



Warriors Soccer Club (of Michigan)



Michigan State Youth Soccer Association
Affiliate USYSA/USSF/FIFA

Revised
May 29, 2018

WARRIORS SOCCER CLUB (of MICHIGAN) BYLAWS

The WARRIORS SOCCER CLUB (of MICHIGAN), also known as the WATERFORD WARRIORS SOCCER CLUB, in keeping with its mission to promote the game of soccer and recognizing that skilled youth players, in order to maintain their interest and skill level in the game, must compete with other players of similar ability establishes a select soccer club to be known as the WARRIORS SOCCER CLUB (of MICHIGAN) which will be organized and operated in accordance with the requirements of FIFA, USYSA, US SOCCER, MSYSA, and these bylaws.

ARTICLE 1: CLUB NAME

This body shall be known as the WARRIORS SOCCER CLUB (OF MICHIGAN) and shall be a not-for-profit organization, structured and maintained as a 501c3 arrangement. Herein known as the WSC.

The registered office of the Club shall have the same location as the address of its President, or such other location as may be authorized from time to time by the Executive Board.

ARTICLE 2: CLUB PURPOSE

The sole purpose of the WARRIORS SOCCER CLUB (OF MICHIGAN) is to promote and develop the game of soccer at all skill levels to selected youth players under the guidance of adult members and coaches, and to protect and enforce the rules of the game.

- A. The club shall be affiliated with a recognized affiliate of the United States Soccer Federation (USSF), United States Youth Soccer Association (USYSA), and the Michigan State Youth Soccer Association (MSYSA), hereinafter referred to as the USSF Affiliate League. Within that league, the club shall be sponsored for select and premier levels of play by the Michigan Youth Soccer League (MYSL). See APPENDIX 1 for Affiliating Body Bylaws.
- B. The authority, laws and rulings of the aforementioned bodies shall at all times be complied with and shall prevail in the event of conflict with laws and rulings of the Club.

- C. The Club shall sanction and oversee all team competition within the jurisdiction of the competitive bodies for select and premier levels of play.
- D. In the event of dissolution of this Club and at the direction of the Executive Board, the assets shall be distributed to the local Parks & Recreation department, or another recipient as decided by the Executive Board.

ARTICLE 3: FISCAL YEAR

The fiscal year and the seasonal year for the WARRIORS SOCCER CLUB (OF MICHIGAN) shall begin August 1st of each calendar year and shall end July 31st of the following calendar year, to correspond with the affiliating league dates of participation.

ARTICLE 4: MEMBERS

Membership of the club shall consist of:

- Executive Board
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Director of Coaching (DOC)
 6. Assistant Director of Coaching
- Team Representatives
- Members at Large
 - A. The voting membership (electoral board) of the club will consist of the Executive Board and Team Representatives (one unique member per team casting one vote). No single person shall vote more than once on an item before the board, unless approved by a majority of the membership for that individual vote.
 - B. For the purpose of electing the WSC Executive Board a quorum of not less than fifty percent of the electoral membership is required. In the event there are not fifty percent present, the WSC President shall call a fifteen-minute recess and attempt to solicit votes via phone call, and then re-convene the meeting with those who are present. A member applying for an officer position cannot record a vote for themselves and should be recused from the specific vote.
 - C. WSC President, Vice President, Assistant Director of Coaching, Secretary, and Treasurer shall serve for a term of two years starting with the officially announced date of tryouts of the new season in June through the last day before tryouts of the second year. Along with the Director of Coaching (DOC), these officers shall be the Executive Board of the WARRIORS SOCCER CLUB (of MICHIGAN).

