

Dear Parents,

HASC prides its self as being one of the best recreational soccer leagues in the area. To keep this program active and successful requires a dedicated team of volunteers, the Board members. HASC currently has several Board positions vacant. Below is the list of all Board positions, both elected and appointed with a brief description of associated duties. Please read through the list. If any of these positions appeal to you contact one of the people listed on the second page. We will be glad to provide more information if needed and how to proceed to the next level. Although every Board position is not slated to be empty during the upcoming season all position can certainly use an assistant.

List of Board positions with key duties

Elected Positions:

President –

- Organize and conduct monthly HASC Board meetings
- Attend North District pre season meetings (2 per calendar year)
- Attend PA-West AGM (1 per year)
- Oversee general field operations
- Communicate with County (minimal interaction)

Vice President –

- Create practice and game schedules
- Stand in for President in the event he/she is unavailable for a meeting
- Disciplinary Chair – In rare cases consult with PA West about disciplinary hearings.

Registrar –

- Prepare and distribute registration forms
- Generate team rosters
- Submit paperwork to PA West for player passes (travel teams only)

Treasurer –

- Pay monthly bills - mail checks for monthly bills
- Make bank deposits
- Write checks for various club expenditures
- Keep balance sheet up to date

Appointed Positions

Director of Fields and Grounds –

- Lay out fields prior to each season
- Maintain field equipment
- Cut/trim grass
- Upkeep of out buildings

Director of Coaching

- Organizes summer camps and skill training workshops
- Schedules and conducts coaches meetings (during Fall and Spring sessions only)
- Answers questions presented by coaches

Director of Officials

- Schedule recert and bridge classes for referees via PA-West (1/year)

- Schedule referees for games (weekly)

Director of Fundraising

- Coordinate registration Donation distribution and money collection
- Organize and implement various fundraising events throughout the year
- Creativity a plus

Director of Clothing

- Organize and place shirt orders (twice/year)
- Solicit sponsors for teams (mailings, email, word of mouth)

Director of Concessions

- Purchase and stock concession stand (weekly)
- Generate concession schedule (twice/year)
- Assist with weekend open/close procedures (when needed)

Director of Micro

- Assist with creating team rosters
- Conduct beginning of season meeting for parents
- Organize team names (name scheme and make picture signs)

Director of Communications

- Organize and update the clubs website as needed
- Update HASC information booklet (every two years)

Director of Equipment

- Hang and remove goal nets as seasons begin/end
- Purchase game balls, player pinnies, nets as required
- Purchase paint for fields (once/year)
- Pack and distribute equipment bags to coaches (twice/year)

Upon appointment (or election) of a position, training will be provided and as always other Board members are available to help in any capacity. We are all volunteers, team work is not only encouraged but at critical times of each season it's inevitable.

And remember, we all do this for the KIDS.

For the Good of the Game!

Sincerely,

David Eddy, President, HASC

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