

Batesville Soccer Club Elected and Volunteer Position's

1. President – Board position (Robert Todd)
2. Vice President – Board position (TJ Greene)
3. Administration – Board position (Gena Reidy)
4. Treasurer – Board position (Sam Wintz)
5. Director of Spring Travel – Board position (Jesse Haessig)
6. Referee Coordinator – (Miranda Hoog)
7. Coaching Coordinator – (Robert Todd)
8. Concession Stand Coordinator – (Ann Roel & Susie Stirn)
9. Division Coordinator U6 Academy – (open)
10. Division Coordinator U8 - Jr. Wings Boys (open)
11. Division Coordinator U8 - Jr. Wings Girls (Open)
12. Division Coordinator U10 – Wings Boys (open)
13. Division Coordinator U10 – Wings Girls (Jenny Geers)
14. Division Coordinator U12 – Strikers Boys (Open)
15. Division Coordinator U12 – Strikers Kickers Girls (Open)
16. Division Coordinator U14 – Kicker Boys (Open)
17. Division Coordinator U14 – Kicker Girls (open)
18. Sponsor Coordinator (Open)
19. Uniform Coordinator (Open)
20. Award/Trophy Coordinator (Open)
21. 3 v 3 Coordinator (TJ Greene & Mark Wilder)
22. Player Safety Coordinator (Open)
23. Field Coordinator (Open)
24. Insurance Coordinator (Denise Giesting)
25. Publicity Coordinator (Open)

President Job Description

Position Title: BSC President (Board Position)

Overview:

The BSC President position is responsible for the overall direction and coordination of activities related to the Batesville Soccer Club. This person is the face of the BSC club and should uphold the position to the highest manner, provide leadership to the players, families, coaches, and volunteers. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Coordinate and facilitate all BSC board activities and meetings and club activities related to fall recreation and spring leagues.
 - Minimum of 3 meetings / year or as needed.
2. Set Goals and Objectives for the fall recreation and spring leagues
 - To be presented and approved by the BSC board.
 - Assist in the development and implementation of a strategic plan for BSC.
3. Ensure BSC finance and budgets are in line with projections, strategic plans and future club growth.
4. Ensure that all insurance policies are updated.
5. Address issues related to overall registration.
6. Ensure that all positions are filled and that those positions maintain objectives which are in line with the BSC charter.
7. Attend SAY AGM Annual General Meeting.
8. Attend IYSA AGM Annual General Meeting.
9. Attend EISA meetings.
10. Attend Community meetings when applicable.
11. Communicate with city officials when necessary.
12. Ensure that BSC is being marketed to the community.

Vice - President Job Description

Position Title: BSC Vice President (Board Position)

Overview:

The BSC Vice President position is to support the BSC President with the overall direction and coordination of activities related to the Batesville Soccer Club. This person will fill in for the BSC President when appropriate. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Coordinate all BSC board activities and meetings.
 - Minimum of 3 meetings / year.
2. Approve Goals and Objectives for the year.
 - To be presented and approved by the BSC board.
3. Ensure BSC finance and budgets are in line with projections.
4. Ensure that all insurance policies are updated.
5. Address issues related to overall registration.
6. Ensure that all positions are filled and that those positions maintain objectives which are in line with the BSC charter.
7. Coordinate with the DOC and the DOR games schedule for tournament weekend.
8. Attend SAY AGM Annual General Meeting.
9. Attend IYSA AGM Annual General Meeting.
10. Attend EISA meetings.
11. Attend Community meetings when applicable.

Administration Job Description

Position Title: BSC Administrator (Board Position)

Overview:

The BSC Administrator position is to support the BSC President and Vice President with the overall direction and coordination of activities related to the Batesville Soccer Club. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Ensure that all BSC meetings are scheduled.
 - Set meeting place and times with BSC President.
 - Complete meeting minutes.
2. Approve Goals and Objectives for the year.
 - To be presented and approved by the BSC board.
3. Approve BSC finance and budgets are in line with projections.
4. Ensure that the BSC has copies of all insurance policies.
5. Ensure that the SAY and IYSA is updated with new position assignments.
6. Work with Publicity Coordinator to ensure that BSC website and activity boards are updated.
7. Help maintain player registration database for current and previous years.
8. Inform the Player Safety Coordinator of any player with Medical Conditions.

