

Montclair Soccer Club Bylaws

Appendix A: Additional Officers

1. Registrar. The Registrar shall coordinate registration of all players on all teams with MSC, JLYSL and the CYSA and assure that every player is appropriately registered and all documentation is correct and approved by JLYSL.
2. Group Coordinators. Group Coordinators are responsible for the organization of teams in a given age/gender group. Group Coordinators are serving the following groups:
 - a. Under 8 Boys
 - b. Under 8 Girls
 - c. Under 10 Boys
 - d. Under 10 Girls
 - e. Under 12 Boys
 - f. Under 12 Girls
 - g. Under 14 Boys
 - h. Under 14 Girls
 - i. Under 16 Boys and Girls and Under 19 Boys and Girls
 - j. Class 3 Clippers
3. Under 8 Match Secretary. The Under 8 Match Secretary shall schedule the games of the MSC Under 8 teams.
4. Coach Coordinator. The Coach Coordinator shall work with the Registrar and Group Coordinators to identify coach volunteers and appraise their suitability. In addition the Coach Coordinator is charged with improving the abilities of coaches by arranging introductory courses, licensing clinics and other training activities.
5. Referee Coordinator. The Referee Coordinator shall recruit, encourage and schedule referees, from the membership of MSC or otherwise, to serve at MSC games or other games as required by JLYSL. The Referee Coordinator may appoint such age group or other subordinate coordinators as may be deemed necessary or appropriate.
6. Practice Schedule Coordinator. The Practice Schedule Coordinator will allocate time on the fields available for practice with the intention of providing at least a minimum time on part of an appropriate field for practice for each team that requests it. Such allocation will endeavor to follow the preferences of the team requesting it subject to requirements of fair play and good order and the needs of Field Coordination to schedule volunteer work teams at certain times.
7. Field Coordinator. The Field Coordinator, directly or through the offices of other MSC volunteers, shall obtain playing fields for MSC teams' practices, schedule practice times for each team, secure playing fields to satisfy MSC commitments to JLYSL for league games, arrange for field changes due to defaults, and insure that nets, flags and markings and other field set-up are done for each field MSC has committed to provide for competition. The Field Coordinator will recommend such purchases of equipment and materials as are necessary for safe play and in

accordance with the Laws of the Game. The Field Coordinator may appoint such subordinate coordinators, field supervisors and work groups as may be deemed necessary or appropriate.

8. Equipment Coordinator. The Equipment Coordinator shall, directly or through the offices of other MSC volunteers, prior to the competitive season, order, acquire and distribute such uniforms and equipment as is appropriate for the functioning of the teams; arrange the return of the team equipment for storage, when no longer in use. The use of MSC funds for the acquisition of any equipment for MSC or an individual team must have prior approval of the Equipment Coordinator. The Equipment Coordinator may appoint such age group or other subordinate equipment coordinators as may be deemed necessary or appropriate.
9. MSC Web Master. The MSC Web Master will direct and maintain the montclairsoccer.org web site and any other sites established for the Club.
10. Communications Coordinator. The communications coordinator will facilitate the flow of email traffic broadcast to large components of the membership by maintaining email group lists of appropriate groups within the membership such that appropriate large scale communication can be effected without triggering anti-spamming devices.
11. JLYSL Representative. The JLYSL Representative from MSC shall maintain familiarity with the operations, policies and plans of JLYSL, attend its meetings when possible and in the absence of an MSC Board Officer cast the MSC vote in decisions of the JLYSL Board. The JLYSL Representative will be prepared to report back to the MSC Board and the members on the plans, programs, policies and needs of JLYSL as they develop.
12. Bay Oaks Program Representative. The Bay Oaks Program representative from MSC will serve on the BOP policy board, guiding the program to meet the needs of Class 1 capable players from MSC and other JLYSL clubs.
13. MSC Photo Day Coordinator. The MSC Photo Day Coordinator will contract a photography service organization to take team and individual player photographs and arrange other necessary facilities and notification to parents for the convenience of MSC families.
14. MSC Publicity Coordinator. The MSC Publicity Coordinator will coordinate publication of reports of games to insure positive descriptions of player performance and reports on a variety of teams and players during the course of the season. The Publicity Coordinator will also seek to publicize MSC activities of interest to the general public, particularly if the public is invited to attend.
15. MSC Tournament Coordinator: The MSC Tournament Coordinator will help organize the JLYSL Tournaments (Fall and Potentially Spring) in part by organizing volunteers as field marshals and for other responsibilities.

16. MSC Trophy Coordinator. The MSC trophy coordinator will arrange for purchase and distribution of end of Fall Season good sports trophies for all U8 players. The trophies will not be of the same design in any of three consecutive years.
17. Fund Raising Coordinator. The Fund Raising Coordinator will advise any Fund Raising Volunteers that would like to develop fund raising activities involving more than their own team members. The Fund Raising Coordinator will help such volunteers get Board approval for their activities. Such approval is necessary to insure the appropriateness of the activity, the financial controls in place and avoid conflict among various MSC fund raising programs and possibly with programs of JLYSL or other Clubs.
18. Volunteer Coordinator. The Volunteer Coordinator will register and help track the Club volunteer performance of each team. The Volunteer Coordinator will submit a report to the Board of any teams that appear at risk of failing to meet the annual volunteer requirement along with strategies to correct any deficiencies.