



MYSA Winter Symposium

Ensuring Healthy Growth:

**Roles and Responsibilities of
MYSA Club Administrators**



Winter Symposium ó February 4, 2012



Welcome and Introductions

- ★ Candace Daley, MYSA Executive Director

- ★ Club Attendees



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Goals/Objectives

- ★ MYSA member club position requirements
- ★ Fiduciary duties and responsibilities of board members
- ★ Recommended member club policies
- ★ MYSA background check process
- ★ Q & A



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Minnesota and MYSA Requirements

★ Minnesota Requirements

- ó At least three separate board members
- ó President and Treasurer positions required
- ó File with Minnesota Secretary of State each year

★ MYSA Requirements (in addition to above)

- ó Secretary
- ó Risk Manager
- ó Player/Coaching Director
- ó Registrar
- ó Referee Assignor
- ó Field Coordinator

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Additional Club Positions Recommended by MYSA

★ Other Positions to Consider

- ó Boy and Girl Representatives
- ó Age Group Coordinators
- ó Recreation Director
- ó Tournament Director
- ó Equipment/Uniform Manager
- ó Fundraising Coordinator
- ó Volunteer Coordinator

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Fiduciary Duties and Responsibilities of Board Members

- ★ Duty of Care ó Act in good faith with the best interests of the corporation in mind
- ★ Duty of Loyalty ó Put the good of the organization first and avoid engaging in activity from which you personally will benefit
- ★ Duty of Obedience ó Follow the organization's governing documents, carry out the organization's mission and assure funds are used for lawful purposes

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Avoid Conflicts of Interest

- ★ Establish a Conflicts of Interest Policy
- ★ Require full disclosure
- ★ Require that board members abstain from voting (and discussion) when there is a conflict, or even a perceived conflict





Recommended Club Policies

- ★ Financial
- ★ Refund (public)
- ★ Tryout/Evaluation (public)
- ★ Complaint/Grievance (public)
- ★ Others ó Personnel, Hearing, etc.



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Establishing Policies

- ★ IMPORTANT ó Your policies should be in writing
- ★ Financial
 - ó Require more than one signature on checks over \$500.00 (\$250.00 for smaller clubs)
 - ó Annual review of financial statements and audit conducted by outside agency every two to three years
 - ó Determine financial aid policy, if any, and implement in consistent manner
- ★ Refund (public)
 - ó Publish fee structure for players (and adults)
 - ó State your refund policy and follow it
- ★ Tryout/Evaluation (public)
 - ó Publish tryout/evaluation procedures and timelines
 - ó Implement in consistent manner
- ★ Complaint/Grievance (public)
 - ó Establish process for members to file a complaint/grievance
 - ó Decisions made by the board or a committee, not an individual

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MYSA Background Check Process

- ★ Who? ó Adults who have direct contact with the youth or access to the youth's personal information
- ★ When? ó Once per soccer year (Sept. 1st through Aug. 31st)
- ★ Why? ó To protect the youth soccer players and the clubs that serve them
- ★ Questions/concerns should be directed to MYSA Executive Director Candace Daley





Q & A

- ★ Questions - ?
- ★ Answers - ?
- ★ Club Best Practices - ?



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Thank You!

"Every kid around the world who plays soccer wants to be Pele. I have a great responsibility to show them not just how to be like a soccer player, but how to be like a man." - Pele



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