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# HYS

## ROLES AND RESPONSIBILITIES





# HYS – ROLES AND RESPONSIBILITIES

## Purpose

The Roles and Responsibilities Guide provides a clear outline of each position's duties within the organization. This document ensures that all individuals understand their contributions to the Holden Youth Soccer (HYS) mission, streamlines collaboration, and promotes accountability. It is designed to serve as a reference for both new and current members, aiding in role clarity and supporting efficient operations.

The roles that are defined within HYS are:

Role	Current Board Member
President	Jessica Frenger
Vice President	Jarret Groccia
Treasurer	Jeff Locke
Secretary	Natallie Dellecese
Registrar	Pam Sansoucy
Director of Player and Coach Development	Ryan Hall
Player Development Coordinator	Josh Gay
Coach Development Coordinator - Futures	Joe Hall
Age Group Director – Boys Travel	Grace Blanchette
Age Group Director – Girls Travel	Andrew Smith
Age Group Director – In-Town - Pre-K – 2	Joe Hall
Age Group Assistant – In-Town - Pre-K – 2	Alan Lampkin
Age Group Director – In-Town - Grades 3-8*	Erin Deslauriers
Age Group Director – In-Town - High School	Andrea Berger
Age Group Director – TOPS	Osman Bilsel
Age Group Director – Unified	Jon-Paul St. Germain (Term Ending)
Age Group Director – Winter Futsal*	Craig Toney
Risk Manager	Jaime DePari
Referee Coordinator*	Jessica Frenger
Field Coordinator*	Regino Mercado-Lubo
Equipment Coordinator*	OPEN ROLE
Marketing Coordinator*	Luis Garcia
Sponsorship Coordinator*	Inna Subert
Web Master	Alan Lambkin, Ryan Hall, Jessica Frenger
League Rep & Revs Liaison	OPEN ROLE
Parent Liaison	OPEN ROLE
Unified Liaison	OPEN ROLE
Associate Board Member	OPEN ROLE

\*Roles that warrant an assistant, group, or co-role.





## President

The President serves as the primary leader and spokesperson, overseeing the organization's operations, programs, and strategic initiatives to fulfill its mission of fostering youth development through soccer. The President works closely with the Board of Directors, volunteers, and community partners to ensure sustainable growth, financial health, and effective program delivery.

### Key Responsibilities:

1. Leadership and Vision
  - Set and drive the strategic direction of the organization in alignment with its mission and goals.
  - Lead and inspire board members, volunteers, and stakeholders to achieve program objectives and organizational growth.
  - Represent HYS in public forums, ensuring a positive image and building community awareness.
2. Board Relations and Governance
  - Responsible for chairing General Meetings, Board Meetings and other miscellaneous meetings.
  - Collaborate with the Board of Directors to develop policies, approve budgets, and create sustainable strategies.
  - Report regularly to the board on organizational performance, financial status, and key initiatives.
  - Ensure compliance with legal and regulatory requirements and maintain high standards of governance.
3. Financial Oversight and Fundraising
  - Oversee the organization's financial health, including budgeting, fundraising, and expense management with support from the treasurer.
  - Work with board members to drive fundraising initiatives, engaging with sponsors, and grant opportunities to ensure program sustainability.
4. Program Management and Development
  - Ensure the delivery of high-quality programs that meet the needs of youth participants and align with the HYS mission and vision.
  - Oversee program planning, execution, and evaluation, supporting board members and volunteers to create a positive experience for all participants.
  - Seek opportunities for program expansion or innovation, adapting to changing community needs.
  - Support the player placement sub-committee with team, division, coach and player selection including move-up and down requests.
5. Community Engagement and Advocacy
  - Build and maintain strong relationships with local schools, and other community organizations.
  - Advocate for youth sports and work to strengthen partnerships that enhance the organization's visibility and impact.
  - Represent HYS at events, in media, and within the community to promote its mission and values.



## Vice President

The Vice President of the HYS supports the President in leading the organization and implementing its mission to promote youth development through soccer. The Vice President takes on a leadership role in key organizational functions, manages specific initiatives, and serves as a representative of the organization. This role also involves stepping in for the President as needed, assisting with strategic planning, fundraising, and program oversight to ensure smooth operations and sustainable growth.