- D. The Director of Coaching (DOC) shall be given sufficient time to implement and fulfill program philosophy and shall serve for a term of four years starting with the officially announced date of tryouts of his/her first season in June with the term expiring the last day before tryouts of the fourth year. Like any other expiring term position, the DOC will submit a new application and complete the selection process if seeking another term. This should occur at least 6 months before the end of the term, in order to have time to evaluate other candidates if the DOC is not planning on returning, or if a change in appointment is sought by the Club.
- E. Specific Roles, Responsibilities, and Requirements of the Executive Board are described in Appendix 2 of these bylaws.
- F. The Executive Board will be compensated based on their position within the Club as stated in Appendix 2. The Club Treasurer will provide compensation to all Executive Board Members in four installments during the year, August 1st, October 1st, December 1st, and February 1st.
- G. Members of the Executive Board can be removed by a majority vote of the electoral board at any time, once appropriate grievance or documented reason is properly presented to the membership. A formal vote, obtaining majority, is required following discussion of the submitted request.
- H. Should an office become vacant, a successor shall be appointed by the Executive Board for the remainder of the term.
- I. Members at Large will consist of any parent, guardian, player, or volunteer contracted by the club. Members at Large will not have voting privileges.

ARTICLE 5: **SELECT TEAM COACHES**

The appointment of Select Team Coaches will be guided by the Director of Coaching (DOC). A recommendation from the DOC is required to initiate the selection process. Upon recommendation from the DOC, a selection committee and vote will be held that consists of the Electoral Board of the Club. Application and appropriate documentation to be taken into consider will be presented to the Electoral Board. The WSC President will serve as chairperson of the selection committee.

- A. Persons desiring consideration for the position of Select Team Coach must submit a written application to the Director of Coaching (DOC). The DOC will assess these candidates and provide a recommendation to the Executive Board if he/she feels the candidate qualifies for the position.

1. Applicants may include a copy of any credentials, references, licenses, or letters from parents of players or former supervisors that demonstrate the applicant's knowledge of the game and their ability to instruct and motivate youth players.
 2. In the case of more than one candidate for a Select Team Coach position, the selection committee will evaluate the applications and credentials of all prospective Select Team Coaches and will appoint the applicant that the selection committee feels will best serve the WARRIORS SOCCER CLUB. The recommendation from the DOC is required for each candidate to be considered.
- B. Select Team Coaches are required to maintain the following certifications and ID:
1. RISK Management Certification. Nation-wide background check.
 2. Concussion Certification. Nation-wide recognition of the R2R program.
 3. Must be of driving age with a valid state issued ID or Driver's License.
- C. Any person accepting the position of Select Team Coach shall be required to obtain the proper recommended coaching license for the age group they are coaching from the USSF, or an approved equivalent (such as NSCAA or UEFA), prior to beginning their second year as Select Team Coach. Exceptions are to be discussed and approved by the DOC. A completion plan should be formulated to demonstrate commitment to obtaining the required license. Prescribed licensing requirements are administered by the MSYSA and affiliating leagues. License requirements are based on the league in which the team is competing.
- Example licensing requirement:
- USSF "F" or equivalent – 5 to 8 year old players
USSF "E" or equivalent – 9 to 12 year old players
USFF "D" or equivalent – 13 to 19 year old players participating in select or premier
USSF "C" or equivalent – 13 to 19 year old players participating in regional
- In cases where advanced licensing is required for participation in a league, team formation will utilize available Club member credentials in order to satisfy requirements based on the rules of the league in which the team is competing.
- D. Select Team Coaches should appoint an Assistant Coach to act on behalf of their team in cases where they cannot be present, or the rules of the game require a coach be present or represented.
- E. Once a Select Team Coach is appointed to a Team they shall remain in that position for the duration of time that the Select Team is competing, or until reassigned by the DOC for the good of the club, except in the event that the Select Team Coach relinquishes the position or is removed from the position by the WARRIORS SOCCER CLUB (OF

MICHIGAN) for disciplinary reasons. The disciplinary action may or may not require a committee investigation, to be determined on a case-by-case basis.

- F. Similar to the Select Team Coach selection process, a Select Team Coach can be terminated upon recommendation from the DOC. In his/her recommendation, the DOC will document reasons for a termination recommendation. If performance related, all performance improvement measures that were followed will be documented in the recommendation. Upon recommendation from the DOC, a committee and vote will be held that consists of the **Executive Board** of the Club. All appropriate documentation to be taken into consider will be presented to the **Executive Board**. The WSC President will serve as chairperson of the committee.

