

Standing Rules of  
Mountain Road Soccer  
Pasadena, MD  
Revised April 2004

**Article I– Duties of Board Members**

Section 1. *Commissioner.* The Commissioner, as chief executive of MRS, shall (1) preside at all meetings; and (2) supervise the MRS affairs and activities.

Section 2. *Assistant Commissioner.* The Assistant Commissioner shall perform the duties of the Commissioner at the direction of, or in the absence of, the Commissioner.

Section 3. *Secretary.* The Secretary shall (1) record meeting minutes of all meetings; (2) make the minutes and records available to members upon request; (3) distribute minutes to all Board members; (4) maintain all organizational records and documents; (5) conduct the general correspondence of the organization; and (6) in the absence of the Commissioner and Assistant Commissioner, call to order and preside over the meeting. The Secretary shall publicly announce through local newspapers and other forms of media that the recruitment/selection of coaches is underway.

Section 4. *Treasurer.* The Treasurer shall (1) establish a system for the collection, security, disbursement and accountability of organizational funds; (2) provide for annual audits and reporting in compliance with State or Federal Law; (3) maintain all bank accounts; (4) disburse funds within the confines of the approved budget; and (5) have access to the MRS P.O. Box. The Treasurer along with the Commissioner shall formulate a budget to be presented to the Board for approval.

Section 5. *Registrar.* The Registrar shall (1) prepare general registration forms; (2) establish and carry out registration sessions; (3) maintain accurate and up-to-date lists of all players registered with MRS; (4) determine rules of eligibility for registering players; and (5) ensure that players comply with MRS registration and eligibility rules. The Registrar, in conjunction with the Treasurer, shall make recommendations to the Board concerning registration fee schedules.

Section 6. *Intramural Director.* The Intramural Director shall (1) supervise the affairs and activities of the MRS Intramural Soccer Program; (2) conduct player assignment meetings; (3) establish playing schedules; (4) recruit Intramural coaches; (5) conduct pre-season coaches meeting; (6) maintain and distribute a handout outlining objectives and guidelines of the program; (7) distribute Intramural uniforms to coaches; (8) work with the Assistant Intramural Director to plan and arrange for an awards night; and (9) coordinate all non-league participation.

Section 7. *Assistant Intramural Director.* The Assistant Intramural Director shall assist the Intramural Director to supervise the affairs and activities of the MRS Intramural Soccer Program; (2) conduct player assignment meetings; (3) establish playing schedules; (4) recruit Intramural coaches; (5) conduct pre-season coaches meeting; (6) maintain and distribute a handout outlining objectives and guidelines of the program; (7) distribute Intramural uniforms to coaches; (8) work with the Intramural

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Director to plan and arrange for an awards night; and (9) coordinate all non-league participation.

Section 8. *Equipment Manager.* The Equipment Manager shall (1) coordinate all activities with respect to the playing equipment owned by the organization; (2) manage the storage, cleaning, replacement and repair of equipment; (3) distribute the equipment at the start of the season, and collect the equipment at the end of season; (4) establish and maintain an equipment inventory list; (5) provide equipment as required and ensure that equipment needs are met for all teams for the season; and (6) carry out periodic inspections of equipment owned by the organization to determine the need for repairs or replacements as required.

Section 9. *Field Managers (Five Positions).* The Field Manager shall (1) be responsible for maintaining fields in good playing condition; (2) ensure fields are prepared for all sponsored games; and (3) be responsible for correct operation and safe keeping of all field maintenance equipment and materials.

Section 10. *Fund Raising Coordinators (Two positions).* The Fund Raising Coordinators shall (1) provide the Board with suggestions for fund raising activities; (2) manage fund raising projects as directed by the Board, with responsibility for ordering, receiving and controlling fund raising materials; (3) distribute fund raiser packets at registration or other designated times; (4) maintain records and collect moneys from fund raiser activities; (5) be responsible for turning over fund raising moneys to the Treasurer; (6) be responsible for obtaining approvals and licenses from City Council, Police Department, etc., as required to carry out fund raising activities; and (7) provide the Board with closing reports and recommendations concerning all fund raising activities.