### Key Responsibilities:

1. Support to the President and Leadership Team
  - Assist the President in setting and executing the organization's strategic direction.
  - Work collaboratively with the President and Board of Directors on policy development, program initiatives, and strategic decisions.
  - Represent the President in internal and external meetings when necessary, maintaining continuity of leadership.
  - Hear complaints from parents and coordinate action plans and responses in a manner that reflects the values and mission of HYS.
2. Operational Oversight
  - Oversee daily operations to ensure effective implementation of programs, events, and organizational initiatives.
  - Collaborate with board members to ensure that programs are delivered and meet quality standards.
  - Monitor and evaluate program performance, suggesting improvements for efficiency and effectiveness.
3. Fundraising and Development
  - Support fundraising efforts, including coordinating sponsor relations, and managing sponsorship initiatives with support from other HYS board members.
  - Build relationships with community partners and sponsors to enhance funding and resource development.
  - Participate in planning and executing fundraising events and campaigns.
4. Community and Stakeholder Engagement
  - Act as a key representative of the organization in the community, building relationships with schools, local organizations, and other community stakeholders.
  - Promote the organization's mission and activities through community events, speaking engagements, and media interactions.
  - Support outreach efforts to engage volunteers, families, and youth participants.
5. Board and Committee Collaboration
  - Collaborate with board members, committees, and volunteers to advance the organization's goals.
  - Assist in preparing reports, presentations, and updates for the Board of Directors on program outcomes, finances, and strategic initiatives.
  - Participate in and support board and committee meetings to ensure productive dialogue and progress on key projects.
  - Support the player placement sub-committee with team, division, coach and player selection including move-up and down requests.



## Treasurer

The Treasurer is responsible for managing the financial activities of HYS, ensuring financial health, transparency, and compliance. This role involves overseeing budgeting, financial reporting, bookkeeping, and compliance with regulations related to non-profit finances. The Treasurer plays a critical role in maintaining the organization's fiscal integrity, supporting effective use of resources, and providing financial insights to guide decision-making.

### Key Responsibilities:

1. Financial Oversight and Budgeting
  - Develop and monitor the organization's annual budget, ensuring alignment with strategic goals.
  - Track revenue and expenses, providing monthly financial updates to the Board of Directors.
  - Collaborate with board members to create budget forecasts and recommend adjustments as needed.
2. Bookkeeping and Financial Management
  - Oversee day-to-day financial transactions, including accounts payable, accounts receivable, and bank reconciliations.
  - Maintain accurate financial records, ensuring timely and accurate bookkeeping.
  - Ensure proper handling of funds from sponsorships, donations, and program fees.
3. Financial Reporting and Compliance
  - Prepare and present regular financial reports, including profit and loss statements, balance sheets, and cash flow statements.
  - Ensure compliance with local, state, and federal tax and financial reporting requirements.
  - Facilitate annual audits or financial reviews and ensure timely filing of tax documents.
4. Fundraising and Grant Management Support
  - Collaborate with fundraising and development teams to track funding, sponsorships, and other revenue sources.
  - Provide input on financial strategies for fundraising efforts to maximize revenue and support program sustainability.
5. Board and Committee Collaboration
  - Work closely with the Board of Directors, presenting financial information, insights, and recommendations.
  - Assist the board in understanding financial statements, budgets, and key financial decisions.
  - Support financial literacy among board members and staff, ensuring alignment with financial goals and compliance.
  - Check the post office box regularly for correspondence and disposition.
  - Check voice mail regularly and respond to all questions or direct to appropriate board member.



## Secretary

The Secretary is responsible for managing the organization's records, documentation, and communication to ensure smooth operations and effective governance within HYS. This role includes organizing board meetings, maintaining accurate records, and handling correspondence, supporting the board in keeping clear and accessible documentation. The Secretary plays a key part in upholding the organization's mission through efficient information management and communication.

### Key Responsibilities:

1. Board Meeting Coordination
  - Schedule board meetings, send out invitations, and organize meeting logistics.
  - Prepare and distribute meeting agendas, supporting materials, and other documentation prior to each meeting.
  - Record and distribute accurate minutes for all board and committee meetings.
2. Documentation and Record-Keeping
  - Maintain organized records of board actions, policies, and important documents.
  - Ensure compliance with record-keeping requirements for non-profit organizations, including bylaws and articles of incorporation.
  - Safeguard records and ensure they are accessible to authorized individuals as needed.
3. Governance and Compliance Support
  - Assist the board in ensuring compliance with organizational bylaws, policies, and applicable laws.
  - Maintain up-to-date records of board members' terms, committee memberships, and contact information.
  - Help prepare and file annual reports, minutes, and other required documentation with regulatory agencies as necessary.
4. Communication and Correspondence
  - Serve as the point of contact for official communications, handling correspondence and ensuring timely responses.
  - Distribute relevant HYS updates, policy changes, and important notices to board members, volunteers, and stakeholders.
  - Facilitate clear and consistent communication among board members, committees, and the organization's leadership team.
5. Board Support and Resource Management
  - Provide administrative support to board members, including access to resources and records.
  - Manage the orientation process for new board members, providing them with essential documents and information.
  - Assist in organizing and documenting board training sessions, and planning meetings.





