

**BOARD OF DIRECTORS:**

- A. The Board of Directors shall be composed of the President, Vice-President of Administration, Vice-President of Operations, Chairperson of Conduct and Sportsmanship Committee, Registrar, Secretary, Treasurer, the immediate Past President, BRCL Member Club Representatives, and the League Administrator. The League Administrator and the Past President are Non-voting members of the Board of Directors. The President will vote only in the event of a tie.
- B. The Board of Directors shall be responsible for and have the final authority except as otherwise provided for.

Each Director serves for a term of twelve (12) months or until the Director's successor is elected (or appointed in the case of Member Club Representatives), except for the Past President who serves on the Board for a one year term following the election of his/her successor. The Term of BRCL Officers shall begin on July 1 and continue through June 30 of the next calendar year.

- C. The Executive Committee shall be composed of the President, Vice-President of Administration, Vice-President of Operations, Chairperson of Conduct and Sportsmanship Committee, Registrar, Secretary, Treasurer, Immediate Past President, League Administrator and such other individuals deemed appropriate by the Board.

**CLUB (MEMBER) REPRESENTATIVES**

- A. Each Member Club of BRCL must appoint a Representative AND an alternate Representative to the BRCL Board of Directors. The Member Club is responsible for providing the names, addresses, and full contact information to the BRCL Administrator for their Clubs Board Member and Alternate Board Member on or before the June BRCL General Board meeting each year.
- B. **The most important responsibility of BRCL Member Club Board Members is to collectively make all of the decisions for the Blue Ridge Classic League. The Officers simply provide the leadership necessary to follow the course that the Board wishes to travel and facilitate the development of improvements within the League structure to serve regional youth soccer.**

C Board of Director's Meetings:

It is **Required** for each Club to have a Representative at the BRCL Annual Meeting in June and club's are expected to have a Representative at all other BOD meetings during the Seasonal Year. If the appointed Club Representative and alternate Representative cannot attend a BRCL meeting, the Member Club President should appoint a substitute Representative and notify the BRCL Administrator of the named

# BRCL POLICIES AND PROCEDURES MANUAL

## ORGANIZATION

## SECTION 4.2

substitute by email a minimum of 24 hours before the meeting . The BRCL Administrator will supply the email to the BRCL Registrar prior to the BRCL meeting. If a BOD is MISSED, it is the responsibility of the Club Representative to contact the League Administrator and make arrangements to obtain all items and information distributed at the missed BOD meeting.

### C. Helpful criteria for choosing Club Representative to the BRCL

1. One who would attend BRCL meetings and get engaged in the process (6 meetings per year). The meeting dates are published on the BRCL web site on our TIMELINE on [www.brclsoccer.org](http://www.brclsoccer.org)
2. One, who could represent the opinion and direction of your club, is able to communicate it clearly, and be able to vote your club's votes on all BRCL matters.
3. A person who would be willing to take an active role in the BRCL, BRCL Committees, and who is NOT already over-volunteered.
4. A person with email and administrative skills who is able to pass on BRCL -delivered information (either paper or email) to all club members in an immediate fashion. An email address with frequent access is required to be a BRCL Club Representative.
5. A person who would also attend your Club meetings and provide a BRCL update to your travel team managers, coaches and administrators.
6. A person who would communicate with the alternate for BRCL meeting attendance and for coverage when out of town, vacation, sick, etc..

### D. Each Club must elect/appoint their BRCL Member Club Representative and alternate for the upcoming seasonal year prior to June of each year, and provide the information below to the BRCL Registrar and League Administrator before the annual BRCL meeting in June for both the Club Representative and the Alternate.

### E. The information that must be provided for BOTH the Club Representative and Alternate:

- Name
- Full home Address including City State and ZIP code
- Email or emails if want info sent to multiple addresses (having an email address is a requirement)
- Home Phone
- Work Phone
- Cell Phone
- Permission to list the Representative info on the BRCL web site (not cell phone)

- F. Club Representatives are the backbone of the BRCL. They serve important functions to both the BRCL and their Member Clubs.
- G. Club Representatives handle communications between their club's coaches, players, officials, volunteers and the BRCL. They receive information provided by BRCL, and disseminate it to their Club officers, coaches, players, Team Managers and volunteers.
- H. Club Representatives coordinate matters between their Clubs and BRCL, such as registration, policy and discipline matters, and all paperwork and fees. It is the job of the Club Reps to keep track of everything that is going on between their Club and the League. They answer questions and solve problems.
- I. It is the Club Representative's job to answer questions and help Club Members with BRCL matters. Call your Club Rep when you have questions not answered in this manual.
- J. All correspondence from the BRCL Conduct Committee to the Member Club Representative and/or Alternate Representative MUST be distributed immediately to the appropriate Club Officials, Club Committee, or Director of Coaching.

