

***BOARD POSITIONS & RESPONSIBILITIES including
AGE COORDINATORS***

- 1) All members of the Board of Directors shall be required to be in attendance for at least 7 of the 11 monthly meetings that are held yearly (there is no July meeting held). This does not include the Annual General Meeting nor sub-committee meetings. Age coordinators should attend the Nov., Mar., & Jun meetings
- 2) All board members & age coordinators need to make themselves available to assist w/registration nights (See registrar for exact needs) & the travel tryouts (See Director of Player/Coach Development for exact needs). This does not mean for all the nights or the entire days of tryouts but to offer some help for part of each.
- 3) The appropriate age coordinators, Director of Travel, Director of Player Development, Director of Rec. The League President or his/her designee need to be present at Draft nights
- 4) Other BOD members not outlined in By-laws, responsibilities/duties are recommended as follows;

President

- a) The president shall be the chief executive officer of the corporation and, subject to the control of the directors, shall have general charge and supervision of the affairs of the corporation.
- b) The president shall preside at all meetings of the members.
- c) The vice president may exercise all the powers and duties of the president during the absence of the president or in the event of his inability to act.

Clerk

- a) The clerk shall record and maintain records of all proceedings of the members and directors in a book or series of books kept for that purpose, which book or books shall be kept with the clerk or of its resident agent and shall be open at all reasonable times to the inspection of any member.
- b) Such book or books shall also contain records of all meetings of incorporators and the original, or attested copies, of the Articles of Organization and By-Laws and names of all members and directors and the address of each.
- c) If the clerk is absent from any meeting of members or directors, a temporary clerk chosen at the meeting shall exercise the duties of the clerk at the meeting.
- d) File the annual report required by the Mass. Secretary of State.

Registrar

- a) Shall keep an accurate record of all players registered on all teams. Ensure that the organization complies with all WYSL registration procedures as defined in the WYSL policies and bylaws. Be responsible for the proper administration of medical insurance program of the league.
- b) Responsible for ensuring that all player registrations and payments are made to the MAYS Travel League.
- c) Chair the WYSL Outreach Committee.

Director of Travel

- a) Liaison w/MAYS in related matters between WYSL & MAYS
- b) Be present at Tryouts to Assist/Director of Player/Coach Development on field
- c) Be present for travel draft nights to help & guide player placement upon teams following league guidelines & in conjunction w/age coordinators

- d) Work in Conjunction w/Director of Rec., Appropriate age coordinators, Director of Player/Coach Development to insure that proper coaches are put into place for travel teams
- e) Working w/Director of Operations making sure all travel teams have keys/equipment (excludes uniforms) For their needs
- f) Work w/Uniform manager to make sure teams are properly outfitted

Director of Rec.

- a) Assist w/tryouts or registration nights
- b) Working w/age coordinators making sure coaches are properly placed in Rec. divisions & assist in recruiting additional coaches for age groups.
- c) Act as liaison between board & age coordinators. Also liaison for coaches if issue between a coach & an age coordinator
- d) Assist the Director of Operations in making sure fields have proper equipment for each group any needed keys

Director of Operations

- a) Assist w/tryouts &/or registration nights
- b) Make sure all keys, locks, goals & fields etc are in working order & good condition
- c) In the absence of the League President will have decide as to whether fields are to be closed for games due to weather related conditions &/or vandalism etc
- d) Assists League President or his/her designee regarding any safety issue related to the league facilities it uses
- e) Recruit and work with field / equipment manager to ensure the league is prepared for upcoming seasons (Includes field permits).

Director of Referees

- a) Responsible for all activities related to & concerning training/scheduling/& handling issues pertaining to leagues ref's
- b) Assists the VP of League in handling disciplinary actions involving refs & players as related to laws of the game.
- c) Works w/Coaches Rep, League VP, Appropriate Age Coordinator & Director of Rec. to handle issues between ref's & any league coach/asst. coach or team manager
- d) Works w/Parent Rep, League President, Appropriate Age Coordinator, Director of Rec. & Coach if deemed necessary to handle issues involving & any parent/guardian or other adult concerning ref's

League Vice-President

- a) Serves as Chairman of Rules & Disciplinary Committee & acts as liaison w/other members as described above to handle issues regarding players, refs, coaches
- b) Assist Director of Admin & Communication with keeping website up to date as much as possible
- c) Chair's monthly meeting in absence of League President
- d) Can represent the League at functions if League President is unavailable & act as spokesperson for league in the President's absence

