

President

- He/She is overall in charge of the Legal Soccer Club.
- He/She will conduct himself at a high standard, and provide an example to remainder of the Club.
- He/She will attend all Tri County Soccer meetings.
- He/She will be expecting to fill a role and duty at Tri County Soccer Association.
- Responsible to send reports to Tri County Soccer Association President.
- Organize and set up Legal Soccer Club Executive meeting and AGMs.
- Oversees the overall conduct of all Legal Soccer Executive members, Coaches, Referees, Players, and Parents.
- He/She will chair Legal Soccer Executive and AGM meetings.
- He/She may waive Soccer fees, if he/she feels that family cannot financially afford it.
- He/She will attend the Soccer Coaches Meeting.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She will attend any Town of Legal meeting, which is required.
- He/She will be responsible to ensure all duties are completed of any unfilled jobs.
- He/She will actively look to attract volunteers to fill positions that are vacant.
- He/She may remove any board member that is acting inappropriately, and MUST call executive meeting for final approval.
- He/She will be responsible to produce an overall Soccer Report for all parents.
- He/She will ensure that all Tri County Rules are being followed.
- He/She set up a meet with parents upon request.
- He/She will approve bills for the treasurer prior to payment.
- Will Review all Team Schedules to ensure that there are no conflicts.
- Will set up and chair the Legal soccer Discipline meeting, however will NOT cast a vote unless there is tie. (Discipline meeting will be NO less than 3 board members).
- Will purchase and hand out medals to the U4-U8 teams.

Vice President

- He/She will assume all duties and responsibilities of the President in there absents.
- He/She will conduct himself at a high standard, and provide an example to remainder of the Club.
- He/She will oversee the administration running of the Legal Soccer Club.
- He/She will attend Legal Soccer Executive and AGM meetings.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may wave Soccer fees, if he/she feels that family cannot financially afford it.
- He/She may accompany the president at meetings with Tri County Soccer and Town of Legal.
- He/She will accompany the president at the meeting with any parent upon request.

- He/She is to advise the president of any board member acting inappropriate, and calls for an executive meeting.
- He/She will actively look to attract volunteers to fill positions that are vacant.
- Will assist board members if needed.
- He/She will approve bills for the treasurer prior to payment.
- Will be on signing authority for Legal Soccer Club bank account.
- The Vice President may suspend the President, till an executive meeting can be form (Not to exceed 7 days), at which time the executive will review the case and make the final decision to restate, or to remove the President.
- May attend the discipline meetings and has one vote.

Registrar

- He/She will Organize and conduct the Early, Regular registrations.
- He/She will make up registration packages.
- He/she will produce the ASA forms for Tri County soccer Association prior to May 1.
- He/she will give a copy of the ASA form to the Team Coach.
- He/She will attend the Executive meeting, and AGM.
- He/She will assist the treasurer in who has not paid Soccer registration fees.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may attend the discipline meetings and has one vote.
- He/She will produce the final player numbers.
- He/She may ask the President or Vice President for a justification for waved fees, if they feel that is was inappropriate, call for executive meeting within 7 days. In which time the executive will discuss the situation; the President or Vice President may be present however they WILL NOT have a vote.
- He/She will produce a report on the registration and any changes required.

Treasurer

- He/She will responsible to maintain the financial accounts of the Legal Soccer Club.
- He/She will pay all billed approved by either President or Vice President.
- He/She may suspend payment if they feel that it was not appropriate, and immediately call for executive meeting within 7 days. In which time the executive will discuss the situation; the President or Vice President may be present however they WILL NOT have a vote.
- He/She will have signing authority on the Legal Soccer Club.
- He/She will be responsible to collect any unpaid soccer fees.
- He/She will assist the Registrar with registration meetings.
- He/She will attend the Executive meeting, and AGM.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may attend the discipline meetings and has one vote.
- He/She will provide a financial report at the AGM.

- Deposit all cheques made out to Legal soccer Club.

Secretary

- He/She will be responsible take notes at all Executive Meeting and AGMs.
- He/She will produce minutes and forward them to the board.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may attend the discipline meetings and has one vote.
- He/She will attend the Executive meeting, and AGM.

Fundraising

- He/She will attend the Executive meeting, and AGM.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may attend the discipline meetings and has one vote.
- He/She will look at different options for fundraising.
- Fundraising chairperson will approve all fundraising events.
- He/She will seek out sponsorship for Legal Soccer Club.
- He/She will maintain the Legal Soccer Website.
- Prepare a Fundraising report for AGM.
- He/She will oversee the Fundraising event to ensure we are following all the rules and regulars.

