



# CRM/LYSA Soccer

*La Crescent Youth Soccer/Coulee Region Minnesota Soccer*



## Board Positions Available—Your Help is Vital

CRM/LYSA has several Board of Director positions open. The Board can consist of up to 14 people and there are still open slots to fill.

We are looking for energetic, enthusiastic and hard-working people to join the Board. We encourage you to have a non-partisan interest (not just concerned with your own child) in youth soccer—both recreational and competitive. You do NOT have to know the rules of soccer to participate—many tasks are administrative or technical in nature.

The Board is responsible for all operations regarding CRM/LYSA

soccer. The organization’s charter is to provide a positive recreational soccer experience to all youth in La Crescent (LYSA) as well as provide a high-level competitive soccer experience for all youth in La Crescent, Caledonia and Winona (CRM).

The City of La Crescent is not directly involved with CRM/LYSA soccer via a Recreation program. Fields are used by agreement and maintenance is cooperative—expenses are incurred by both the city and CRM/LYSA. The Board meets monthly during the season and upon executive request in

the off season.

Please take a few moments to review the open positions and their descriptions. The future of youth soccer in La Crescent rests solely on the shoulders of volunteers in our community. There are many areas of our soccer program that have great potential for growth and expansion—we need your help TODAY!

If you are interested in becoming a board member, please contact Doug Harpenau at [harpenaud@westerntc.edu](mailto:harpenaud@westerntc.edu). Please include the area of interest in which you wish to participate.

## CRM/LYSA Board Positions and Responsibilities

### **President**

**Doug Harpenau**

- Board member - voting rights
- Call meetings and set agendas
- Oversee Club operations
- Attend select CRC meetings
- Attend MYSA meetings
- Organize and present budget
- Set program calendar

### **Vice President**

**Ed Trampas**

- Board member - voting rights
- Call meetings and set agendas
- Oversee Club operations as assistant to President
- Attend CRC/CRM meetings
- Attend MYSA/WYSA meetings
- Calls games on weather with Field Coordinator

### **Secretary**

**Diana Adamski**

- Board Member – Voting Rights
- Board contact for scheduling/securing space for all meeting and Club activities through School and Community.

- Take notes at meetings
- Publish minutes from meetings
- Creates Public Relations Offerings
- Maintain corporate documents with State of Minnesota
- Maintain all signed conflict of interest statements
- Keep files on all meeting minutes

### **Treasurer**

**Dorothy Hannon**

- Board Member - voting rights
- Oversee financial operations
- Finalize budget
- Ref timecard processing
- Process payment for day-to-day bills
- Manage registration revenue collection
- Manage fund raising revenue
- CRC/CRM Fee calc and payment
- Non-profit business filings and fees
- Manage books and perform accounting
- Prepare monthly report on financial position
- Process refunds – as approved by

board

- Pays coaches, refs, etc.
- Payment to MYSA of all CRM fees
- Issue 1099 where appropriate by law
- Work with outside accountant to file annual tax return
- Work with attorney to file all and maintain all 501(c)3 documentation

### **Registrar**

**Alison Baudek**

- Board Member - voting rights
- Oversee registration operations
- Facilitate registration forms disbursement - school, mailings, etc.
- Birth cert collection and sorting
- Coordinate registration activities at soccer fair
- Assign players, coaches, parent reps to teams in software
- Distribute rosters at Parent Night
- Distribute summer player cards

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## Board Positions, continued

### **Director of Coaching and Player Development PAID POSITION**

**Ed Hoskin**

- Board Member - voting rights – except those noted in conflict of interest document
- Oversee coach and player development operations
- Create curriculum for U6/7 program and supervise U6/7 coordinator
- Create age-appropriate soccer training curriculum
- Run coaches clinics
- Assign players to teams
- Coach recruitment
- Attend MYSA state level meetings
- Hold player camps/clinics – Futsal included
- Recruitment of players
- Coordinate coaches meeting
- Assign coaches/asst coaches to teams
- Handle coaching concerns
- Run coach booth at soccer fair

### **Field Coordinator**

**Doug Harpenau**

- Board member - voting rights
- Oversee field operations
- Handle field use agreements with city/schools
- Set practice schedules
- Assist with game schedules and re-schedules
- Oversee field lining team
- Order paint
- Facilitate storing goals, flags, nets...etc
- Facilitate irrigation of fields
- Facilitate field development / maintenance
- Coordinate mowing
- Determine when fields are playable or not
- Set budget for field maintenance

### **Equipment Coordinator**

**Penny Mickschl**

- Board member - voting rights
- Oversee equipment operations
- Keep inventory
- Coordinate sports/medical equipment disbursement

- Order supplies and equipment
- Coordinate equipment return
- Perform equipment repair
- Order new uniforms as needed
- Develop and work to approved equipment budget
- Offer teams selection of preferred vendors for equipment and accessory purchases

### **Referee Coordinator**

**Sean Parker**

- Board member - voting rights
- Oversee referee operations
- Facilitate ref clinics
- Assist with game schedules and re-schedules
- Ref assessment and mentoring
- Attend MYSA state ref meetings
- Maintain annual referee assignor certification
- Oversee ref assignment for rec and summer leagues (Assignor)
- Timecard disbursement and collection
- Ref recruitment
- Run ref booth at soccer fair
- Coordinates and accounts for efforts of paid assignor
- Makes sure proper payment and record of payment for referee fees occurs

### **Spirit Wear**

**Denise Lorenz**

- Board Member - voting rights
- Oversee fund raising operations
- Work with treasurer on revenue needs
- Coordinate apparel sales
- Coordinate concessions
- Obtain fundraising opportunities
- Approve fund raising requests from teams
- Coordinate and distribute fund raising calendar to teams
- Handle, procure donations

### **Volunteer Coordinator**

**Kathy Duerwachter**

- Board Member - voting rights
- Oversee volunteer operations
- Volunteer recruitment/assignment
- Chicken Q volunteers
- Parent Rep volunteers

Field maintenance  
volunteers

Field Marshal volunteers

Registration volunteers

Concessions volunteers

- Coordinates picture day/distributes picture packets
- Facilitate parent rep meeting
- Handles day to day questions from Parent Reps/other volunteers

### **Risk Management Coordinator**

**Al Yeshe**

- Board Member - Voting rights
- Oversee risk management operations
- Oversee Informed Consent/Background Check filings
- Weather monitor and no-play directive to VP
- Anchor check on goals
- Publishes emergency info to coaches
- Coaches code
- Handles complaints
- Publish and review player medical conditions to coaches
- Reviews public relations offerings

### **U6 Program Facilitator**

**Morrie Welch**

- Non Board Member - **non voting rights**
- Oversee U6 program
- Work with DOC on curriculum
- Facilitates each Saturday session
- Establish tournament games for U6/7
- Assign coaches, players to groups
- Coordinate parent night speech

### **Technology Facilitator**

**Scott Pechacek**

- Non Board Member - **non voting rights**
- Website administration
- Assist Registrar with software and data access issues
- Assist other directors with technology exploitation possibilities

**We're on the Web!**  
**[www.lacrescentsoccer.org](http://www.lacrescentsoccer.org)**