



## **Soccer Program Executive Committee**

### **Purpose:**

The Soccer Executive Committee is being formed to assist in the development and progress of our soccer program. This committee will act as an advisory body, providing insights and recommendations directly to the Director of Recreation and Facilities, who will then report to the Board of Directors overseeing all soccer activities. The committee will not have decision-making authority but will play an essential role in shaping the future direction of the program.

### **Committee Structure:**

#### **1. Number of Members:**

- The committee will consist of 6 members: 1 BBAA rep, 1 BBRLC rep, 2 parent reps, 2 coach reps

#### **2. Selection of Members:**

- A call will be put for an expression of interest. All interested parties will be required to complete a document stating what position they are interested in and provide information on their background and why they are interested.
- Members will be selected from a pool of volunteers who submit a document stating their expression of interest. The BBAA and BBRLC board will select the 6 individuals based on their relevant expertise in soccer programming, community sports, sport organization, and youth development.

#### **3. Role within the committee:**

- Chairperson: Responsible for facilitating meeting and ensuring that discussions stay focused on the agenda
- Secretary: Will document the minutes of meetings and manage the dissemination of information
- Four general members: Will contribute to discussions, offer input, and help develop recommendations.

### **Responsibilities:**

#### **1. Advisory Role:**

- The Soccer Executive Committee will make recommendations and provide input on:
  - a. Program development and structure

- b. Updating policies and procedures
- c. Overseeing Championship League and Metro League
- d. Jersey Ordering and Organization
- e. Overseeing registrations
- f. Review of Timbits program
- g. Disciplinary Actions
- h. Coaching and training needs
- i. Fundraising and sponsorship opportunities
- j. Other relevant topics that may arise

## **2. Meetings and Reporting**

- The committee will meet monthly or as needed, with additional meetings called at the discretion of the chairperson
- The committee will present recommendations to the Director of Recreation and Facilities at least once per quarter. All recommendations presented will be brought to the Board of Directors for future discussion and decision making
- A report summarizing key discussions, findings and recommendations will be submitted after each meeting, along with the meeting minutes. Meeting minutes must be submitted within 48 hours after each meeting.

## **3. No Decision-Making Authority**

- The Soccer Executive Committee does not hold any decision-making power. All final decisions will rest with the Board of Directors.

### **Term Length:**

Committee members will serve a two-year term, with the possibility of reappointment.

### **Conclusion:**

The Soccer Executive Committee will serve as a valuable resource for our soccer program, offering expertise and recommendations to enhance the quality and success of the program. By leveraging the knowledge and passion of committee members, we aim to provide an even better experience for our players, coaches, and community.