



PSC
P.O. Box 1548
Pottstown, PA 19464
www.pottsgrovesoccer.com

Pottsgrove Soccer Club (PSC)

Field Manager

PSC Volunteer Board Member Description:

Authority and Responsibility:

The PSC Board is the legal authority for the Pottsgrove Soccer Club (the "corporation"). As a member of the Board, one acts in a position of trust for the entire soccer community and is responsible for the effective governance of the organization.

Requirements:

Requirements of Board Membership include:

- Commitment to work for the organization.
- Knowledge and skill in one or more areas of Board Governance: policy, finance, programs, personnel, and advocacy.
- Willingness to serve on committees
- Attendance at monthly Board meetings.
- Attendance at meetings of assigned committees.
- Support of special events.
- Support of and participation in fundraising or marketing events.

General Duties:

The Field Manager is considered Director of the Board. A Director is fully informed on organizational matters and participates in Board Deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy.

The Director must:

- Perform all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by the By-Laws of the club.
- Vote to elect, appoint and remove, employ and discharge, and except as otherwise provided by the By-Laws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation.
- Supervise all directors, agents, and employees of the corporation to assure their duties are performed properly.
- Meet at such times and places required by the By-Laws.
- Register his/her contact information with the PSC Secretary; notice of meetings by phone, email, or other electronic means to him/her via their contact information shall be valid notice thereof.

PSC Board Member - Position Specific Description:

Term:

The Field Manager is elected by the Executive Board annually, during Executive Committee session of the board. The Field Manager serves for a one year term and may be released at the end of the elected term, by resigning or according to the PSC By-Laws.

Specific Duties:

For each of the two Soccer Seasons (Spring/Fall) each year:

BEFORE SEASON BEGINS

- Set date with Board for Seasonal Field Day Prep w/volunteers-2x/year
- Check all goals/nets to ensure they are safe to use, and/or work w/equipment manager to replace if necessary.
- Check supply of spray paint/paint machines to ensure sufficient amount is available for seasonal lining-work w/equipment manager to order additional if needed.
- Coordinate all activities/volunteers on the scheduled Field Day.

- Work w/LP Twp. Maintenance staff to ensure turf management schedule (see attached) is completed, including: aeration, seeding, and fertilizing.
early March for Spring and mid-September for Fall (after season begins)
- Irrigate fields as necessary (before and during seasons)-PSC must do this, Lower Pottsgrove Township Maintenance staff will not water fields.

DURING SEASON

- Coordinate field re-lining **every week** for entire season-recommend doing it on Thursdays, with Fridays as back-up (no earlier than Wednesday however)- painted lines must be straight and as wide as possible.
- Change Flag (and/ or coordinate w/someone) at Field, and on PSC's website as needed, depending on weather.
- Coordinate (and / or assign to coaches) putting in all corner flags, for all fields being used that day, at least 30 minutes prior to start of games-ensure all flags are also pulled after last game on each field and put away.

AFTER SEASON ENDS-*FALL ONLY*

- Coordinate volunteers to remove all nets from goals and store in shed, and move all goals off fields to the area behind Twp. Maintenance Bldg.

MISCELLANEOUS

- Work w/Travel Director and other Board Members to plan, organize and run annual Tournament.
- Coordinate and/or assign the changing of messages on Buchert Road Sign.
- Perform all duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation, or by these By-Laws or which may be assigned to him or her from time to time by the Board of Directors.

Time Commitment:

20-30 hours per month