

El Dorado Jr. Cougars Youth Football and Cheer Committee Job Descriptions

Updated May 25, 2010

President:

1. Defend the Mission and these Bylaws, protect the corporate existence, assure the proper discipline of members, and tenaciously work to ensure participant safety.
2. Call and preside over all regular and special meetings of the BOD.
3. Be a member of all Advisory Boards.
4. Act as the spokesperson for HPYFC in all matters.
5. Conduct the affairs of HPYFC and execute the policies established by the BOD, and especially, administer the Board approved annual budget in accordance with these Bylaws.
6. Assure the procurement of necessary insurances.
7. Be a co-signor on the bank accounts of the organization.
8. Represent HPYFC at League meetings, if able, when the League Representative is unable to attend, or else appoint a qualified substitute.
9. Communicate to the Board matters promoting the welfare of HPYFC, including the establishment of Advisory Boards, and the selection of special representatives.
10. Participate in the selection of football and cheer head coaches by presiding over the Coaching Advisory Board.
11. Investigate complaints, irregularities, and conditions detrimental to HPYFC and report them to the BOD at the next Committee meeting.
12. Coordinate with the Vice-president Football, Vice-president Cheer, and Facilities Manager to schedule and procure facilities for all practices, games, and events.
13. Coordinate with the VP Football, VP Cheer, and BOD to plan and administer the end of season team banquet(s).
14. Coordinate with the VP Football and VP Cheer to arrange team pictures.
15. Administer, or select a designee to administer, the Academic All-star Achievement Award program.
16. Coordinate with the Equipment Manager to make certain needed equipment is ordered and supplied to the teams.
17. Perform other duties as pertain to the office of President, and other duties which are directed by the BOD or the Committee (if any.)

Secretary:

1. Keep the Minutes, all resolutions, and other documents of the Committee in a Corporate Record Book which shall be available at each Committee meeting. Those members in attendance at Committee meetings shall be included in the Minutes.
2. Maintain the integrity of the nonprofit organization status by ensuring all nonprofit 501(c) 3 documents are updated and accurate.
3. E-mail un-approved minutes to Committee members so that they shall have adequate time to review the minutes prior to the next Committee meeting.
4. Be responsible for recording the activities of the Committee and maintain appropriate files, mailing lists, and necessary records, including PAR records.
5. Examine the applications and assure their completeness and the presence of the proof-of-age documents for every participant.
6. Collect all nominations for positions on the Committee, submitted by other Committee members or duly approved coaches, and provide a final list of nominations in advance of the appointed election date.

7. Administer all voting processes, collect and count all ballots, and announce final results of all Committee votes.
8. Attend Advisory Board meetings as needed.
9. Support the Treasurer in preparing state and federal tax filings and exemption certificates.
10. Perform other duties as pertain to the office of Secretary and other duties which are directed by the President, BOD or Committee.

Treasurer:

1. Be the custodian of funds of the organization.
2. Receive all monies that accrue to the HPYFC from any source and deposit them in a depository approved by the BOD.
3. Keep records for the receipt and disbursement of all monies and securities of HPYFC. Approve all payments from allotted funds and draw checks in compliance with the Bylaws and Board directives.
4. Prepare an annual budget in conjunction with the President, VP Football and VP Cheer.
5. Provide regular and periodic financial statements to the Committee.
6. Be a co-signatory on the bank accounts of the organization.
7. See that all bills are authorized and paid promptly and insure that no unauthorized obligations are incurred.
8. Prepare regular reports of activity for the HPYFC account, showing revenue, expenditures, and encumbered funds. Also, provide a monthly reconciliation of the bank statement to the President.
9. Attend Advisory Board meetings as needed.
10. Have HPYFC books, accounts, and records in condition for audit at all times, and maintain records in such condition as to have them ready to turn over to a successor.
11. Insure that there is no commingling of personal assets.
12. Be responsible for filing State and Federal tax filings and exemption certificates for HPYFC.
13. Ensure all IRS and California state requirements are met in order to keep tax-exempt status.
14. Perform other duties as pertain to the office of Treasurer and other duties which are directed by the President, BOD or Committee.

VP of Football:

1. Assist and advise the President and Executive Vice-President (if any) on all matters relating to football operations.
2. Working effectively with the coaches and other Committee members, oversee the conduct of football recruiting, practices, camps, and games.
3. Ensure that all football teams follow the rules, policies, standards and By-laws of the affiliate league and HPYFC.
4. Be a member of all advisory boards related to football.
5. Be a co-signor on bank accounts, assuring that expenditures conform to these Bylaws and BOD directions (if required).
6. Be responsible for selecting football head coaches, subject to approval by the President.
7. Approve assistant coaches and instructors nominated by head coaches.
8. Coordinate team equipment needs with the President or his designee.
9. Coordinate team pictures with the President and Vice-President Cheer.
10. Be responsible for developing and overseeing the disbursement of the annual football budget.
11. Act as liaison between HPYFC and the El Dorado High School football program.

12. Coordinate with Equipment Manager and Facilities Manager in taking an inventory at each season's end of all football equipment and football uniforms.
13. Perform other duties as pertain to the office of Vice-president Football and other duties which are directed by the President, BOD or Committee.