Section 11. *Player Agent - Boys.* The Player Agent for Boys shall (1) communicate and work with the Assistant Commissioner and Registrar to accomplish and coordinate the placement of players on county teams; (2) be responsible for recruiting coaches and working with the Player Agent for Girls to maintain and distribute organizational coaching guidelines; and (3) acquire and distribute league game scheduling and act as a liaison between players/teams of the organization and the Anne Arundel County Youth Soccer League (AAYSL).

Section 12. *Player Agent - Girls.* The Player Agent for Girls shall (1) communicate and work with the Assistant Commissioner and Registrar to accomplish and coordinate the placement of players on county teams; (2) be responsible for recruiting coaches and working with the Player Agent for Boys to maintain and distribute organizational coaching guidelines; and (3) acquire and distribute league game scheduling and act as a liaison between players/teams of the organization and AAYSL.

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Section 13. *Purchasing Agent.* The Purchasing Agent shall (1) conduct research and make recommendations to the Board in all matters concerning the purchasing of equipment, uniforms, materials, and services that MRS needs to acquire; (2) obtain multiple authorized quotes/offers to include the cost, maintenance, and the purchasing terms and conditions for such items; and (3) act on the direction of the Board and the Treasurer to procure approved items.

Section 14. *Team Manager Coordinator.* The Team Manager Coordinator shall (1) provide organizational guidance to individual team managers; (2) schedule and conduct team manager meetings for the purpose of disseminating information on MRS sponsored events and team responsibilities; and (3) work with the Player Agents to distribute/collect team information on the affairs and activities of MRS.

Section 15. *Technology Director.* The Technology Director shall (1) provide recommendations on forms of technology that will assist MRS in the management and distribution of information; (2) coordinate with the Purchasing Agent and Treasurer in acquiring approved technology items; (3) establish and maintain the MRS World Wide Web and Internet account; and (4) develop and maintain the organization's World Wide Web site content in accordance with MRS policies.

Section 16. *Tournament Director.* The Tournament Director shall (1) maintain and distribute tournament information to all MRS coaches; (2) record and maintain documents on all tournaments for which MRS paid for team entries; and (3) organize and manage all activities of the annual MRS summer tournament.

Section 17. *Uniform Coordinator.* The Uniform Coordinator shall (1) chair the uniform selection committee and provide recommendations on the purchase of new uniforms; (2) prepare uniform size request forms for annual player registration; (3) be responsible for the maintenance, distribution, collection and storage of all returnable (non-clinic) uniforms; and (4) be responsible for maintaining records verifying such distribution and collection activities.

Section 18. *Training Coordinators (Two positions).* The Training Coordinators shall: (1) maintain a library of soccer training information and materials for coaches and players; (2) inform coaches of available training materials, classes, and clinics; (3) provide input to the MRS web site with helpful training information; (4) identify, promote, and manage any MRS sponsored courses and clinics for players and coaches.

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**ARTICLE II – DUTIES OF COACHES**

Section 1. Comply with MRS Objectives as described in Article II of the Bylaws.

Section 2. Comply with coaching standards issued by the MSYSA and AAYSL per Article VII, Section 5 of the Bylaws. For example, receiving a red card could be grounds for a reprimand, probation or removal depending on the circumstances presented at the hearing before the MRS Board.

Section 3. Behave as a role model for our children. Immoral, unethical and illegal behavior will be grounds for removal. The Board will hold a hearing to decide whether the alleged misbehavior occurred and whether it is immoral, unethical or illegal.

Section 4. Follow these guidelines (to be developed)

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Section 5. Follow these administrative duties (To be developed)

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**ARTICLE III. – AMENDMENTS**

Section 1. The Standing Rules can be modified by a simple majority of the Board members in attendance whenever a quorum is present.