## Registrar

The Registrar is responsible for managing player registration processes, maintaining accurate participant records, and supporting the smooth organization of HYS programs. This role involves handling player registration, managing databases, processing payments, and communicating with participants and families. The Registrar plays a key role in ensuring an efficient and welcoming registration experience, helping the organization deliver high-quality programs that fulfill its mission.

### Key Responsibilities:

1. Player Registration Management
  - Coordinate and oversee the registration process for players, including online and in-person registrations.
  - Assist participants and families with registration inquiries, troubleshooting issues, and providing information on program requirements.
  - Maintain clear registration deadlines, requirements, and instructions, updating the organization's website and materials as needed.
2. Data Management and Record-Keeping
  - Accurately record participant information, payment status, and program assignments in the organization's database.
  - Ensure data is current, organized, and accessible, safeguarding participant privacy and compliance with data protection policies.
  - Generate and maintain reports on registration numbers, program capacity, and other relevant metrics for board member review.
3. Payment Processing and Financial Tracking
  - Collect registration fees, process payments, and track financial records related to registration.
  - Work closely with the Treasurer to ensure accurate financial tracking and reporting of registration funds.
  - Coordinate fee waivers, refunds, or financial aid processes in line with organizational policies.
4. Communication and Customer Service
  - Serve as the primary point of contact for registration-related questions, providing clear and friendly communication to participants, families, and volunteers.
  - Send regular registration updates, confirmations, and reminders to participants and families.
  - Address issues or concerns regarding registration processes and work to improve participant satisfaction.
5. Support for Program Coordination
  - Collaborate with coaches and program directors to provide updated rosters and ensure all players are registered for the correct teams or programs.
  - Participate in planning and coordination for registration events, and program orientations.
  - Chairs the scholarship application and review committee process.





## Director of Coaching

The Director of Coaching oversees all coaching activities, training programs, and player development initiatives within the HYS organization. This role includes developing coaching curriculums, mentoring coaches, and ensuring a consistent, high-quality experience for players across all skill levels. The Director of Coaching plays a vital part in advancing the organization's mission to foster youth development through soccer by promoting an environment of skill-building, teamwork, and sportsmanship.

### Key Responsibilities:

1. Program Development and Curriculum
  - Design and implement age-appropriate training programs and curriculums for all skill levels, aligning with the HYS goals and best practices in youth soccer.
  - Continuously assess and update the curriculum to ensure it remains relevant, effective, and engaging.
  - Oversee player evaluation processes and guide the development of player progression pathways.
  - Work with age-group and other program directors to improve, enhance, and grow the offerings to meet the changing needs of the community.
2. Coach Recruitment, Training, and Mentorship
  - Recruit, train, and mentor coaches, ensuring that they understand and follow the organization's coaching philosophy and standards.
  - Organize and lead coaching clinics, workshops, and meetings to enhance coaching skills and program quality.
  - Promote formal coach education through grassroots license programs and other coach education opportunities. Works as a liaison to MYSA to coordinate coach licensing courses.
  - Provide ongoing support, feedback, and development opportunities for all coaching volunteers.
3. Player Development and Evaluation
  - Develop and implement a system for evaluating players' skills and progress throughout the season.
  - Collaborate with coaches to create individualized development plans, ensuring each player has opportunities to grow and improve.
  - Monitor player feedback and satisfaction to adapt programs and improve player experiences.
  - Contracting, as approved by the Board of Directors, with outside organizations to provide specialized training and education; hire professional coaches when/if needed.
4. Quality Assurance and Standards
  - Ensure coaching sessions are conducted according to the organization's standards for safety, inclusion, and quality.
  - Regularly observe practices, games, and coaching interactions to maintain high standards across all programs.
  - Establish and enforce codes of conduct for coaches, players, and families, promoting a respectful and positive environment.
  - Lead the player placement sub-committee with team, division, coach and player selection including move-up and down requests.
5. Community and Stakeholder Engagement
  - Act as the organization's ambassador within the local soccer community, fostering relationships with schools, clubs, and other community groups.
  - Communicate regularly with parents, families, and the community about program goals, player development, and organizational values.



## Age Group Directors – Travel

The Age Group Director oversees the development and management of a specific age group or programs within the youth soccer organization. This role focuses on the creation of skill-based teams for the travel leagues, identifying age group coordinators to assist in team, division, and player placement, ensuring a positive experience for players and families. The Age Group Director plays a key role in promoting player development, skill progression, and team cohesion, supporting the organization's mission to nurture youth growth and teamwork through soccer.

