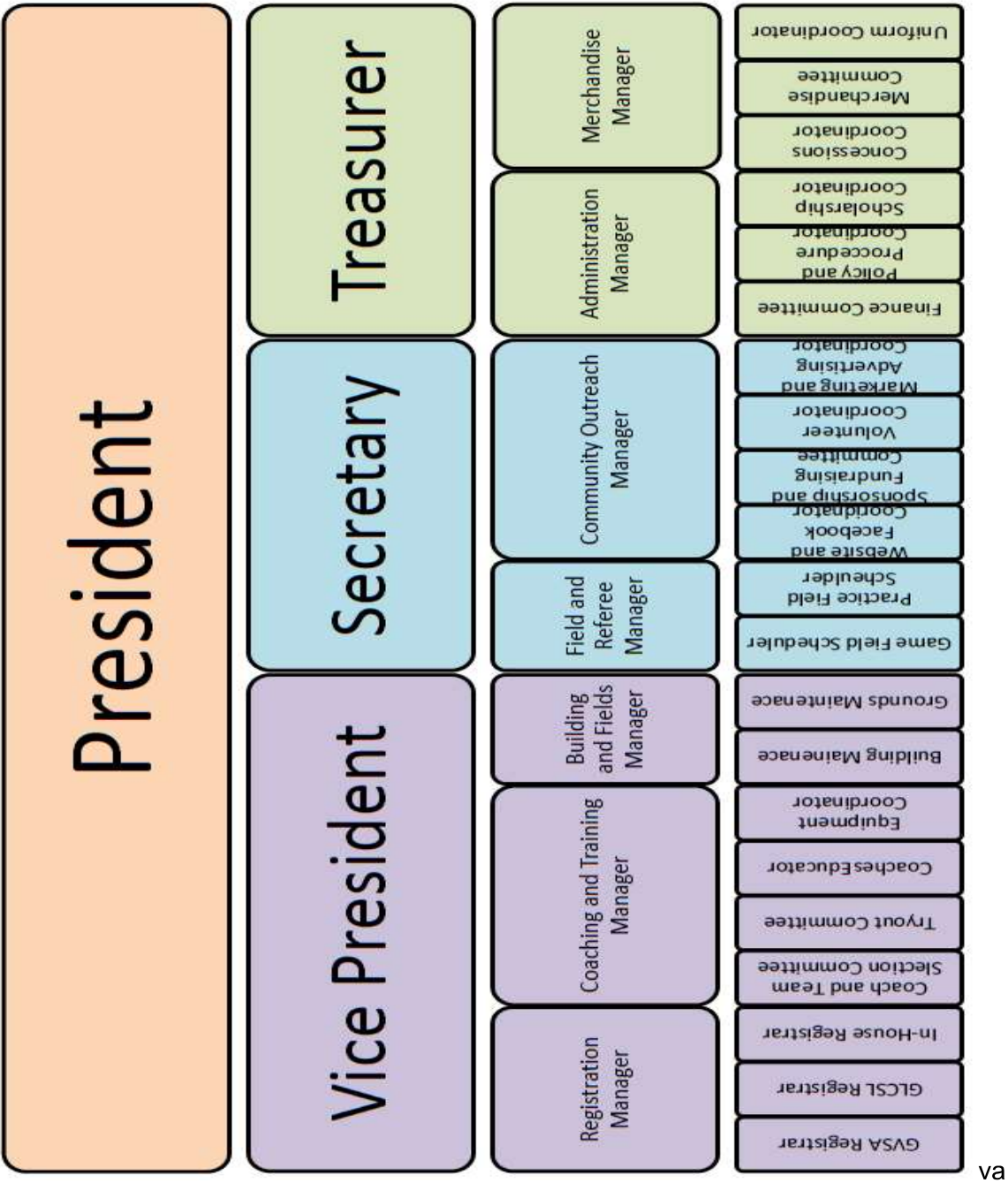
3. Uniform Coordinator

1. Keep and accurate inventory of uniforms.
2. Work with Merchandise Committee to determine new uniform design, as needed, for both In House and Travel teams. Seek board approval of uniform design.
3. Order uniforms
4. Distribute uniforms to coaches and managers.
5. Track returns and restocking fee payments.
6. Work with the Treasurer to determine players who have not paid for a uniform.

<p>Adopted by the Ludington Recreational Soccer Board members on the ____ day of _____, 20____.</p>
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Appendix

Flowchart of WSW



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