



Rockland United Soccer Club Inc. (RUSC)
Club de soccer unifié de Rockland Inc. (CSUR)

687 rue Laurier St., Rockland

C.P. / P.O. Box 456, Rockland, Ontario K4K 1K5

Telephone / téléphone : 613-446-2787

Email / courriel : office@rusc-csur.com

www.rusc-csur.com

Good afternoon, everyone,

As you know the Rockland United Soccer Club will not exist if we didn't have an executive team. We need some people to step up and be part of the team for the up-and-coming year. We will have our virtual **AGM** on November 27, 2021. Time **1H30PM** and the link for the meeting **to follow**. **We would appreciate your attendance at this very important annual meeting.** All the position are available and need to be elected by the membership:

- President
- Vice-President
- Secretary
- Treasurer
- Director – Representative Program
- Director – Recreational Youth Program
- Director – Recreational Micro Program
- Director – Adult Program
- Director – Risk and Safety Management
- Referee in Chief
- Equipment Manager
- Facilities Manager
- Director – Public Relations and Communications

If we have no one who will step up to be on the executive we may not have a soccer club anymore in Rockland. That's something we don't want but we cannot do the job alone. We urgently need your help.

You will see attached the document who explain all the positions. We normally have one meeting a month and each member have their responsibilities.

RUSC Executives

RUSC Job description for all the position:

President –

The President shall be responsible for the effective management and operation of The Club and its activities at all times. Promote the aims of The Club. Preside at all meetings of the board, executive committee or members; have the authority to assume the duties of any member of the Executive Committee when such member is unable to act. Appoint committees and shall be empowered to call meetings of these committees at the recommendation of the Executive Committee. Implement disciplinary action upon recommendation of the Disciplinary Committee. Act as a signing officer for The Club. Be authorized to expend budget funds when approved by the Executive Committee and in accordance with the Ontario Club Act. Be the reviewing and recommending authority for proposed budgets prior to presentation of said budget at the Annual General Meeting and any other general meetings called for the purpose of presenting and adopting the budget. Attend meetings of the EODSA on behalf of The Club. Appoint the members of the Discipline Committee as required. Have the tie-breaking vote for the Executive Committee and assume any other responsibilities described in this Constitution and The Club's Rules and Regulations.

Vice-President –

The Vice-President shall serve on the Executive Committee; perform the duties and responsibilities as assigned by the President; assume the duties of the President in his or her absence; act as a signing officer for The Club; act as a member of the Discipline Committee as required; and assume any other responsibilities described in this Constitution and The Club's Rules and Regulations;

Recreational Micro Program Director –

The Recreational Micro Program Director shall form teams from the player registration for U-4 to U8 players; set and produce division league schedules; determine field requirements in consultation with the Facilities Manager; distribute uniforms and equipment; approve the rescheduling of games in consultation with applicable Division reps; organize micro player and coach clinics and training sessions as required; organize, coordinate and conduct player assessments as required; prepare and maintain a Micro Soccer Coach Handbook and shall conduct at least one coach information session prior to the start of the soccer season; administer divisions through consultation with applicable age group division reps and act as a liaison between all micro teams to the Executive Committee regarding any matters pertaining to the micro divisions; develop and maintain a program of micro player and coaching development in consultation with the Technical Director; act as a member of the Discipline Committee as required and assume any other responsibilities described in this Constitution and The Club's Rules and Regulations;

Recreational Youth Program Director –

The Youth Program Director shall form teams from the player registration for the U-9 to U-17 players; organize division leagues and set and produce division league schedules where applicable; liaise with associate soccer leagues where applicable for the registration of teams; co-ordinate the selection of teams in applicable age groups in the absence of a Representative Program Director subject to the approval of the Executive Committee; confirm referee requirements with the Referee-in-Chief; determine field requirements in consultation with the Facilities Manager; distribute uniforms and equipment; schedule or reschedule games; organize and coordinate player assessments as required; prepare and maintain a youth soccer coach's handbook; conduct a minimum of one coach information session prior to the start of the soccer season; administer divisions through consultation with applicable age group division reps and act as a liaison between all youth teams to the Executive Committee regarding any matters pertaining to the youth divisions; develop and maintain a program of player and coaching development in consultation with the Technical Director; act as a member of the Discipline Committee as required and assume any other responsibilities described in this Constitution and The Club's Rules and Regulations;

