



**Hollandia Soccer Club**  
PO Box 25103  
Saskatoon, SK, S7K 8B7  
[info@hollandiasoccer.com](mailto:info@hollandiasoccer.com)

## **Hollandia Soccer Club – Vacant Board Positions**

The following positions on the Hollandia Board are currently vacant, or the incumbent has given the board notice that they will be stepping down in the next year. The job duties for each position follow are included below. We welcome a diverse group of individuals to the board table. Please let us know if you are interested in filling one of these positions:

### **1. Member at Large**

The Members-at-Large attend meetings, provide support to the Board and any committees of the Board as required, and generally assist in carrying out the affairs of the Board.

### **Vacant Committee Positions**

#### **1. *Tournament Registrar***

- Prepare the registration site
- Assist teams with registration issues and concerns
- Work with registration software provider in conjunction with the Tournament Director to ensure adequate service and issue resolution
- Ensure all registered Team Personnel are properly certified
- Ensure all registered players are registered in the correct age category
- Member of the Tournament Discipline Committee
- Fields questions and concerns from participating teams prior to and during the tournament in the absence of the Tournament Director

#### **2. *Tournament Sponsorship Coordinator***

- Draft & maintain the sponsorship letter and opportunities document for distribution to potential sponsors
- Head a Sponsorships sub-committee (if desired) that is responsible for gaining sponsors
- Oversee the raffle and 50/50 events (if applicable)
- Collect and store raffle prizes from donors prior to the Off the Wall tournament
- Ensure that proper licenses are acquired for any raffle or 50/50 events
- Ensure all sponsors are getting proper publicity per the Sponsorship Opportunities document
- Keep track of new sponsors and the amount obtained on the Master Sponsorship Spreadsheet in a timely manner
- Submit cheques to the Club Registrar in a timely manner for deposit