### Key Responsibilities:

1. Team Development and Implementation
  - Solicit coaches and organize teams for appropriate leagues and divisions as defined in the HYS Team and Player Placement Policy, in accordance with the league and MYSA guidance.
  - Identify Age Group Coordinators to assist in the team and player placement process.
  - Accountable for final coach selection and player placement, including serving as the primary liaison for team, coach and player placement process.
  - Collaborate with other board members to ensure practice and game fields, times and locations have been properly secured.
  - Support the player placement sub-committee with team, division, coach and player selection including move-up and down requests.
  - Coordinate with the League rep with submitting player, coach and team information, including photo verification.
2. Coach and Player Support and Development
  - Provide guidance, support, and feedback to coaches within the assigned age group, ensuring adherence to coaching standards, league and state rules and expectations.
  - Lead coaching meetings to discuss best practices, challenges, logistics, expectations, and progress specific to the age group.
  - Monitor player and coach development, facilitating and supporting evaluations with the Director of Coaching and providing feedback to coaches and families.
3. Communication and Parent Engagement
  - Serve as the primary point of contact for parents and coaches within the age group, answering questions and addressing concerns. Shall be the primary contact to coaches in their age group for all league information.
  - Provide regular updates on team progress, development focus areas, and organizational events.
  - Promote a positive, inclusive environment for players and families, reinforcing the organization's values.
4. Administrative and League Support
  - Validate players information and details for accurate travel league roster submissions.
  - Collaborate with the Risk Manager to ensure all league and state regulations are met prior to finalization of travel rosters.
  - Coordinate and support age group activities such as practice schedules, game rescheduling, practice rescheduling.
  - Report regularly to the Board of Directors on age group progress, challenges, and opportunities for improvement.



## Age Group Directors – Rec (Futures, Champions, Winter, W5, Unified, TOPS,)

The Rec Age Group Directors oversee the development and management of a specific age group or programs within the youth soccer organization. This role focuses on the creation of balanced teams for the in-town recreational leagues, identifying age group coordinators to assist in team, and player placement, ensuring a positive experience for players and families. The Rec Age Group Director plays a key role in promoting player development, skill progression, and team cohesion, supporting the organization's mission to nurture youth growth and teamwork through soccer.

### Key Responsibilities:

1. Team Development and Implementation
  - Solicit coaches and organize teams for appropriate age groups and programs as defined in the HYS Team and Player Placement Policy.
  - Identify Age Group Coordinators to assist in the team and player placement process.
  - Accountable for final coach selection and player placement, including serving as the primary liaison for team, coach and player placement process.
  - Shall create and distribute games schedules to coaches, players and parents.
  - Work with the Referee Coordinator to ensure proper placement of in-town referees where necessary.
  - Shall coordinate any in-town non-results-oriented tournaments/jamborees during the season including any trophies or medals.
  - Collaborate with other board members to ensure practice and game fields, times and locations have been properly secured.
  - Support the player placement sub-committee with team, division, coach and player selection including move-up and down requests.
2. Coach and Player Support and Development
  - Provide guidance, support, and feedback to coaches within the assigned age group, ensuring adherence to coaching standards, program, and state rules and expectations.
  - Lead coaching meetings to discuss best practices, challenges, logistics, expectations, and progress specific to the age group.
3. Communication and Parent Engagement
  - Serve as the primary point of contact for parents and coaches within the age group, answering questions and addressing concerns. Shall be the primary contact to coaches in their age group for all program information.
  - Provide regular updates on team progress, development focus areas, and organizational events.
  - Promote a positive, inclusive environment for players and families, reinforcing the organization's values.
4. Administrative and League Support
  - Validate players information and details for accurate team placement.
  - Collaborate with the Risk Manager to ensure all program and state regulations are met prior to finalization of placements
  - Coordinate and support age group activities such as tournaments, team-building events, and tryouts.
  - Report regularly to the Board of Directors on age group progress, challenges, and opportunities for improvement.



## Field Coordinator

The Field Coordinator is responsible for managing all aspects of field setup, maintenance, and scheduling for the HYS organization. This role involves coordinating field usage for practices, games, and events, ensuring that fields are properly prepared, safe, and accessible for players and coaches. The Field Coordinator plays a critical role in the smooth operation of soccer programs by supporting a reliable and well-maintained environment for players and families.