ARTICLE 6: **NO CHILD LEFT BEHIND POLICY**

- A. Under no circumstances is any child, including players and referees, to be left alone at the soccer fields after practices, scrimmages, games, or any other event where children have gathered under the auspices of the Warriors Soccer Club.
- B. It is the responsibility of the coach to make sure every child leaves the field with a parent or another adult known to that child.
- C. In cases where a child is going to leave the field with someone other than a parent or known adult, or where alternative arrangements have been made, it is the responsibility of the player and parents to notify the coach prior to the event.

ARTICLE 7: **TEAM TRYOUTS**

- A. The WARRIORS SOCCER CLUB (of MICHIGAN) in accordance with MSYSA requirements will hold tryouts starting on the first authorized day in June of each seasonal year as announced by the state organization.
- B. Team tryout dates and time frames will be decided upon by the Electoral Board, with recommendation from the DOC and Club coaches. Dates should be selected that will allow the maximum amount of participation from a staff perspective.
- C. Single season teams may have an additional tryout closer to the actual start of their season if required. Example: Winter tryout for spring teams.
- D. Team tryouts will be publicly announced and will meet with the requirements of the state organization, including the need to list certain tryout information for participation in particular leagues.

- E. Teams may hold OPEN PRACTICES during their competitive seasons to evaluate new players for addition to the team, taking into consideration that no league rules relating to poaching of players under contract with other clubs are violated. Addition of players to existing teams is subject to the rules, deadlines, and fees prescribed by the league participating in.

ARTICLE 8: **PLAYER SELECTION AND TEAM FORMATION**

The selection of players for the Select Teams will occur according to the prescribed state rules as specified in Article 7. The DOC shall oversee the tryout process working with individual coaches and the club membership to select and formulate teams according to the development and competitive goals of each age group.

- A. Age limit definitions and age group specifications are determined by the affiliating bodies of FIFA, USYSA, MSYSA, etc.
- B. Selection of individual players shall be the responsibility of the Select Team Coach. Once selection is complete, the DOC shall have the responsibility to approve the formation of the team.
- C. Assignment of teams shall be the responsibility of the DOC and Select Team Coaches. The DOC must approve any exceptions to assignment of teams.
- D. Playing over age requires parental permission and approval of the DOC, in consultation with Select Team Coaches, as to the player's ability. No player may play up more than two (2) age divisions except in cases where the participating league allows (example HS OPEN league).
- E. All teams will have coaches assigned to them by the DOC.
- F. All registered players with the Warriors Soccer Club are registered to the Club and not a specific team or Select Team Coach.
- G. Whenever possible, multiple Select Team Coaches and/or the DOC will be involved with tryouts at any individual age group in order to consult on matters of player selection and team formation.
- H. After the conclusion of the tryouts, Select Team Coaches will notify the players that have been selected for the team. The Coach will also notify each player that was not selected and give these players an explanation as to why they did not make the team and make suggestions to the player as to what they can do to improve their game for the following year's tryout. Additionally, the Select Team Coach will provide direction on what the

player should do in terms of upcoming competition (i.e. tryout at another club, or be referred to the house league).

- I. Select Team Coaches will schedule a meeting with the parents of the selected players to explain the Select Team program, known activity information, and to get the finances started for the upcoming season.
- J. In the event enough select team players to form more than a single team at an age group attend the WSC tryout in any given age group, developmental teams will be formed. The purpose of these teams are to give select level players an opportunity to compete at a level equal to their abilities and to be an asset to the Warriors Soccer Club teams in their respective age group. These team (teams) will be named:

Primary: Warriors RED (Boys) or Warriors RED (Girls)
Secondary: Warriors WHITE (Boys) or Warriors WHITE (Girls)
Tertiary: Warriors BLACK (Boys) or Warriors BLACK (Girls)
Quaternary: Warriors SILVER (Boys) or Warriors SILVER (Girls)

Additional naming conventions will be decided by the electoral board as needed.

