



Fort Saskatchewan Soccer

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Duties of the Vice President

The Vice President assists the President in the operation of Fort Saskatchewan Soccer and has responsibilities including, but not limited to, the following:

- The Vice President serves as the Fort Saskatchewan Minor Sports Association representative.
- Chairing Executive Committee and Sub-committee meetings in the absence of the President.
- This position will work closely with the President in deciding team sizes, number of teams within each age group and will help decide when numbers are too low to form a viable team.
- Liaise with Secretary on the Schedule of Events and ensure the organization adheres to all activities, action items and deadlines.
- The Vice President will oversee the completion of the ASA forms by the specified deadline(s).
- Supervises the Referee Coordinator.
- Chairs executive meetings in the absence of the President
- Covers all President duties in the absence of the President
- Manages disciplinary issues and resolves conflicts where possible.
- Coordinate communication and paperwork for Provincials and play-downs.
- Ensure the U10 to U18 Program Director and U4 to U8 Program Director have obtained up-to-date Criminal Record Checks (CRC's) for all volunteers.
- Ensure all Executive Committee, Sub-Committee members and other volunteers have provided up-to-date CRC's
- It is the responsibility of the Vice President and President to oversee, communicate and delegate in every area and detail within the organization.
- It is the responsibility of the Vice President and President to train and guide all Committee and Sub-Committee members in the efficient operation of Fort Saskatchewan Soccer.