### Key Responsibilities:

1. Field Scheduling and Coordination
  - Organize and manage field schedules for practices, games, and special events, coordinating with travel and in-town program directors and coaches.
  - Communicate field assignments and availability to coaches, teams, and relevant board members.
  - Monitor field usage to avoid scheduling conflicts and ensure fair distribution across programs and teams.
  - Coordinate with local parks departments, schools and other organizations to obtain field permits/permissions for game and practice fields.
  - Works with Age Group Directors for make-up game coordination, availability, and communication.
2. Field Setup and Preparation
  - Prepare fields for practices and games, including setting up goals, goal weights/anchors, first aid, corner flags etc.
  - Ensure that fields are lined accurately and safely for each age group or program as required.
  - Coordinate with volunteers or maintenance teams for field setup support during events or tournaments.
  - Coordinate with vendors to ensure timely delivery and pickup of portable restrooms at the fields without bathrooms.
3. Maintenance and Safety Oversight
  - Regularly inspect fields to ensure they meet safety standards, addressing any hazards or maintenance needs.
  - Coordinate with local parks departments, vendors, or facility managers to arrange for field repairs, mowing, or other upkeep.
  - Maintain and store field equipment, ensuring it is available and in good condition for use.
4. Weather and Emergency Preparedness
  - Monitor weather conditions and communicate field closures or delays as needed, prioritizing player safety.
  - Develop and implement protocols for field closures and re-openings due to weather or field conditions.
  - Act as a point of contact for emergency field situations, coordinating responses and keeping stakeholders informed.
5. Collaboration and Community Engagement
  - Work closely with coaches, referees, and event coordinators to ensure fields are ready and well-organized for activities.
  - Engage with community members, families, and volunteers to foster positive relationships and support field needs.
  - Assist with organizing field-related volunteer opportunities for setup, cleanup, and maintenance.



## Equipment Coordinator

The Equipment Coordinator is responsible for managing and overseeing all aspects of equipment procurement, inventory, maintenance, and distribution for the HYS organization. This role ensures that coaches and players have access to the necessary uniforms and equipment to participate effectively in soccer programs. The Equipment Coordinator plays a crucial role in promoting a safe and enjoyable soccer experience by ensuring that all equipment is in good condition and readily available.

### Key Responsibilities:

1. Equipment Inventory Management
  - Maintain an accurate inventory of all soccer equipment, including balls, goals, uniforms, cones, training aids, and safety products etc.
  - Regularly assess equipment needs and make recommendations for purchases based on program requirements and player needs.
  - Implement a tracking system for equipment distribution, returns, and repairs.
2. Procurement and Purchasing
  - Research and source high-quality equipment from reliable vendors, ensuring the best value for the organization.
  - Manage the budget for equipment purchases, keeping track of expenses and ensuring alignment with the organization's financial policies.
  - Coordinate with coaches and program directors to identify specific equipment needs for various age groups and skill levels.
3. Maintenance and Repair Oversight
  - Regularly inspect equipment for wear and tear, scheduling repairs or replacements as necessary to ensure safety and functionality.
  - Develop a maintenance schedule for equipment, including cleaning and storage procedures to prolong the life of the gear.
  - Ensure that all safety equipment meets compliance standards and is readily available for use.
4. Distribution and Collection
  - Organize the distribution of equipment and uniforms to players, coaches, and teams at the beginning of each season.
  - Coordinate the collection of equipment at the end of the season, tracking returns and addressing any missing items.
  - Facilitate communication with families regarding equipment requirements, including any necessary forms or fees.
5. Support for Events and Programs
  - Assist in preparing equipment for special events, tournaments, or camps, ensuring that all necessary items are available and organized.
  - Collaborate with coaches and volunteers to set up equipment for practices, games, and other organizational activities.
  - Provide support and guidance on the appropriate use and care of equipment during training sessions and games.



## Marketing Coordinator

The Marketing Coordinator will support the HYS mission by implementing and managing marketing initiatives that increase awareness, drive engagement, and HYS youth soccer programs. This role involves creating and coordinating content across multiple platforms, engaging with the community, supporting fundraising efforts, and managing digital and print communications. The Marketing Coordinator plays an important role in advancing the organization's mission through effective marketing strategies.