Representative Program Director –

The Representative Program Director shall administer the Representative Program in accordance with OSA and EODSA guidelines; liaise with applicable Representative League officials to provide oversight to Representative Teams participation; oversee the selection of Representative Teams for age groups as approved by the Executive Committee; determine field requirements in consultation with The Club Facilities Manager; approve Representative Team playing-up permits (PUP's); approve Representative Team travel permits; confirm referee requirements with the Referee-in-Chief; administer a program of player assessments as required; conduct at least one coach information session prior to the start of the soccer season; monitor the representative team operations and financial statements in consultation with The Club Treasurer; develop and maintain a program of player and coaching development in consultation with the Technical Director; act as a member of the Discipline Committee as required and assume any other responsibilities described in this Constitution and The Club's Rules and Regulations;

Adult Program Director –

The Adult Program Director shall administer the Adult Program in accordance with OSA, OCSL and EODSA guidelines; liaise with applicable Adult League officials to provide oversight to Adult Teams participation; approve Adult Team playing-up permits (PUP's); approve Adult Team travel permits; monitor the Adult team operations and financial statements in consultation with The Club Treasurer; form teams from the player registration for the U18+ players; organize division leagues and set and produce division league schedules where applicable; confirm referee requirements with the Referee-in-Chief; determine field requirements in consultation with The Club Facilities Manager; conduct at least one coach information session prior to the start of the soccer season; act as a member of the Discipline Committee as required and assume any other responsibilities described in this Constitution and The Club's Rules and Regulations.

Equipment Manager –

The Equipment Manager shall recommend to the Executive Committee and on approval tender for equipment and uniforms; maintain an inventory of all equipment belonging to The Club; distribute equipment and uniforms to applicable Representative Youth and Micro Teams; maintain a record of all equipment temporarily issued to teams; recover the equipment at the conclusion of the soccer season; and, assume any other responsibilities described in this Constitution and The Club's Rules and Regulations.

Facilities Manager –

The Facilities Manager shall identify current and future facility needs of The Club and negotiate with the City and local School Boards for such facilities; inform municipalities of any necessary work that needs to be done on the present facilities; ensure that fields are properly lined, nets are properly anchored and the playing surface safe; ensure weekly inspection of fields; act as a member of the Discipline Committee as required and assume any other responsibilities described in this Constitution and The Club's Rules and Regulations.

Public Relations / Communications Director –

The Public Relations/Communications Director shall coordinate all advertisements for events such as the registration, general meetings, Annual General Meetings and other activities; notify the local media of special functions as required; liaise with all sponsors; prepare, publish and distribute a newsletter highlighting activities and news as required; coordinate all team pictures; organize or coordinate all fund-raising activities pertaining to and solely for the benefit of The Club; recruit and organize volunteers for special functions as directed by the Executive Committee; act as a member of the Discipline Committee as required and assume any other responsibilities described in this Constitution and The Club's Rules and Regulations;

Secretary –

The Secretary shall keep minutes of all meetings and obtain the approval of such minutes by the President; notify the Executive Committee of the time and place of meetings and arrange to reserve meeting rooms as required, as directed by the President; be a member of the Executive Committee; act as a member of the Discipline Committee as required and assume any other responsibilities described in this Constitution and The Club's Rules and Regulations;

Safety and Risk Management Director –

The Director of Safety and Risk Management shall oversee and administer the Club's safety and risk management program in accordance with OSA and EODSA guidelines, and best practices as may be applicable from other minor or youth sports organizations as long as these best practices do not contravene any OSA or EODSA guideline or policy. The Director of Safety and Risk Management responsibilities include, but are not

limited to, acting as the Club's focal point for all insurance matters, coordination of Volunteer Screenings for all applicable Club and Team officials as per OSA guidelines, implementation of the OSA Harassment Policy, implementation of a Club Safety Policy to include guidelines for team officials to act as trainer/first aid provider, protocol for return to play following injury, safety of equipment (personal, team, and Club), and safety of facilities.

Treasurer –

The Treasurer shall manage the finances by keeping accurate records and accounts of all receipts and reimbursements in proper books or accounts in accordance with The Club accepted accounting principles and shall develop and maintain procedures for the deposit of monies in the name of and to the credit of The Club in such banks as may be designated by the Executive Committee; act as signing officer for The Club; ensure that the accounting records are verified annually and co-operate with the auditor for the presentation of the Auditor's report at the

Annual General Meeting; ensure that a bona fide Report of Audit has been carried out on an annual basis and ensure that a copy of the said Report is submitted to the EODSA annually; prepare a budget of all anticipated revenues and expenditures for the upcoming season prior to the Annual General Meeting; be responsible to the Executive Committee for ensuring that proper accident insurance coverage has been acquired or renewed prior to the soccer season; ensure that all financial requirements and obligations are met for events hosted; advise the Executive Committee of any financial irregularities; collect all revenues owing; be a member of the Executive Committee; act as a member of the Discipline Committee as required and assume any other responsibilities described in this Constitution and The Club's Rules and Regulations;