



PETERBOROUGH CITY SOCCER ASSOCIATION

CLUB ADMINISTRATOR JOB DESCRIPTION

October 2017

Reports to: PCSA President and Board of Directors

Duties and Responsibilities include, but not limited to:

- Attend to Association incoming and outgoing correspondence and certify documents issued by the Association.
- Receive monies from teams (e.g. fines) and members, make bank deposits and send itemized report to treasurer.
- Maintain contact list of club administrators, coaches, managers and volunteers.
- Assist in the preparation of the Team Manager's binder.
- Assist in the preparation of Club general information, publicity and promotional materials.
- Pick up and resolve or distribute all mail from the Club mailbox.
- Resolve or distribute all Club email correspondence and telephone messages daily.
- Manage schedule of clubhouse bookings.
- Prepare team bank authorization letters upon individual request.
- Prepare police check letters upon individual request.
- Be the contact person between the Club and ECOSA.
- Keep true and accurate records of all Association meetings.
- Make available the minutes of the Association for the current year when requested by the members of the Board.
- Make available to the Board the minutes of the previous month's meeting two (2) weeks prior to the next monthly meeting.
- Inform the board a minimum of seven (7) days before all Board meetings.
- Prepare and advise the board of the next meeting's Agenda a minimum of two (2) days before all board meetings.

- Prepare, distribute and collect the team head coach applications each August. Distribute a copy of the submitted applications to the Director of Coaching.
- Prepare, distribute and collect applications for appointed positions. Distribute a copy of submitted applications as directed.
- Ensure the Club Rules and Regulations are updated when changes are approved by the Board. Distribute the amended version a.s.a.p. to the Club web site administrator.
- Gather all Regulations and Constitution amendments to be presented at the Club AGM and provide copies to the Administrator at least two (2) weeks in advance of the AGM to be inserted in the duo-tang.
- Request insurance certificates through ECOSA in September of each year, needed for the school boards, the Spixplex and other entities as requested.
- Collect the completed team sponsorship information forms from the teams and distribute a copy to the Club web site administrator.
- Collect the completed team budget, roster, fundraising and other information sheets from the teams and distribute as appropriate.
- Organize the annual Eastgate Park Spring Clean up Day.
- Distribute the Calendar for all Clubs' teams to the Club Director of Coaching, webmaster and Canteen Director.
- Handle field closure notifications when received and record game cancellation for refund from the city.
- Distribute, and maintain a master list of, all club keys to team and Board officials.
- Organize the annual AGM, including arranging the facility & refreshments, obtaining at least two (2) weeks in advance all necessary reports, preparing a duo-tang for each team and Board member and some extras for parents.
- Notify members and prepare facility for all coaches, managers and Board meetings including documentation, resources, a/v setup and refreshments.
- Prepare and distribute information upon reasonable request by a Board member.
- Report at the monthly meetings and the AGM.
- Receive **an honorarium** at an amount commensurate with Club policy and experience, which will be set annually by the PCSA Board.