- K. Any player placed on a Warriors Soccer Club team must have been present at the tryouts, or participated in a pre- or post- tryout workout and been evaluated by a Select Team Coach.
- L. If a player decides not to accept playing on a Warriors Soccer Club Team the player will be referred to the house league. If not enough players are available in a given age group, age groups can be combined or players will be referred to the house league.
- M. Warrior Soccer Club Teams will share in all club sponsored events, be required to purchase and wear the same uniforms, and receive all benefits of being a full member of the Club. Any exception to this (such as utilizing alternate uniform kits) must be approved by a majority vote of the electoral board.
- N. Warrior Soccer Club Teams, including developmental teams, will have (1) vote per team at all Warrior Soccer Club board meetings that require electoral votes.
- O. In accordance with the requirements of MSYSA and participating leagues, the Select Team will be the players' primary team and will take precedence over a recreational team in the event that the player is playing for both.
- P. The Warriors Soccer Club supports "Club Pass Carding" which allows a player within both the same Club and affiliating organization (MSYSA) to participate in a team's age appropriate league games. Participating league rules apply.

- Q. When a player agrees to play for a select team they must fill out the proper registration paperwork, including a player contract, and provide appropriate proof of valid medical insurance, photographs, certificate of birth, and other required documents (such as concussion policy acceptance). Failure to do so will preclude the player from participating in the program.
- R. Select Team Coaches may appoint Assistant Coaches, Managers, or other Team staff as required for the successful operation of the Team. The Team Fees if required to change from the published amounts, must be presented, discussed, and agreed to by a majority of the team members impacted. If approved a new payment plan and schedule need to be communicated to families. If there is no change to team fees, approval is not required, but changes should still be communicated.

ARTICLE 9: PLAYING RULES AND REGULATIONS

The WARRIORS SOCCER CLUB (OF MICHIGAN) will follow the prescribed rules and regulations laid out by the leagues in which they participate, with accommodation given to local Parks and Recreation department guidelines, as long as they do not significantly impact the spirit and intent of the game or interfere with the participation in the competitive league.

ARTICLE 10: MEETINGS

The WARRIORS SOCCER CLUB (OF MICHIGAN) will have regular monthly meetings, or more frequently as deemed necessary by the membership and President, to address specific items. All meetings must be represented by a minimum of one (1) adult member from each and every team. The purpose of these meetings will be to:

- A. Coordinate the tryouts and management of Select Teams.
- B. Coordinate training, competitive league play, and tournament participation.
- C. To ensure that the WARRIORS SOCCER CLUB (OF MICHIGAN) is being represented at the various league meetings, MSYSA meetings and as many soccer functions, as possible.
- D. To review the status of the club's operations.
- E. Facilitate recruitment, address issues and concerns of members, and discuss ways to improve the program for the community.
- F. Mandatory attendance by team representative at all meetings. A fine of \$25 per meeting if a team is not represented or excused. Payable by the end of calendar month in which the meeting was missed. Payment of all team fines is expected by the next team registration date or the team will not be endorsed for play by the Club.

ARTICLE 11: FEES AND GOOD STANDING

Players and their families selected to teams will be charged fees, known as team fees, for their participation to cover training, leagues, game field rentals, administration, referee costs, and other fees deemed as part of the WSC team program responsibility. Families will be provided a tentative budget at tryouts that will document the forecasted costs, included items, and required payment plan. Families can choose to pay all of the fees in advance. Players and their families must strive to remain “members in good standing” by keeping all of their individual accounts current. Failure to keep player accounts current can result in suspension of play at the discretion of the team or club leadership.

Teams will also be charged fees, known as Club fees, to be submitted to the Club to cover the solvency of the Club itself and fund Board Member compensation, facility maintenance, insurance, annual banquet contribution, coaching education, and other items deemed as part of the WSC Club program responsibility. Teams will be provided a forecasted breakdown of the Club fee prior to the start of each new season. Teams must strive to remain “teams in good standing” by keeping all of their team accounts current. Failure to keep team accounts current can result in suspension or play or withholding of affiliation for competitive season at the discretion of the club electoral membership.

Team and Club fees will only be refunded if a team is disbanded by the club prior to any league or competitive involvement. After that, refunds may be given at the discretion of the Executive Board but only after ensuring any financial obligations to vendors, leagues, trainers, or liabilities are settled in full.