### Key Responsibilities:

1. Social Media Management
  - Manage the organization's social media accounts, to promote events, programs, and community engagement.
  - Develop social media campaigns to increase follower engagement and reach, leveraging targeted content and promotions.
  - Monitor social media activity, respond to inquiries, and engage with followers to foster a positive online community.
2. Content Creation and Management
  - Create engaging and informative content for the organization's website, newsletters, social media platforms, and promotional materials.
  - Maintain a calendar to ensure timely and relevant content delivery across all channels.
  - Work with coaches and volunteers to gather stories, testimonials, and highlights that showcase the impact of HYS on youth development.
3. Event Promotion and Support
  - Assist in the planning and promotion of events, including registration drives, tournaments, and fundraising activities.
  - Develop promotional materials, such as flyers, banners, and press releases, to generate awareness and participation for events.
  - Collaborate with volunteers and board members to ensure successful execution and promotion of events.
4. Collaboration and Community Outreach
  - Work closely with other team members and stakeholders to align marketing efforts with program needs and community engagement strategies.
  - Establish and maintain relationships with local media outlets, community organizations, and businesses to enhance the organization's presence.
  - Represent the organization at community events, fairs, and outreach initiatives to promote programs and recruit participants.



## Referee Coordinator

The Referee Coordinator is responsible for overseeing all aspects of referee management within the HYS organization. This role includes recruiting, training, scheduling, and evaluating referees to ensure that all in-town games are officiated fairly and in accordance with established rules and standards. The Referee Coordinator plays a crucial role in fostering a positive and safe environment for players, coaches, and families by ensuring that officiating is consistent and professional.

### Key Responsibilities:

1. Referee Recruitment and Training
  - Recruit qualified referees for youth soccer games, ensuring a sufficient pool of officials for all scheduled in-town matches.
  - Develop and implement training programs for new and returning referees, covering the rules of the game, officiating techniques, and best practices.
  - Organize clinics, workshops, and mentorship opportunities to enhance the skills and knowledge of referees at all levels.
2. Scheduling and Coordination
  - Create and manage a referee schedule for all in-town games and events, ensuring adequate coverage for each match.
  - Communicate schedules clearly to referees, addressing any conflicts or changes promptly.
  - Coordinate with program leads and coaches to ensure that all officiating needs are met.
3. Evaluation and Feedback
  - Monitor referee performance during games, providing constructive feedback and evaluations to support their development.
  - Establish a system for gathering feedback from coaches, players, and parents regarding officiating quality and address any concerns.
  - Recognize and reward outstanding officiating to encourage high standards within the referee pool.
4. Conflict Resolution and Support
  - Serve as a point of contact for referees regarding questions, concerns, and issues that arise during games.
  - Address any conflicts or disputes related to officiating in a fair and timely manner.
  - Promote a culture of respect and sportsmanship among referees, coaches, players, and families.
5. Communication and Community Engagement
  - Maintain regular communication with referees to keep them informed about policies, schedules, and training opportunities.
  - Collaborate with the Director of Coaching and other board members to align referee development with the organization's goals and values.
  - Engage with the community to promote the importance of officiating and recruit new referees.





## Risk Manager

The Risk Manager is responsible for identifying, assessing, and mitigating risks associated with the operations of the HYS organization. This role requires implementing and enforcing all adult risk management requirements and policies designed to help keep our children safe. The Risk Manager plays a vital role in protecting the organization's assets and reputation while promoting a safe and positive environment for all participants.

### Key Responsibilities:

1. Risk Assessment and Analysis
  - Conduct regular risk assessments to identify potential hazards and vulnerabilities within the organization's programs and operations.
  - Analyze processes and programs to evaluate risk levels and recommend strategies for mitigation.
  - Stay informed about state soccer trends, regulations, and best practices in risk management for youth soccer organizations.
  - Complete all Adult Registration requirements and receive our Mass Youth Soccer Adult Credential.
  - Confirm the HYS organization has updated the leadership report in the Mass Youth Soccer Governance Portal and the Risk Manager is identified.
  - Understand & be able to perform all steps listed on the Risk Manager Responsibilities and Guidelines from MYSA.
  - Verify all adult members in your organization have met all Adult Registration requirements.
  - Work with board members to ensure our website reflects current policies found on the Safe Soccer webpage.
2. Policy Development and Implementation
  - Develop, implement, and update risk management policies and procedures to promote safety and compliance with legal and regulatory requirements.
  - Create and distribute risk management manuals and guidelines to staff, coaches, and volunteers as needed.
  - Ensure that all safety protocols are integrated into the organization's operations and that stakeholders are trained accordingly.
3. Training and Education
  - Provide ongoing support and resources to help the organization foster a culture of safety and accountability.
  - Educate parents and participants about safety practices and the organization's risk management initiatives.
4. Collaboration and Communication
  - Collaborate with board members, and other stakeholders to address risk management concerns and strategies.
  - Serve as the primary contact for risk-related inquiries and concerns from staff, coaches, families, and the community.
  - Promote open communication about safety and risk management issues throughout the organization.