Director of Admin & Communication

- a) Responsible for keeping website up to date as much as possible
- b) Responsible for league forms/flyers & notices that are produced

- c) Produce w/help of Clerk & others who have league records manuals for board members & keeping them updated
- d) Assist in planning of & presentations for AGM & other functions as they may arise

Director of Player & Coach Development

- a) Set-up & run league tryouts for Travel teams w/assistance of Travel Director & other Board Members
- b) Develop clinics for players & coaches w/assistance of Coach's Rep, Director of Rec., Director of Travel & the appropriate age coordinators.
- c) Make sure all coaches are properly licensed as per league policy. Registrar & League President to assist w/this
- d) Set-up licensing courses for WYSL coaches to participate in locally

Coach's Rep

- a) Works w/Director of Player & Coach Development in designing & running clinics for league coaches & players
- b) Acts as liaison & outlet to board from issues from league's coaches i.e. field conditions, equipment general concerns of coaches as a whole
- c) Assists w/tryouts for travel divisions

Parent Rep

- a) Works w/Director of Player & Coach Development in designing & running clinics for league coaches & players

Community Rep

- a) Works w/Director of Player & Coach Development in designing & running clinics for league coaches & players

TOPPS Director

- a) Responsible for setting up & operating a TOPPS program for WYSL.
- b) Can solicit other board members for assistance in getting program up & running

Parent Reps (2)

- a) Act as liaison for parents/guardians of league players to bring before the board issues, ideas or concerns that can assist the league & the board to operate better for all concern
- b) Take lead in organizing Spring season Jamboree/Fun Day for Rec. Division Teams

Community Reps (2)

- a) Look at the league from the outside & offer ideas, thoughts & bring to the board concerns that effect how the league as whole operates so that steps can be taken to make it better
- b) Assist the TOPPS Director where possible in operating that program
- c) When available attend Community events where they can act as face for the league in conjunction with other board members or the league President

AGE COORDINATORS

- a) As noted above, must assist with some of the registration nights & tryouts (for the appropriate age levels)
- b) Check to make sure fields your age groups are assigned are open & closed at end of each game day.-Report any unusual conditions to Director of Operations (*Age coordinators are not expected to open & close every weekend day but please inform Director of Operations if you will not be opening or closing a field location on a particular day-May request help from any board members or designate a reliable coach in your opinion to assist if need be*)
- c) Be present at either or both draft nights as discussed w/either Director of Rec. or Travel
- d) Work w/Director of Coach & Player Development concerning placing of coaches & appropriate license
- e) Work w/Director of Coach Player Development concerning player clinics
- f) Report as noted above to the appropriate board members issues regarding previous weekends games etc. Reports to members not later than Noon of the following Tuesday.

REPORTING ISSUES

- A) If a issue takes place at a field the first response should always go thru the Age Coordinator except in following condition; (*in addition to Age Coordinator*)
 - 1) Injury or safety of any player call to be placed to League President, Vice President, or Registrar
 - 2) Issue between coach & parent-Director of Rec. (travel teams follow MAYS by-laws-call Travel Director)
 - 3) Any issue involving a Ref-Director of Referees (if senior ref not present or needs addition assistance **except Travel teams-contact Travel Director & League President**)
 - 4) Issue involving physical aspect of field or access-Director of Operations, League President, League VP
 - 5) Issue whether player is roistered correctly-League Registrar
 - 6) Issue between a coach & Age coordinator-Director of Rec. if not available another board member
 - 7) Issue between a parent & Age coordinator-Director of Rec. if not available another board member
 - 8) Issue involving any board member contact League President or Vice-President ASAP

- B) If at any field a ref or age coordinator makes a determination & another board member arrives at site because they have been notified-Until a proper investigation has been completed, that Board member will back the decision of the ref or Age coordinator regardless of whether the decision is proper or not. **EXCEPTION WILL BE IF THE DECISION PUT A PLAYER IN ANY KIND OF HARM'S WAY**. Then if after investigation decision is determined not to be correct, the correct information will be presented to all parties involved

- C) At no time will any board member get into a shouting match w/ any adult, player, ref or coach at a field especially if players or children are present
- D) It will be the policy of this league that in the absence of any league policy regarding violations involving acts towards a player, coach, ref, or spectator from another that the punishment shall follow the MAYS guidelines until such time as WYSL adopts it's own version of penalties for such infractions.
- E) As like the newly adopted player & team placement policies this is a living document & can be amended by vote of the Board of Directors