Treasurer Job Description

Position Title: BSC Treasurer (Board Position)

Overview:

The BSC Treasurer position is to support, track, and maintain the financial records and budgets for the club. This person will work closely with the President and Vice President. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Maintain the club financials/check book
2. Record and deposit any checks/payments in the correct account
3. Record and pay any approved bills
 - a. Any checks over \$500 need 2nd Signature
 - b. Any checks over \$100 need to the check writer require 2nd Signature
4. Periodically Report to the Board on state of Finances
5. Work with Board to set any necessary fees
6. Vote on any motions put before the board
7. All Exec Board members are Bonded
8. Submit proper year end paperwork to correct board member for tax purposes (Currently this goes to Vance Thomas)
9. Maintain the Club PO Box
10. Work with any Fund Raising committees (Kiwanis)
11. Work on with any Capital Project committees
12. Work with DST to insure expense are kept in line with budget.

Director of Spring Travel Job Description

Position Title: BSC Director of Spring Travel (Board Position)

Overview:

The director of spring soccer (DST) position is responsible for the overall direction and coordination of activities related to the Batesville Spring Soccer teams. This person is the face of the BSC club and should uphold the position to the highest manner, provide leadership to the players, families, coaches, and volunteers. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Coordinate and facilitate all activities and meetings related to Spring Travel
 - Minimum of 3 meetings / year or as needed.
2. Set Goals and Objectives for the spring league
 - To be presented and approved by the BSC board.
 - Assist in the development and implementation of a strategic plan for BSC.
3. Ensure BSC finance and budgets for spring cost are in line with projections, strategic plans and future club growth.
4. Ensure that all insurance policies are updated.
5. Address issues related to overall registration.
6. Work with Referee Coordinator to insure certification and referee's are obtained.
7. Work with DOC to insure that coaches are "E" certified.
8. Work with Concession stand coordinator for implementation of food and drink supplies.
9. Work with Uniform coordinator to insure order of uniforms
10. Work with Field Coordinator for field layout.

Referee Coordinator Job Description

Position Title: BSC Director of Referee's

Overview:

The BSC Director of Referee's (DOR) is responsible for the organization of referee's for fall recreation and spring travel leagues. This person will work closely with the coaches and coaching development coordinator. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Must hold a USSF Grade 8 license.
2. Contact Potential Referees for fall recreation and spring travel leagues
3. Make sure that Referee's are certified or hold the proper certification for the different levels.
4. Get Referee available schedules for the season.
5. Coordinate who is refereeing games each weekend.
6. Each Weekend post schedule at field.
7. Each Weekend supply game reports for coaches and referees.
8. Each Weekend pay referees.
9. Coordinate with the DOC and the BSC President games schedule for tournament weekend.
10. Implement with the DOC that game reports for coaches and referees are being completed.
11. Coordinate with DOC that game reports are collected.
12. Enter game reports into database each week.
13. Address any issues with referees.
14. If there are any make-up games coordinate scheduling referees.
15. Recommend Certification levels to the club.
16. Coordinate training for Referee's.
17. Ensure that all goals are secured to the ground.

Coaching Coordinator Job Description

Position Title: BSC Director of Coaching

Overview:

The BSC Director of Coaching (DOC) is responsible for the organization and the overall development of coach's for fall recreation and spring travel leagues. This person will work closely with the Director of Referee's, coaches, and the BSC board. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Must hold a USSF C license.
2. Promote the development of coaches through training and education.
3. Make sure that coach's are certified or hold the proper certification for the different levels.
4. Work with the division coordinators to ensure implementation of "Player Development".
5. Implement with the DOR that game reports for coaches and referees are being completed.
6. Coordinate with DOR that game reports are collected.
7. Coordinate with the DOR and the BSC President games schedule for tournament weekend.
8. Address any issues with coaches to the BSC board.
9. Recommend Certification levels to the club.
10. Coordinate training for coaches.
11. Ensure that player ratings are completed and are update with the BSC Administrator.
12. Ensure that all goals are secured to the ground.