## Sponsorship Coordinator

The Sponsorship Coordinator is responsible for developing and managing relationships with sponsors and partners to secure funding and resources for the HYS organization. This role involves identifying potential sponsors, creating sponsorship proposals, and coordinating sponsorship activities and recognition. The Sponsorship Coordinator plays a crucial role in supporting the organization's financial sustainability and enhancing its community presence through effective sponsorship strategies.

### Key Responsibilities:

1. Sponsorship Development
  - Identify and research potential sponsors, including local businesses, corporations, and community organizations that align with the HYS mission and values.
  - Develop and create sponsorship proposals that clearly outline the benefits and opportunities for potential sponsors.
  - Establish and maintain relationships with current and prospective sponsors to foster long-term partnerships.
2. Proposal Creation and Presentation
  - Craft tailored sponsorship packages that include various levels of support and recognition opportunities.
  - Present sponsorship proposals to potential partners, highlighting the impact of their support on youth soccer programs and community engagement.
  - Collaborate with the marketing team to develop promotional materials that showcase sponsorship opportunities.
3. Sponsorship Coordination and Management
  - Coordinate the implementation of sponsorship agreements, ensuring all commitments are fulfilled, such as signage, marketing materials, and event recognition.
  - Serve as the primary contact for sponsors, addressing inquiries, providing updates, and ensuring a positive partnership experience.
  - Monitor and report on sponsorship deliverables and outcomes, assessing the effectiveness of sponsorship initiatives.
4. Community Engagement and Networking
  - Attend community events, networking opportunities, and meetings to promote the organization and its sponsorship programs.
  - Collaborate with other board members and volunteers to identify sponsorship needs for specific events, programs, or initiatives.
  - Engage with the community to raise awareness of sponsorship opportunities and the impact of contributions on youth development.
5. Fundraising and Event Support
  - Assist in organizing fundraising events and activities that promote sponsor visibility and engagement.
  - Provide support for events by coordinating sponsor participation, collecting materials, and ensuring recognition opportunities are fulfilled.
  - Track sponsorship revenue and provide regular updates to the board regarding sponsorship performance and opportunities.



## Web Master

The Webmaster is responsible for managing and maintaining the website of HYS, ensuring it is user-friendly, up-to-date, and reflective of the organization's mission and programs. This role includes creating and updating content, troubleshooting issues, and improving the site's functionality to support communications, registration, and event promotion. The Webmaster plays a crucial role in enhancing the organization's online presence and accessibility for families, coaches, and the community.

### Key Responsibilities:

1. Website Maintenance and Content Management
  - Update website content regularly, including program information, schedules, news, field status, sponsor details, and event details.
  - Ensure all website information is accurate, relevant, and aligned with the organization's messaging and goals.
2. Design and User Experience Enhancement
  - Maintain a visually appealing, user-friendly website design that aligns with the organization's brand and mission.
  - Implement features to enhance user experience, making it easy for visitors to find information and register for programs.
  - Regularly assess website usability, gathering feedback from users to make improvements.
3. Technical Management and Troubleshooting
  - Ensure the website is fully functional, monitoring for and resolving issues such as broken links, loading errors, and downtime.
  - Work with hosting providers, domain registrars, and technical support as needed to maintain website performance and security.
4. Support for Marketing and Communications
  - Collaborate with the Marketing Coordinator and other board members to promote events, programs, and sponsorship opportunities on the website.
  - Ensure the website integrates effectively with social media platforms and email marketing tools.
  - Support online registration and donation processes, troubleshooting issues and optimizing user pathways.



## League Rep & NE Revolution Liaison

The League Representative serves as the primary liaison between HYS and CMYSL (Central Mass Youth Soccer League) in which the organization participates. This role involves attending league meetings, communicating league policies and updates to the organization, and representing HYS interests. The League Rep is crucial in ensuring that the organization's teams remain in compliance with league requirements and that relevant information flows smoothly between the league and HYS.