Equipment Manager

- He/She will attend the Executive meeting, and AGM.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may attend the discipline meetings and has one vote.
- He/she will manage and maintain the Legal Soccer Equipment.
- He/she will issue equipment to Coaches before the season
- He/She will collect all equipment from coaches at the end of season.
- He/She replaces loss or Damage equipment.
- If a coach losing equipment due to negligence then the equipment manager will investigate and present to the Executive for decision. The Equipment Manager will not vote, will act as presenting the facts.

Jersey Manager

- He/She will attend the Executive meeting, and AGM.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may attend the discipline meetings and has one vote.
- He/she will manage and maintain the Legal Soccer Jerseys
- He/she will issue Soccer Jerseys to Coaches before the season
- He/She will purchase new Jerseys for the U4-U8 age Groups.
- He/She will collect all the Jerseys from the parents at the end of the season.
- Coaches will give the jersey Manager a team list with the jersey numbers on it.
- He/she will set up two Jersey return dates at end of the season.

Referee Coordinator

- He/She will attend the Executive meeting, and AGM.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may attend the discipline meetings and has one vote.
- He/She will seek out recruit soccer referees.
- Look for Referee courses for the young referees to go on.
- He/she will ensure that standard of referees are at the proper standard.
- He/she will set up the Referee Schedule to ensure that all the games have proper number of officials
- He/She will be responsible for tracking all the games and providing the President or Vice President a games referee by referee NLT than one week after last game played
- He ensures that all the Legal Soccer Referees are given a refresher training each year.

Player and Coach Development

- He/She will be responsible to developing the Technical direction for the coaches and players.
- He/She will conduct Coaches meeting prior to the season.
- He/She will conduct a Coaches practise prior to the players starting.
- He/She will supervise the coaches as the conduct practises with players in the gym.
- He/She will attend the Executive meeting, and AGM.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may attend the discipline meetings and has one vote.
- He/She will seek out recruit soccer coaches.
- He/She will provide Technical advise in reference to players in moving up.
- He/She will provide a report for the AGMs.
- He/She may suspend a Coach for inappropriate behaviour, and call for Executive meeting where all the facts will be put before the board for a vote. He/She will not have a vote in this case only be laying out the facts.

Field and Gym Coordinator

- Responsible for ensure that all the soccer fields are ready for the soccer games.
- Will coordinate the field usage with all the teams.
- Will coordinate the gym time for the all the teams prior to getting on the soccer fields.
- He/She will attend the Executive meeting, and AGM.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may attend the discipline meetings and has one vote.

Promotion coordinator

- He/She will ensure that all advertising is done for Legal Soccer Club.

- He/She will attend the Executive meeting, and AGM.
- He/She will have one vote during the Executive meeting, and AGM.
- He/She may attend the discipline meetings and has one vote.

Past President

- He/She may attend the Executive meeting, and AGM.
- He/She will have one vote during the AGM.
- He/She will provide pass knowledge to the Legal Soccer Board.
- He/She will provide suggestions, or recommendations.

Team Coaches

- Overall responsible for their soccer teams
- He/She will organize and conduct practises
- He/She will have one vote during the AGM.
- He/She will attend the Coaches Meeting, which is organized by the Head Coach.
- Ensure fair play is followed by the players
- They may advise head coach (Legal Soccer Club) of player develop in respect to moving up.
- He/She is expected to conduct a parent meeting.
- He/She may remove the Assistant Coach or Team Manager if he/she feels that they are behaving inappropriate behaviour.
- He/She will have a criminal record check done.
- He/She is expected to talk to any parent from their team of an issue. If cannot be resolve than they pass this issue to president or vice president.
- He/She is responsible to ensure referee liaison program is being followed.

Assistant Coach

- He/She will assume all the team coaches responsibilities in the absence of the head coach.
- He/She will have one vote during the AGM.
- He/She will have a criminal record check done.
- He/She will attend the Coaches Meeting, which is organized by the Head Coach.
- He/She will assist the coach with the running of the team.
- They are to ensure all the soccer jerseys are handed out.
- He/She will send the jersey numbers are sent to jersey manager.
- He/She will ensure that there is a Referee booked for the home games.

Team Manager

- He/She is responsible to the Team Coach.
- He/she will contact parents about team events
- He/She will organize team snacks.
- He/She will organize the parents if they are planning any special event for the team.

- Will assist Legal Soccer Club if their any administration that needs passed on to are parent from their team.
- He/She will have one vote during the AGM.

Members @ Large

- These are members that would help the Legal Soccer Club in special events.
- He/She would assist board members with their duties.
- He/She will have one vote during the AGM.
- He/She may provide suggestions to Legal Soccer Board.
- He/She may observe the executive meeting, however will not have a vote.