Director of Concession Stand Job Description

Position Title: BSC Director of Concession Stand (Board Position)

Overview:

The BSC Director of Concession Stand is to support, track, maintain, coordinate the activities related to the concession stand. This person will work closely with the BSC Treasurer to make sure that the concession is operated within the budget. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Operate the concession with the budget set by the club.
2. Make recommendations to the club for budget guidelines
3. Recommend cost reductions
4. Recommend new ideas for concession food.
5. Opening and setting up cocession stand on Saturday mornings
6. Take inventory of supplies
7. Order supplies from Sam Club or Haymeyer's
8. Stock coolers, refrigerator-freezer, chips, and candy
9. Responsible for cash draw and money. Counts completed morning, noon, and close.
10. Get ice from city building
11. Fill water coolers and distribute on playing fields
12. Concession stand is drop off point for fundraisers, lost and found, volunteer checks, and first Aid.
13. Schedule Concession workers – Call made to cover all shifts and as reminders.
14. Complete sign up sheet for volunteers to be posted for the first weekend games

Division Coordinator – U6 Academy (Boys or Girls)

Position Title: Division Coordinator – U6 Academy

Overview:

The Division Coordinator is responsible for the organization of the listed division. This person will work closely with the coaches, DOR, and DOC. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Arrange head coaches for teams.
 - a. Number of players will be sent by the register.
 - b. Players information, parents name, phone number, and e-mails will be provided by register
 - c. Equal number of players per team if applicable.
2. Complete team draw on scheduled date.
 - a. Soccer Club will set draw date.
 - b. Player draw is completed and arranged by the division coordinator.
 - c. How to complete a team draw will be provided as a template.
3. Provide player contact list to assigned head coach.
4. Provide coaches packet to head coach.
 - a. Coaching packets are obtained through Coaching Development Coordinator
 - b. Volunteer forms must be turned into Volunteer Form Coordinator
5. Assist Coaches with coaching division.
 - a. Director of Coaching can be contact
 - b. Suggestion of website or other material
6. Assist coaches with referee questions.
7. Assist coaches with field maintenance questions.
8. Complete field practice sign up sheet
9. Game schedule provided to coach's
 - a. Schedule to be provided by Game Coordinator
- 10. Remind Coaches that this is just a recreational league where all players are rotated through all positions and have an equal amount of playing time. "Player Development"**

Division Coordinator – Jr. Wings (Boys or Girls)

Position Title: Division Coordinator – Jr. Wings

Overview:

The Division Coordinator is responsible for the organization of the listed division. This person will work closely with the coaches, DOR, and DOC. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Arrange head coaches for teams.
 - a. Number of players will be sent by the register.
 - b. Players information, parents name, phone number, and e-mails will be provided by register
 - c. Equal number of players per team if applicable.
2. Complete team draw on scheduled date.
 - a. Soccer Club will set draw date.
 - b. Player draw is completed and arranged by the division coordinator.
 - c. How to complete a team draw will be provided as a template.
3. Provide player contact list to assigned head coach.
4. Provide coaches packet to head coach.
 - a. Coaching packets are obtained through Coaching Development Coordinator
 - b. Volunteer forms must be turned into Volunteer Form Coordinator
5. Assist Coaches with coaching division.
 - a. Director of Coaching can be contact
 - b. Suggestion of website or other material
6. Assist coaches with referee questions.
7. Assist coaches with field maintenance questions.
8. Complete field practice sign up sheet
9. Game schedule provided to coach's
 - a. Schedule to be provided by Game Coordinator
- 10. Remind Coaches that this is just a recreational league where all players are rotated through all positions and have an equal amount of playing time. "Player Development."**

Division Coordinator – Wings (Boys or Girls)

Position Title: Division Coordinator – Wings

Overview:

The Division Coordinator is responsible for the organization of the listed division. This person will work closely with the coaches, DOR, and DOC. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Arrange head coaches for teams.
 - a. Number of players will be sent by the register.
 - b. Players information, parents name, phone number, and e-mails will be provided by register
 - c. Equal number of players per team if applicable.
2. Complete team draw on scheduled date.
 - a. Soccer Club will set draw date.
 - b. Player draw is completed and arranged by the division coordinator.
 - c. How to complete a team draw will be provided as a template.
3. Provide player contact list to assigned head coach.
4. Provide coaches packet to head coach.
 - a. Coaching packets are obtained through Coaching Development Coordinator
 - b. Volunteer forms must be turned into Volunteer Form Coordinator
5. Assist Coaches with coaching division.
 - a. Director of Coaching can be contact
 - b. Suggestion of website or other material
6. Assist coaches with referee questions.
7. Assist coaches with field maintenance questions.
8. Complete field practice sign up sheet
9. Game schedule provided to coach's
 - a. Schedule to be provided by Game Coordinator
- 10. Remind Coaches that this is just a recreational league where all players are rotated through all positions and have an equal amount of playing time. "Player Development"**

Division Coordinator – Strikers (Boys or Girls)

Position Title: Division Coordinator – Kickers

Overview:

The Division Coordinator is responsible for the organization of the listed division. This person will work closely with the coaches, DOR, and DOC. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Arrange head coaches for teams.
 - a. Number of players will be sent by the register.
 - b. Players information, parents name, phone number, and e-mails will be provided by register
 - c. Equal number of players per team if applicable.
2. Complete team draw on scheduled date.
 - a. Soccer Club will set draw date.
 - b. Player draw is completed and arranged by the division coordinator.
 - c. How to complete a team draw will be provided as a template.
3. Provide player contact list to assigned head coach.
4. Provide coaches packet to head coach.
 - a. Coaching packets are obtained through Coaching Development Coordinator
 - b. Volunteer forms must be turned into Volunteer Form Coordinator
5. Assist Coaches with coaching division.
 - a. Director of Coaching can be contact
 - b. Suggestion of website or other material
6. Assist coaches with referee questions.
7. Assist coaches with field maintenance questions.
8. Complete field practice sign up sheet
9. Game schedule provided to coach's
 - a. Schedule to be provided by Game Coordinator
- 10. Remind Coaches that this is just a recreational league where all players are rotated through all positions and have an equal amount of playing time. "Player Development"**

Division Coordinator – Kickers (Boys or Girls)

Position Title: Division Coordinator – Strikers

Overview:

The Division Coordinator is responsible for the organization of the listed division. This person will work closely with the coaches, DOR, and DOC. Promote the common good of soccer and the Batesville Soccer Club Charter. The outline below is just an overview and responsibilities are not limited to this list.

Responsibilities:

1. Arrange head coaches for teams.
 - a. Number of players will be sent by the register.
 - b. Players information, parents name, phone number, and e-mails will be provided by register
 - c. Equal number of players per team if applicable.
2. Complete team draw on scheduled date.
 - a. Soccer Club will set draw date.
 - b. Player draw is completed and arranged by the division coordinator.
 - c. How to complete a team draw will be provided as a template.
3. Provide player contact list to assigned head coach.
4. Provide coaches packet to head coach.
 - a. Coaching packets are obtained through Coaching Development Coordinator
 - b. Volunteer forms must be turned into Volunteer Form Coordinator
5. Assist Coaches with coaching division.
 - a. Director of Coaching can be contact
 - b. Suggestion of website or other material
6. Assist coaches with referee questions.
7. Assist coaches with field maintenance questions.
8. Complete field practice sign up sheet
9. Game schedule provided to coach's
 - a. Schedule to be provided by Game Coordinator
- 10. Remind Coaches that this is just a recreational league where all players are rotated through all positions and have an equal amount of playing time. "Player Development"**

Sponsorship Coordinator

Position Title: Sponsorship Coordinator

Overview: Sponsorship Director is responsible for managing of sponsors for our Fall Program (There are no sponsors allowed in the Spring Program). Promote the common good of soccer and the Batesville Soccer Club Charter.

