

The following changes to the Constitution and By-Laws of CVYSA have been submitted for member consideration at the Annual General Meeting dated February 6th, 2008.

Moved that: Part V – Director and Officers, article 25 be amended by deleting 25 j, Scheduler from the article and further amended by adding Tournament Coordinator as 25 i.

EXISTING

Part V- Directors and Officers

The directors of the society are:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Registrar
- f. Head Coach
- h. Head Referee
- i. Equipment Manager
- j. Scheduler
- k. Member-at-large

The society may choose to operate with fewer directors that there are positions available due to a limited availability of directors. In this circumstance, the directors will appoint and assume multiple roles.

PROPOSED

Part V- Directors and Officers

The directors of the society are:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Registrar
- f. Head Coach
- g. Head Referee
- h. Equipment Manager
- i. Tournament Coordinator
- j. Member-at-large
- k. **MARKETING DIRECTOR.**

Moved that: Part VII – Duties of Directors and Officers, article 39 thru 41, be amended by adding responsibilities for the following officers: President, Head Referee, Head Coach, Equipment manager, Tournament Coordinator, member-at-large, Risk management, and Marketing and the balance of the articles renumbered to reflect the additions.

EXISTING

Part VII Duties of Directors and Officers

39. The Secretary shall:

- a. keep and distribute the minutes of all meetings of the District and Board;

- b. maintain the register of voting members;
- c. issue notice of meetings of the District and Board;
- d. have custody of all records and documents of the District except those required to be kept by the treasurer, equipment managers, and secretaries of appointed committees.

40. The Treasurer shall:

- a. present a budget for approval by the board prior to the start of each soccer season;
- b. keep the financial records, including books of accounts;
- c. render financial statements to the members and Board;

41. The Registrar shall:

- a. maintain registration records.

PROPOSED

Part VII Duties of Directors and Officers

39. The Secretary shall:

- a. keep and distribute the minutes of all meetings of the District and Board;
- b. maintain the register of voting members;
- c. issue notice of meetings of the District and board;
- d. have custody of all records and documents of the District except those required to be kept by the treasurer, equipment manager and secretaries of appointed committees.
- e. assume the role of Risk Manager and all responsibilities associated with this role as per CVYSA Rules and Regulations.

40. The treasurer shall:

- a. present a budget for approval by the board prior to the start of each soccer season;
- b. keep the financial records, including books of accounts;
- c. render financial statements to the members and the Board;
- d. gather referee time sheets for payment from designated location at end of each weekend of soccer during regular season.

41. The Registrar shall:

- a. maintain registration records.

42. The President shall:

- a. chair all regular and annual meetings;

- b. operate a swing vote in case of a tie, otherwise not offer a vote;
- c. chair discipline committee;
- d. may or may not assume a multiple role on board when necessary.

43. The Head Referee shall:

- a. ensure referees understand their responsibilities and duties;
- b. provide time cards and other equipment as needed to the referees;
- c. ensure that referees are prescheduled for all house games and schedule referees for all league games as soon as possible following the schedule being available;
- d. ensure proper reporting of games and completion of time sheets for payment;
- e. organize, recruit and train referees;
- f. record scores from each game onto clipboard and ensure info is passed on to marketing director for advertisement in newspaper;
- g. organize referees for annual tournament and ensure payment by reporting games to treasurer.

44. The Head Coach shall:

- a. be responsible for organizing, scheduling, recruiting, training of coaches;
- b. act as liaison between CVYSA, coaches, and head coaches of each age division;
- c. be responsible for scheduling of rep practices for rep teams;
- d. be responsible for scheduling game times, fields, practice times/dates for each division;
- e. be responsible for scheduling tournament date, game schedule, booking fields and coordinating with the head referee;
- f. participate on the tournament committee and the disciplinary committee;
- g. attend field user meeting to represent CVYSA's interests.

45. The Equipment manager shall be responsible for:

- a. yearly inventory of all CVYSA equipment;
- b. yearly purchasing of all required CVYSA equipment;
- c. yearly maintenance of all CVYSA equipment;
- d. seeking approval at a regular CVYSA meeting prior to purchasing equipment;
- e. ordering of house jerseys;
- f. distribution of house jerseys;
- g. regular ongoing assessment of field before and during season;

- h. ensuring each ball bag has a first aid kit in it through out the season;
 - i. maintaining the first aid kits' contents through out the season.
46. The Tournament coordinator shall be responsible for:
- organizing, coordinating, recruiting and soliciting teams for each division participating;
 - sanctioning the tournament through BCSEA;
 - chairing tournament committee;
 - distributing information packages to interested teams;
 - ensuring CVYSA receives tournament fees from each team participating in the tournament;
 - emailing game schedules to all participating team contacts.
47. Member-at-large shall be responsible for:
- acting as a liaison between directors and members of CVYSA;
 - Responsibilities as delegated or assigned by directors.
48. Risk management responsibilities shall be assumed by the secretary of CVYSA.
49. Marketing director shall be responsible for:
- all school communications;
 - writing the sponsorship letter;
 - thanking the sponsors with delivery of a framed team photo prior to the upcoming season;
 - collection of money from sponsors;
 - investigating new sponsor opportunities;
 - proposal writing for grants;
 - media relations;
 - collecting score stat reports from each game and advertising in newspaper;
 - written notification of the CVYSA AGM notification in the Newspaper 30 days prior to the AGM in February;
 - communicating with Creston Recreation Centre staff regarding information for the leisure guide brochure;
 - advertising annual tournament in newspaper;
 - writing a newsletter to parents prior to the tournament as delegated by tournament coordinator;
 - informing parents of tournament and requesting parent participation;
 - participating on tournament committee.