## DUTIES OF OFFICERS

- A. **PRESIDENT:** The President shall conduct all meetings of the Board of Directors and all General and special meetings of the Membership. The President shall be the BRCL representative at the VYSA meetings. The President shall appoint committee chairpersons after taking office and as future special committee needs dictate. The President is responsible for creating and maintaining a positive league leadership vision and maintaining the forward momentum, quality, and focus of the BRCL.
- B. **VICE-PRESIDENT OF ADMINISTRATION:** The Vice-President of Administration shall assume all duties of the President in the absence of the President. The Vice President of Administration may also represent the BRCL at the VYSA meetings. The Vice-President of Administration will be responsible for managing, maintaining, and changing the BRCL Bylaws and Rules and Procedures as approved, and will manage all legal matters of the BRCL. The Vice-President of Administration shall be responsible for the Annual Budget and Annual Report and shall exercise other duties as may be designated by the Board of Directors.

- C. VICE-PRESIDENT OF OPERATIONS:** The Vice-President of Operations will oversee the operation of the BRCL. The Vice-President of Operations shall be Chairperson of the Competition Committee **which meets before each season to create equally seeded Divisions.** The Vice President of Operations is responsible for coordinating League Growth and the marketing of the League in the regional area that we serve, including outreach and communication with potential Member Clubs. The Vice President of Operations is responsible for managing, promoting, and coordinating the process of InterLeague play and/or any other competitive opportunities that will benefit and enrich the players of the league's member clubs.
- D. CHAIRPERSON OF CONDUCT AND SPORTSMANSHIP:** The Chairperson of Conduct and Sportsmanship Shall Head the BRCL Conduct Committee, appoint all of the Conduct Committee members, and be responsible for the timely and fair resolution of all league Conduct matters per the BRCL Rules and Procedures. The Chairperson is responsible for upholding the integrity of SPORTSMANSHIP within the League and enforcing the Leagues Code of Conduct. In addition, the Chairperson is responsible for managing and maintaining the Sportsmanship Reporting Program and posting the results on the BRCL website weekly or appointing someone to do so. The Chairperson of of Conduct and Sportsmanship and Committee is to be creative and proactive in moving the League forward in all matters of Sportsmanship that will highlight the importance of Role Model behavior for all Parents, Coaches and Team Officials in the BRCL.
- E. SECRETARY:** The Secretary shall handle all correspondence, give notice of meetings, and maintain the files of the BRCL. The Secretary shall also prepare and keep a record (Minutes) of all meetings of the Board Of Directors and the Membership meetings of the BRCL. Other administrative duties may be assigned as needed by the President or the Board of Directors.
- F. TREASURER:** The Treasurer shall keep detailed accounts of the BRCL in a suitable manner, liquidate all bills against the BRCL, collect all debts owed to the BRCL, and manage and report in writing the state of finances of the BRCL at each Board of Directors meetings. Special financial reports can be requested by the President or by the majority of the Board of Directors. The treasurer is responsible for filing all necessary financial paperwork to satisfy the leagues non-profit status; including the preparation and submission of corporate federal and state tax returns. The Treasurer is required to strictly adhere to current League Financial Policies.

- G. REGISTRAR:** The Registrar shall keep a complete record of all teams, players, coaches and team officials, for the purposes of players, teams, coaches, and team officials registration; team affiliation, voting, fee assignment; VYSA database; and insurance records. The Registrar shall establish and otherwise provide for the registration of players, teams, coaches and team officials as may be directed by the VYSA and BRCL Board of Directors.
- H. PAST PRESIDENT:** The Past President shall be responsible for assisting the President with the running of the organization as needed and requested by the newly elected BRCL Leadership, especially at the beginning of their term of office. The Past President will act in an advisory role as a non-voting member of the Executive Committee for a period of one (1) year following the election of his/her successor.
- I. ADMINISTRATOR:** Execute daily BRCL office duties, including routine correspondence, answer phone / return messages, daily e-mail correspondence as necessary; interface with all League Members, VYSA, webmaster, all league registrars and referee assignor's office as necessary to conduct day-to-day business. To conduct all seasonal mailings to all Members as necessary, including paperwork necessary for league scheduling, and collect all league/registration fees and fines for deposits into league treasury. Prepare and present operation reports at BRCL meetings as necessary; maintain league records as necessary. Coordinate efforts with other Members to develop tools for administration. From seasonal Member participation paperwork submitted; generate all league match schedules and distribute all related documents as necessary to all Members in a timely manner. Coordinate match schedule changes with Member contacts. Coordinate inclusion of schedules on BRCL website with Webmaster. Work to constantly make improvements in schedule development process, to include interface with referee assignor(s) and the Team representatives. Use computer as necessary to complete execution of duties. The Administrator is a non-voting member of the Board.

### ADDITIONAL OFFICERS:

The President, with the approval of the Board of Directors, may appoint such other additional officers and agents as may be deemed necessary who shall have authority and perform such duties in the managements of the BRCL as the Board of Directors may provide.

- \*\*\*\* Officers are elected by a majority vote at the annual General Membership Meeting in June. The Registrar will determine if a quorum is present and tabulate the ballots.**
  
- \*\*\*\* Members of the Executive Committee cannot cast votes for Club Membership**
  
- \*\*\*\* Proxy voting shall not be permitted.**