Responsibilities:

1. Maintaining a list of Potential Sponsors
 - a. Updated from Chamber of Commerce
 - b. Review new Dr's/businesses in area and added if needed
 - c. Any request to become a sponsor
2. Set sponsorship levels with approval from board
3. Manage Mailing of Sponsorship Letters – Letters should be mailed by early April with a due back date of late May.
4. Manage Collections of Sponsorship Fees
5. Manage Follow-up calls as needed
6. Final Sponsor list needed by mid/late June so uniforms can be ordered.
7. Send out Thank you notes to all sponsors
8. Coordinate with Division heads about what children need to with what sponsored team, if any.
9. Manage Plaque Distribution
 - a. Order Plaques – with correct sponsor information
 - b. Pair with Team Pictures
 - c. Distribute to Coaches or League heads when ready
10. Order Sponsorship Banner and give to City to hang a Soccer Fields
11. Coordinate with Uniform Coordinator information about
 - a. Sponsors at given levels – what names on shirts
 - b. Special Considerations (Colors – sometimes not often)
 - c. Logos on Shirts if needed

Uniform Coordinator

Position Title: Uniform Coordinator

Overview:

Uniform Coordinate is for the Fall and Spring Program. Uniforms for the Spring Program are more closely managed DST. The fall program orders new uniforms every year after the team draw is completed and sponsorship has been finalized. The Spring Soccer Club uniforms are re-used year to year and replaced when worn out. Currently the club has 3 new sets of uniforms (2008), 1 lightly used (2006), and 1 older set. The Club plans to another large purchase of uniforms for 2009 spring Soccer with the goal of having the club provide all the uniforms and rotate in new uniforms periodically as needed. Promote the common good of soccer and the Batesville Soccer Club Charter.

Responsibilities:

1. Set estimated budget for cost of each uniform with board
2. Determine Uniform requirements – Jersey/T-Shirt, Socks, and Shorts.
3. If needed get price quotes from suppliers
4. Determine with Division Coordinators after registration # of teams at each Division and max number of players on each team.
5. Get Sponsor information from Sponsorship Coordinate including:
 - a. What name should be on uniform
 - b. Logo if available and if of the appropriate sponsor level
 - c. Any special color considerations (rare and kept to a minimum)
6. Order Uniforms from supplier – need to be in my end of July – should order mid/late June
7. Organize/Separate Uniforms
8. Locate Goalie Jersey to give to each team – currently we have some nice goalie jerseys for the older players and old team jersey's we use for some of the younger players.
9. Distribute Uniform package at Coach's Kick-Off Picnic.
10. Handle any uniform issues with Division Coordinator or Coach – often a late player is added and an additional uniform is needed.

Award/Trophy Coordinator

Position Title: Award/Trophy Coordinator

Overview: This is for BSC trophies for the Fall Season only and for the U10 and lower ages. The U12 and U14 Trophies for the EISA Program are ordered by a different club (I believe Sunman now) and BSC pays a percentage of this amount based on player count at this level. Promote the common good of soccer and the Batesville Soccer Club Charter.

Awards Ordered by BSC:

U10 – Wings - Tourney Champion & Runner-Up Trophies – Boys & Girls

U8 – Jr. Wings – Tourney Champion & Runner-Up Trophies – Boys & Girls

U5 & U4 – Academy – Participation Medals for All Players Boys & Girls – this is up to the Academy Coordinator and the Board if these will be given out each year.

Responsibilities:

1. Set estimated budget for cost of trophies with board
2. Quote Trophies if necessary
3. Coordinate with Division Coordinator to get max number of trophies.
 - a. Max # of kids on a team + 2 (1 trophy for head coach, and 1 for the sponsor if a sponsored team)
4. Order Trophies
5. Distribute Trophies – normally trophies are stored in the concession stand near the start of the tourney. Division Coordinators will distribute them after the championship game for their division
6. If ordering Participation Medals for the U6 – the U6 Coordinator can order them and bill the club or you can order and distribute to the coordinator.

3 v 3 Coordinator

Position Title: 3 v 3 Coordinator

Overview: The 3 v 3 Coordinator is responsible for the overall promotion and coordination of the tournament. Due to the size and work load of this position, the coordinator will need to work with the 3 v 3 committee. They will also promote the common good of soccer and the Batesville Soccer Club Charter.

