

# Casa Soccer League – Officers and Duties

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## Introduction

This document outlines the responsibilities and duties of the officers/volunteers of the Casa Soccer League.

## President

The President is ultimately responsible for the functionality and continuance of the league, and the buck stops with him or her. The ability of the president to maintain the quality of the league and improve it further lies on his or her shoulders.

### Powers

The President has the following powers:

- ❖ Determine the season schedule, that is, start and end dates of each season, days played, and authorize and facilitate reschedules and changes as necessary during the season.
- ❖ Approve field locations.
- ❖ Select, or delegate the selection, of Casa Select players.

### Responsibilities

- ❖ Propose a budget for each season.
- ❖ Negotiate standard referee fees.
- ❖ Final authority on all disputes, judgments, and issues not otherwise belonging to another officer (except in-game calls).
- ❖ Oversight of other officer duties.

## Vice President

The VP is next in line behind the President and shall act on all Presidential duties if the President is unable to do so. Otherwise, the VP is responsible for:

- ❖ Scheduling regular meetings of the board, currently before each season begins.
- ❖ Taking and filing minutes and notes of such meetings (if a Secretary is not appointed)
- ❖ Filing official documents, especially concerning legal forms regarding IRS and state tax agencies to ensure continuation of our 501c3 nonprofit status.
- ❖ Chief contact for all governmental paperwork
- ❖ Chair of appropriate committees (i.e. Field Construction, etc) unless otherwise decided
- ❖ Serving as Chief of Staff.

## Treasurer

The Treasurer is invaluable to the functionality of the league. The Treasurer is next in line behind the President and Vice-President in terms of hierarchy of authority in the League, should the latter two be unable to fulfill their duties. Primarily, the Treasurer must handle all matters concerning finances. This includes:

- ❖ Maintaining signing power on all Bank accounts
- ❖ Tracking all available funds in those accounts
- ❖ Making wise investments with funds (i.e., interest bearing accounts, etc)

- ❖ Issuing checks for all payments, refunds, and reimbursements
- ❖ Ordering more checks when needed
- ❖ Insuring adequate funds are available in all checking accounts
- ❖ Collecting, tracking, and cataloguing all payments and deposits from teams
- ❖ Reporting on current or predicted financial problems to the President
- ❖ Interacting with online and credit card payment systems, if that is appropriate.
- ❖ Provide a simple summary of accounts after each season to the President.

Should the need arise, the Treasurer must sign any legal documents as required by Federal and State law if the league's official status with those governments change.

## Division Commissioners

Casa shall have one Division Commissioner for each division in the League (currently Primera, Segunda, Tercera and Abierto). These commissioners are responsible for the following:

- ❖ The Commissioners are the **head enforcers** of the rules of their division. For example, they must ensure that the proper attire is worn (currently, requiring matching colors, jersey numbers, and shin guards).
- ❖ The Commissioners are responsible for ensuring that the referees are aware of the Casa League Rules and how they might be different from FIFA Laws. At the beginning of the seasons, the commissioners should talk with the referees briefly, and then any new referees should be briefed in later weeks.
- ❖ The Commissioners decide which teams are permitted to enter their division. Note that current League policies with regard to relegation and promotion must be followed. However, when vacancies otherwise exist, the Commissioner shall decide which team is permitted to enter, whether that team new or existing. As a guideline, the relative skill of a team should be the determining factor. Returning teams have an existing record which can be used. New teams should present a record of their experience in other leagues which will help the Commissioner make the decision. A majority vote of the commissioners is required when selecting teams for special promotion in this case.
- ❖ The Commissioners should be the contact between team captains and the league when addressing questions and resolving disputes. This is best facilitated when the Commissioner proactively takes an interest in the teams in his/her division and gets to know the team captains.
- ❖ The commissioners ensure that game reports get collected from the referees, and data from game reports is collected and maintained.

## Director of Operations

This role is instrumental in facilitating the various endeavors of the league. The Director of Operations works with the President in coordinating with other board members, agents, league officials and third-parties to ensure the successful execution of all league initiatives. This includes:

- ❖ communicating/monitoring individual board-member responsibilities as they pertain to long-term goals;
- ❖ identifying areas for improvement (rules, website, scheduling, procurement, etc.) and helping to develop a plan of execution;
- ❖ fostering relationships with organizations within the greater soccer community (e.g. those who may have fields we can use, partners for special events, etc.);
- ❖ documenting/updating proper protocol for various processes ("reference manual"); and
- ❖ encouraging active participation and volunteerism by Casa members.

## **Ombudsman**

The Ombudsman is chiefly responsible for resolving disputes and coordinating communication between players, teams, and the league. Also, the Ombudsman is responsible for facilitating disciplinary action such as suspensions, warnings, expulsion, etc. The responsibilities include:

- ❖ Complaints about teams and players (made by players or referees) should be considered politely. If warranted, the Ombudsman may enforce disciplinary action. However, before this occurs, all parties involved should be contacted and considered before making a decision.
- ❖ Complaints about league issues and technical details should be resolved if appropriate or otherwise forwarded to the appropriate officer for consideration.
- ❖ The ombudsman is responsible for giving notice of automatic suspension (currently the result of a straight red card or four yellow cards cumulatively) should it occur. Notice should be given to the team captain and the appropriate Division Commissioner.
- ❖ If the Ombudsman cannot be considered a neutral party in a dispute, the appropriate Commissioner assumes the Ombudsman duty in that case.

## **Public Relations Chair**

The Public Relations Chair is responsible for arranging and directing all Casa social events, such as an end of season party, while staying within budgetary guidelines. In addition, they are responsible for the coordination of both proactive and reactive media correspondence while working with league members to build our repository of league video/photo highlights.

## **Fundraising Officers**

The FOs are responsible for all merchandising, donations, and other fundraising activities. If necessary, the FOs shall issue receipts for cash or in-kind donations so that donors may use this information for tax purposes. The FOs should present a yearly report of their results to the President. Cash and check receipts should be given to the Treasurer. They may use seed funds to assist their efforts. The fundraising officers are encouraged to improve the community presence of the league, including sponsorships, which ultimately benefit the league.

## **Webmaster**

This person is responsible for the maintenance and development of the league website, which is a critical element of our current success. The developer maintains and improves all relevant website code, functionality, design, and implementation. The Developer may use other volunteer administrators and assistants, such as comment moderators, etc. The webmaster also maintains archived league statistics.

## **Graphic Designer**

This person is responsible for improving and cataloging the graphical aspects of the league, including such elements as the website, merchandise and marketing initiatives, and special event flyers.

## **Field Supervisors**

This is a new position, which can be held by numerous individuals as a committee if needed. The FS is not an officer position. The main duties are to coordinate with both league representatives and volunteers to plan, budget and execute field improvement initiatives such as re-seeding, irrigation, etc.