No refunds will be given to a player who participates in a full season of play (example Fall), but then decides to forego the next season (Example Spring). Once again, any consideration for any refund is at the discretion of the Executive Board and only after all obligations are settled in full.

Service fees can be assessed on any refund processing or delay in payment of individual accounts to cover necessary administrative tasks and costs.

All Team fund raising is the sole responsibility of the Team. Teams should decide how funds will be used prior to engaging in activities to raise them.

All Club fund raising is the sole responsibility of the Executive Board and funds raised shall be placed in the “General Fund” of the Club.

ARTICLE 12: AMENDMENTS

These Bylaws may be altered, amended or repealed or new Bylaws may be adopted in lieu thereof by a two thirds vote of the general membership of the WARRIORS SOCCER CLUB (OF MICHIGAN) at an annual or regularly scheduled meeting providing a notice of the proposed alteration, amendment or repeal is contained in the notice of the meeting.

APPENDIX 1: AFFILIATING BODY BYLAWS

MYSL Bylaws

<http://michigansoccer.com/mysl-bylaws/>

MSYSA Bylaws

<http://www.michiganyouthsoccer.org/Page756.aspx>

USYSA/USSF Bylaws

<http://www.usyouthsoccer.org/USSF-Bylaws/>

FIFA Bylaws and Rules and Regulations

<http://www.fifa.com/about-fifa/official-documents/index.html>

APPENDIX 2:

EXECUTIVE BOARD POSITION DESCRIPTIONS

President

Vice President

Director of Coaching (DOC)

Assistant Director of Coaching

Secretary

Treasurer

President

- Set a leadership tone which supports the objective of the club which is provide competitive boys and girls teams, offered at select and premier levels of play, in a safe and educational environment.
- Chair monthly Board meetings - prepare agenda, clarify business, follow up if not clear where responsibility for action lies.
- Monitor and coordinate all league operational activities with the league board at a high level.
- Chair any executive committees required to address local, league, or state issues.
- Attend monthly MYSL league meetings, MSPSP league meetings (as required), and MSYSA state organization meetings (as required). Ensure appropriate follow up.
- Attend annual township board meeting. Provide status of the club. Renew yearly facility usage agreements.
- Represent club as appropriate with participating leagues, Waterford Township, Waterford School District, vendor contacts, etc.
- Perform necessary red card and other disciplinary actions per league, district, state and other club policies.
- Respond in a timely and appropriate manner to all emails and phone calls received directly from membership or about opportunities with club. Facilitate contact with other members when needed.
- Troubleshoot issues between board members, club members, vendors, league contacts, etc. if necessary.
- Review budget proposals, contractor contracts, and operations of the Club on a regular basis.
- Appoint Committees as appropriate.
- Together with the Board, regularly review Warrior's Goals Vision and Core Values and communicate this to the membership. Periodically review goals and objectives with each director. Publicize and update commitments for each playing division.
- Assign tasks to Board members as required.
- Promote community spirit, good sportsmanship, and fun within and for the league.

Job Type: Part-time (20-40 hours per month)

Required Qualifications or Experience:

- Bachelor degree or equivalent work experience.
- Five or more years of youth coaching experience in a competitive athletic program.
- Previous experience as a club board member preferred.
- Strong leadership and management skills that include the following:
 - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
 - Experience managing coaching staff and support personnel.
 - Experience managing and administering large events and group activities.
 - Possess excellent verbal, phone and written communication skills.

- Must be able to work flexible hours including weekend events and be willing to travel as needed by the demands of the club.

Required Licenses or Certifications:

- RISK management certified through the Michigan State Youth Soccer Association.
- Heads Up Concussion Certified by the Michigan Department of Public Health
- USSF, NSCAA, or equivalent coaching licenses are not required but highly desired.