Responsibilities:

1. Form a 3 v 3 Committee to ensure the success of the tournament.
2. Set up regular meeting to define roles and responsibilities
3. Communicate with the Director of Concession Stand days and times needed
4. Communicate with the Director of Referee the days, times, and number of games.
5. Communicate to the Publicity Coordinator information for the Website.
6. Communicate to the Award/Trophy Coordinator the number of trophies needed
7. Communicate to the Sponsor Coordinator and Batesville Casket requirements and/or needs.
8. Communicate to the Uniform Coordinator requirements for T-Shirts. This would include design, style, and club logo.
9. Communicate 3 v 3 rules throughout the club, team registrar and website
10. Log team registration with Registrar
11. Log team payments with Treasure.
12. Communicate to the Uniform Coordinator requirements for T-Shirts. This would include design, style, and club logo.
13. Set up presentation for awards. Who give out the awards example some one from Batesville Casket.
14. Set up entertainment for the day. Music, prizes, give aways, etc...
15. Coordinate judges for costume and prizes.
16. Design and maintain scoreboard during tournament.
17. Coordinate set up and tear down for event
18. Coordinate with the street department field layout
19. Designate 3 v 3 Marshals.

Player Safety Coordinator

Position Title: Player Safety Coordinator

Overview: The Player Safety Coordinator is responsible for ensuring and promoting the safety of the BSC players. Promote the common good of soccer and the Batesville Soccer Club Charter.

Responsibilities:

1. Ensure that every volunteer has completed a volunteer application form
2. Maintain records of current and past volunteers.
3. Work with IYSA and SAY to complete background checks
4. Inform the BSC board of necessary information obtained from the volunteer forms.
5. Work with the BSC administrator to review children with any medical conditions.
6. Communicate to the DOC, DOR, Division Coordinators, and coaches the players who have medical conditions.
7. Work with the insurance coordinator when applicable.
8. Ensure that all goals are secured to the ground.
9. Recommend ideas and / or actions to the BSC Board.

Field Coordinator

Position Title: Field Coordinator

Overview: The Field Coordinator is responsible coordinating and maintaining the BSC fields. Promote the common good of soccer and the Batesville Soccer Club Charter.

Responsibilities:

1. Coordinate the maintaining of the field with the Batesville City Street Department.
2. Coordinate layout of the field for the fall season with the Batesville Street Department.
3. Coordinate layout of the field for the 3 v 3 tournament with the Batesville Street Department and the 3 v 3 coordinator.
4. Coordinate layout of the field for the Spring Travel with the Batesville Street Department and the 3 v 3 coordinator.
5. Work with IYSA and SAY to complete background checks
6. Work with the insurance coordinator and player safety coordinator when applicable.
7. Ensure that all goals are secured to the ground.
8. Ensure the safety of the BSC players
9. Recommend ideas and / or actions to the BSC Board.

Insurance Coordinator

Position Title: Insurance Coordinator

Overview: The Insurance Coordinator is responsible for the overall management of the BSC insurance policy. Promote the common good of soccer and the Batesville Soccer Club Charter.

Responsibilities:

1. Communicate to the BSC Board any claims to the insurance policy.
2. Communicate to the Division coordinator, coaches, DOR, and DOC the BSC insurance policy.
3. Initiates and/or coordinates insurance claims with SAY and IYSA.
4. Communicate to insurance company fields to be covered under the insurance policy.
5. Communicate to SAY and IYSA any changes to the BSC policy.
6. Work with players, coach's, referees on claims.

Publicity Coordinator

Position Title: Publicity Coordinator

Overview: The Publicity Coordinator is responsible for the communication of information to the public. Promote the common good of soccer and the Batesville Soccer Club Charter.

Responsibilities:

1. Update Website.
2. Work with city to have information put up on billboards, banners, etc.
3. Work with newspaper to have information advertised.
4. Work with radio station to have events and information advertised.
5. Work with other soccer clubs to promote events (3 v 3 Tournament)

Registrar Coordinator

Position Title: Registrar Coordinator

Overview: The Registrar Coordinator is responsible for the update and logging of all player information for Fall, Spring Select Travel, and 3 v 3 tournament.

Responsibilities:

1. Input player information into database for fall, spring, and 3 v 3
2. Update player information as needed
3. Inform Player Safety Coordinator of any medical conditions of players
4. Communicate to President any new players so that their E-mails will be added into the database.
5. Input information into GotSoccer