### Key Responsibilities:

1. League Communication
  - Attend all league meetings, including general, seasonal, and special meetings, to stay updated on league policies, schedules, and rules.
  - Communicate important league updates, policies, and decisions to the HYS board, coaches, and relevant volunteers.
  - Serve as the primary contact for league inquiries, facilitating responses to questions or concerns from the league.
2. Representation and Advocacy
  - Represent the interests of the organization at league meetings, advocating for needs and addressing any specific concerns.
  - Build positive relationships with other league representatives, fostering a cooperative environment that supports youth soccer.
  - Bring organization-related issues to the league's attention, working to find solutions that benefit both the organization and the league.
3. League Registration and Compliance
  - Submit teams, divisions and preliminary rosters to league for review, work with league on modifications and final placements.
  - Ensure team rosters (players, coaches with verified photos) have been validated and properly submitted and approved with the league. Coordinate with the Travel Directors as needed.
  - Working with the Travel Directors and Treasurer, ensure all league and team fees are paid.
  - Assist coaches and Age Group Directors in understanding league expectations and processes for registrations, player eligibility, and tournament participation.
  - Monitor and address any compliance issues with league policies, working with the organization's board to resolve any potential conflicts.
  - Lead the player waiver submission process for out-of-town player applications.
  - Provide league with HYS field information by age group, location and division.
4. Reporting and Documentation
  - Keep detailed records of league meetings, policy updates, and other relevant communications for organizational reference.
  - Report regularly to the board or Executive Director on league matters, sharing updates, decisions, and upcoming requirements.
  - Ensure that any necessary league documentation or reports are submitted in a timely manner.
5. New England Revolution Liaison
  - Serve as the primary contact for inquiries, facilitating responses to questions or concerns from the New England Revolution (Revolution).
  - Work with the Revolution rep to manage the HYS season ticket membership
  - Promote key Revolution and HYS partnership events
  - Work with board members to distribute HYS Revs season tickets throughout the season



## Parent Liaison

The Parent Liaison serves as a key point of contact between HYS and parents, fostering positive relationships and open communication. This role helps to address parent questions, concerns, and feedback while supporting the overall mission of the organization. The Parent Liaison plays an essential role in enhancing parent engagement, ensuring a welcoming environment, and promoting a positive experience for players and families.

### Key Responsibilities:

1. Communication and Relationship Building
  - Act as the primary point of contact for parents, addressing questions, concerns, and general inquiries about programs, policies, and events.
  - Foster open and supportive communication between parents, coaches, and organizational leadership.
  - Develop relationships with parents to build trust and encourage active involvement in the organization.
2. Parent Education and Orientation
  - Organize informational sessions, orientation meetings, or workshops to introduce new parents to the organization's mission, policies, and programs.
  - Provide parents with resources on topics like player development, sportsmanship, and supporting youth in sports.
  - Distribute and update informational materials, such as welcome packets, handbooks, and newsletters.
3. Feedback and Issue Resolution
  - Gather feedback from parents regarding their experience with the organization, communicating concerns and suggestions to the appropriate board members.
  - Work to resolve issues in a constructive and timely manner, promoting a positive environment for families.
  - Act as a mediator between parents and coaches or staff when concerns arise, ensuring that all voices are heard.
4. Support for Events and Community Engagement
  - Assist with the planning and promotion of events, including registration days, fundraisers, and team-building activities.
  - Encourage parent volunteerism and help coordinate parent involvement in events and activities.
  - Promote a sense of community among parents, organizing gatherings or social events to strengthen connections within the organization.
5. Policy Communication and Compliance
  - Ensure parents are informed of the organization's policies, code of conduct, and safety procedures.
  - Address any questions or clarifications regarding policies to support a safe and positive environment.
  - Work with the Risk Manager and other board members to ensure that parents understand safety and compliance guidelines.



## Associate Board Member

Associates play an essential role in supporting the mission and operations of the Holden Youth Soccer organization. Whether assisting with administration, coaching, event coordination, or field preparation, associates ensure the organization runs smoothly and creates a positive, enriching experience for young athletes. This role offers the opportunity to make a meaningful impact by fostering a love for soccer, building community connections, and contributing to the personal growth of youth players.

### Key Responsibilities:

1. Administrative Support
  - Help with scheduling practices, games, and events.
  - Assist in maintaining player registrations, team rosters, and other records.
  - Support communication efforts, including newsletters, emails, and updates to parents, players, and coaches.
2. Coaching and Player Development
  - Assist coaches with running games, managing equipment, and supervising players during practices and games.
  - Encourage teamwork, sportsmanship, and a positive attitude on and off the field.
  - Help ensure players of all skill levels feel included and supported.
3. Event and Game Day Coordination
  - Set up and break down fields before and after games or events.
  - Assist with check-in, registration, or other logistical needs during fundraiser or events.
  - Support snack stands, merchandise tables, or other on-site operations as needed.
4. Field and Equipment Management
  - Prepare and maintain fields, including marking lines, setting up goals, and ensuring safety standards.
  - Manage and organize equipment such as balls, cones, and jerseys to ensure they are available and in good condition.
5. Fundraising and Community Outreach
  - Help organize fundraising events or sponsorship efforts to support the organization.
  - Act as an ambassador for the organization, promoting its mission and values to the local community.
  - Collaborate with parents and community members to build a network of support for the organization.





[www.holdenyouthsoccer.org](http://www.holdenyouthsoccer.org)



THANK YOU