Voting Board Position: Yes, member of executive board

Vice President

- Act in the absence of the President for any official club related activities.
- Serve, with the President, Treasurer, Secretary, and DOC on the Executive Board.
- Serve as the RISK management coordinator with the MSYSA.
- Serve as the league registrar and coordinate seasonal registration activities.in the member leagues.
- Serve as the liaison to the local referee assigner, as well as league and state representatives.
- Support any other committees as requested.
- Assist in the future direction of the club including planning and oversight.
- Perform tasks as requested by the President.
- Attend monthly scheduled board meetings and provide monthly Vice President Board report.

Job Type: Part-time (10-25 hours per month)

Required Qualifications or Experience:

- Bachelor degree or equivalent work experience.
- Three or more years of youth coaching experience in a competitive athletic program.
- Previous experience as a club board member preferred.
- Strong leadership and management skills that include the following:
 - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
 - Experience managing coaching staff and support personnel.
 - Experience managing and administering large events and group activities.
 - Possess excellent verbal, phone and written communication skills.
- Must be able to work flexible hours including weekend events and be willing to travel as needed by the demands of the club.

Required Licenses or Certifications:

- RISK management certified through the Michigan State Youth Soccer Association.
- Heads Up Concussion Certified by the Michigan Department of Public Health
- USSF, NSCAA, or equivalent coaching licenses are not required but highly desired.

Voting Board Position: Yes, member of executive board

Director of Coaching (DOC)

- Serve, with the President, Vice President, Treasurer, and Secretary on the executive board.
- Assist in the future direction of the club including planning and oversight.
- Attend monthly scheduled board meetings and provide monthly DOC board report.
- Develop age appropriate coaching clinics for the club including conducting skill development clinics and training sessions for players and coaches.
- Lead the development and maintenance of a yearly travel calendar including scheduling, conducting and facilitating player tryouts.
- To educate parents on the club's policies and philosophies on youth development and age appropriate activities through orientations, seminars and written material.
- Ensure coach compliance with licensing requirements, including coordination of state and/or national license courses through the state for the coaches.
- Set-up pre-season meeting prior to the start of the Fall/Spring travel season for the technical staff and team managers including designing manuals and information packet for coaches.
- To organize information seminars on various sports science topics (e.g. Nutrition, First-Aid, Psychology, etc.).
- Ensure player evaluation forms are completed and player review is completed by each coach according to prescribed guidelines.
- To implement a Code of Conduct for the players and parents.
- Ensure programs are current with best practices and maintaining relationships with local and national coaching authorities.
- Have direct and consistent (weekly) contact with coaches regarding game day analysis feedback, coach development, training program design, and including at times the delivery of training sessions.
- Development and implementation of player and coaching recruitment and retention programs.
- Refinement and implementation of sportsmanship programs.
- Creation and implementation of college recruitment information program.
- Act as a liaison with Directors of Coaching from other local and regional Clubs. Also liaison to state and national organizations (MSYSA, USSF, USYSA and NSCAA).

Job Type: Part-time (30 - 50 hours per month)

Required Qualifications or Experience:

- Must possess a USSF "D" National coaching license (or NSCAA National equivalent) as a minimum. USSF "C" license or higher credentials preferred. Bachelor degree preferred.
- Eight or more years of youth coaching experience in a competitive athletic program preferred.
- Playing experience that demonstrates strong skills and soccer knowledge; professional or college level highly desirable.

- Demonstrated ability to develop coaches and players plus designing educational programs to enhance the development of the game.
- Demonstrated ability to lead a competitive program required. Previous experience as a Director of Coaching highly desired.
- Energetic and organized leader must communicate effectively with coaches, players and parents.
- Strong leadership and management skills that include the following:
 - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
 - Experience managing coaching staff and support personnel.
 - Experience managing and administering large events.
 - Possess excellent verbal, phone and written communication skills.
- Applicants must be able to work flexible hours including weekend events and be willing to travel as needed by the demands of the club.

Required Licenses or Certifications:

- RISK management certified through the Michigan State Youth Soccer Association.
- Heads Up Concussion Certified by the Michigan Department of Public Health
- USSF "D" National coaching license (or NSCAA National equivalent) as a minimum. USSF "C" license or higher credentials preferred.
- Soccer related professional association or membership affiliations (i.e. NSCAA, US Soccer, or equivalent) highly desired.

