

QSC VICE PRESIDENT DUTIES

BY-LAWS – Vice-PRESIDENT: The Vice-President shall perform the duties of the President when the President is absent or cannot perform those duties under the provisions of Article VI, above. He shall head the Election Committee indicated in Article IV, above. He shall also assist the President in the operations of the Club when requested. The Vice President shall be responsible for coordination of the clubs tournaments including but not limited to the spring and the indoor tournament programs.

OVERALL

- Lead Club Tournaments
 - Winter Classic 3v3s
 - Spring Invitational
 - Sarah Parvin SoccerFest
 - Golf Outing
- Tournament duties include but are not limited to:
 - Liaison between the club and local school district
 - Work with vendors and handle contract negotiations
 - Game scheduling
 - Working closely with Ref assignor
 - Set & Guide Vision of Tournaments
- Work with Tournament Coordinator to ensure events are properly Marketed, Staffed, Supplied, Coordinated and Execute
 - Liaise with Facilities and Concessions
- Work with Sarah Parvin Organizing Committee
- Fill in for President when absent

OTHER GENERAL TASKS

- Work with Treasurer to ensure all Budget and Financial Objectives are Established and Maintained
- Support ALL Club Activities where possible

TASKS BY MONTH

NOVEMBER

- Conduct Club Elections
- Manage Winter Classic Tournament Team Submissions, E-mails and Questions

DECEMBER

QSC VICE PRESIDENT DUTIES

- Continue Marketing QSC Winter Classic 3v3s
- Manage Winter Classic Tournament Team Submissions, E-mails and Questions

JANUARY

- Continue Marketing QSC Winter Classic 3v3s
- Manage Winter Classic Tournament Team Submissions, E-mails and Questions
- Open Registration and Market QSC Spring Tournament (1/1)
- Winter Classic 3v3s Tournament
 - Close Registrations for Each Game Date 10 days in Advance
 - Generate WC 3v3 Game Schedule & E-mail Teams with Tournament Details
 - Organize Refs for Each Game Date
 - Verify Outstanding Team Payments for 3v3
 - Organize Resources for WC 3v3 Registration Desk
 - Run each Game Date

FEBRUARY

- Continue Marketing QSC Winter Classic 3v3s
- Manage Winter Classic Tournament Team Submissions, E-mails and Questions
- Continue Marketing QSC Spring Tournament
- Winter Classic 3v3s Tournament
 - Close Registrations for Each Game Date
 - Generate Game Date Schedule & E-mail Teams with Tournament Details
 - Organize Refs for Each Game Date
 - Verify Outstanding Team Payments for 3v3
 - Organize Resources for WC 3v3 Registration Desk
 - Run each Game Date

MARCH

- Continue Marketing QSC Spring Tournament
- Winter Classic 3v3s Tournament
 - Close Registrations for Final 3v3 Dates
 - Generate Spring T Schedule & E-mail Teams with Tournament Details
 - Get Game Details to Ref Assignor
 - Verify Outstanding Team Payments for Spring T
 - Organize Resources for Spring T Registration Desk
 - Run Spring R
- Spring Tournament
 - Monitor Registrations for Spring T

QSC VICE PRESIDENT DUTIES

- Organize Resources for Spring T including all Equipment is Donated/Rented

APRIL

- Winter Classic 3v3 – Wrap up all Ref Payments and ensure School Facilities Payments are completed
- Spring Tournament
 - Close Registrations for Spring T
 - Generate Spring T Schedule & E-mail Teams with Tournament Details
 - Get Game Details to Ref Assignor
 - Verify Outstanding Team Payments for Spring T
 - Organize Resources for Spring T Registration Desk
 - Run Spring R

MAY

- Spring Tournament Wrap-up
 - Ensure all Bills are submitted to be Paid
 - Work with Treasurer to produce Final Event P&L
- Support Sarah Parvin Tournament
 - Attend Leadership Team Meetings
 - Ensure Club Voice is established at SPT Meetings
 - Handle Registration Questions and e-mails
 - Market SPT Via Constant Contact

JUNE

- Support SPT
 - Attend Leadership Team Meetings
 - Ensure Club Voice is established at SPT Meetings
 - Handle Registration Questions and e-mails
 - Market SPT Via Constant Contact

JULY

- Close Registrations for SPT
- Generate SPT Schedule & E-mail Teams with Tournament Details
- Get Game Details to Ref Assignor
- Verify Outstanding Team Payments for SPT
- Organize Resources for SPT Registration Desk
- Run SPT

AUGUST

- Sarah Parvin Wrap-up
 - Ensure ALL Ref Payments are Submitted to Treasurer
 - All SPT Bills are submitted for payment

SEPTEMBER

- Conduct Nomination Process for Annual Club Elections

QSC VICE PRESIDENT DUTIES

- Coordinate and Reserve QCSD Gym Space for 3v3s
- File EPYSA Submission online for Winter Classic (need to know when EPYSA Indoor Cups will run)

OCTOBER

- Conduct Nomination Process for Annual Club Elections
- Open Winter Classic for Applications
- Manage Tournament Team Submissions
- Manage Tournament E-mails and Questions
- Complete EPYSA Approved Tournament for next year's Spring T and SPT