Voting Board Position: Yes, member of executive board

Assistant Director of Coaching

- Attend Warriors games (as assigned by the DOC) to ensure that coaching is consistent with the developmental plan laid out in the Warriors Club Philosophy & Standards document.
- Attend Warriors training sessions (as assigned by the DOC) to ensure that coaching is consistent with the developmental plan laid out in the Warriors Club Philosophy & Standards document.
- Assist the DOC with the continued cultivation of club curriculum. Stay aware of new ideas, standards and practices being implemented by US soccer and USC.
- Assist the DOC with various aspects of Warriors Academy, including recruiting, organization, and execution.
- Assist the DOC with various aspects of coach accountability and evaluation (i.e. – reviewing uploaded sessions and player evaluations). Ensure that all coaches are acting in accordance with the developmental plan laid out in the Warriors Club Philosophy & Standards document.
- Assist the DOC with planning and implementation of yearly tryouts, Club Camp, annual Coach’s Clinic, Open Training Week and other club events.
- Represent the club at league meetings (divisioning, scheduling, etc.) in the event that the DOC is unable to attend.
- Attend Executive Board meetings and represent the interests of Warriors players and coaches.

Job Type: Part-time (10-20 hours per month)

Preferred Qualifications or Experience:

- Three or more years coaching in a competitive soccer setting.
- Has demonstrated the ability to develop youth soccer players.
- Strong leadership and management skills.
- Must be able to work flexible hours including weekend events and be willing to travel as needed by the demands of the club.
- Currently a coach in the club.

Required Licenses or Certifications:

- RISK management certified through the Michigan State Youth Soccer Association.
- Heads Up Concussion Certified by the Michigan Department of Public Health
- USSF “D” License or USC equivalent.

Voting Board Position: Yes, member of Executive Board

Secretary

- Assist the President and Board, as needed.
- Reserve suitable meeting locations for meetings.
- Maintain notes of Board and Membership meetings.
- Distribute agenda for each meeting for review by attendees.
- Distribute all special notices for the club.
- Maintain the club social media presence and standards.
- Maintain a current copy of the Club's by-laws.
- Responsible for archives.
- Oversee the annual club banquet scheduling and execution.

Job Type: Part-time (5-10 hours per month, 20 hours per month during peak activities)

Required Qualifications or Experience:

- Bachelor degree or equivalent work experience.
- Previous experience as a club board member preferred.
- Experience with office productivity tools (i.e. email, MS Word, MS Excel, etc).
- Strong leadership and management skills that include the following:
 - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
 - Experience managing support personnel.
 - Experience managing and administering large events and group activities.
 - Possess excellent verbal, phone and written communication skills.
- Must be able to work flexible hours including weekend events and evenings.

Required Licenses or Certifications:

- RISK management certified through the Michigan State Youth Soccer Association.
- Heads Up Concussion Certified by the Michigan Department of Public Health

Voting Board Position: Yes, member of executive board

Treasurer

- Maintain club accounting books and records, reconcile bank account(s)
- Issue checks and pay invoices
- Collect club, team, and special event fees.
- Manage surplus funds not used for ongoing operations (investment)
- Periodically provide financial reports to the Board
- Annual tax filings (information returns)
- Manage volunteers to assist with executing these duties (team managers, etc)

Job Type: Part-time (5 - 10 hours per month)

Required Qualifications or Experience:

- Bachelor degree or equivalent work experience.
- Three or more years of experience in an accounting-based work program or setting.
- Previous experience as a club board member preferred.
- Demonstrated proficiency with accounting standards and practices.
- Experience with office productivity tools (i.e. email, MS Word, MS Excel, etc).
- Strong leadership and management skills that include the following:
 - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
 - Experience managing support personnel.
 - Possess excellent verbal, phone and written communication skills.
- Must be able to work flexible hours including weekend events and evenings.

Required Licenses or Certifications:

- RISK management certified through the Michigan State Youth Soccer Association.
- Heads Up Concussion Certified by the Michigan Department of Public Health

Voting Board Position: Yes, member of executive board