VP of Cheer:

1. Assist and advise the President and Executive Vice-President (if any) on all matters relating to cheer operations.
2. Working effectively with the coaches and other Committee members, oversee the conduct of cheer recruiting, practices, camps, competitions, and games.
3. Insure that all cheer teams follow the rules, policies, standards and By-laws of the affiliate league, and HPYFC.
4. Advise cheer coaches and instructors of procedures for cheer competitions, clinics, and camps.
5. Act as liaison between HPYFC and the El Dorado High School Cheer program.
6. Be a member of all Advisory Boards related to cheer.
7. Be a co-signor on bank accounts, assuring that expenditures conform to these Bylaws and BOD directions (if required).
9. Be responsible for selecting cheer head coaches, subject to vetting by the President, and nominate final candidates to the BOD for approval.
10. Approve assistant coaches and instructors nominated by head coaches.
11. Coordinate team equipment needs with the President or his designee.
12. Serve as the Equipment Manager for cheer, following the relevant provisions of the football Equipment Manager's job description.
13. Coordinate team pictures with the President and Vice-president Football.
14. Be responsible for developing and overseeing the disbursement of the annual cheer budget.
15. Oversee the taking of an inventory at each season's end of all cheer equipment and uniforms, and provide same to the President or his designee.
16. Perform other duties as pertain to the office of Vice President Cheer and other duties that are directed by the President, BOD or Committee.

Equipment Manager:

1. Work under the direction of the VP Football.
2. Provide an equipment budget for the next season to the VP Football at year end.
3. Maintain the integrity of football uniforms as stated in Article XIV.
4. In coordination with coaches, be responsible for creating and maintaining an annual football equipment and uniform budget.
5. Be responsible for issuing necessary equipment and uniforms to all football players. (Assure the equipment fits properly and is in good working order.)
6. Periodically inspect all team equipment before, during, and after the season and correct any deficiencies.
7. Coordinate equipment and uniform ordering with the Vice-president Football.
8. Collect and process after season equipment returns.
9. Provide equipment return information to the VP Football, and to the Treasurer to facilitate a timely and accurate return of equipment deposits.
10. Provide emergency equipment and supplies to coaches.
11. Maintain an accurate and updated inventory of all equipment. At season end, provide an updated inventory to the VP Football.
12. Provide an annual equipment budget for the next season to the VP Football at year end.
13. Perform other duties as pertain to the office of Equipment Manager and other duties which are directed by the President, BOD or Committee.

Facilities Manager:

1. Be responsible for keys, alarms, facilities preparation, maintenance, set-up and take-down of the football field, admission and access gates, announcer's booth, scoreboard, water stations, chain crew equipment, and field markers.
2. Work with the President to schedule and procure facilities for all football and cheer practices, games, and events.
3. Be responsible for insuring that the game field is properly marked for a regulation football game.
4. Provide an annual facilities budget for the next season to the VP Football at year end.
5. Perform other duties as pertains to the office of Facilities Manager and other duties as directed by the President, BOD or Committee.

Program Coordinator:

1. Be responsible for creating, planning, proposing, and conducting associations fund-raising, and program activities. These activities include but are not limited to the Annual Kick Off BBQ, End of Season Banquet and car washes if any.
2. Will ensure that all fund-raising activities or programs are in compliance with State and Federal laws pertaining to non-profit organizations, including health permits and safe food handling regulations.
3. Coordinate programs, scheduling, and the signing up of companies to sponsor HPYFC.
4. Provide an annual banquet budget for the next season to the President at year end.
5. Is to chair the Fundraising Committee, if one is appointed.
6. Perform other duties as pertain to the office of Fundraising Coordinator and other duties which are directed by the President, BOD or Committee.

Snack Bar Coordinator:

1. Be responsible for HPYFC snack bar.
2. Complete an inventory of all snack bar items at season's end, and provide same timely to the Treasurer.
3. Receive a roster of support staff. Roster positions are to be filled for each home game and maintained by the Volunteer Coordinator.
4. Be responsible for all concession activities, including:
 - a. Prepare menu items and budget.
 - b. Procure necessary concession items and equipment as budgeted.
 - c. Coordinate volunteer assistance with Volunteer Coordinator and Team-moms.
 - d. Assure set-up, take down, and clean-up of concessions and area before and after games.
 - e. Assume responsibility for and assure the safety of concessions and equipment owned by HPYFC, including required permits and safe food handling regulations.
5. Provide an annual store and concessions budget for the next season to the Treasurer at year end.
6. Perform other relevant duties as directed by the President and/or the Committee.

Volunteer Coordinator:

1. Maintain a roster of support staff and assure all required positions are filled for each home game.
2. Appoint Team-moms annually with the approval of head coaches and the VP of Football and the VP of Cheer.

3. Act as liaison between Team-moms and BOD for the purpose of procuring volunteer assistance for football games, fundraising, and all other events sponsored by the HPYFC.
4. Be responsible for organizing an Advisory Board of parents for the purpose of planning and conducting volunteer activities.
5. Schedule of volunteers activities, in cooperation with Committee members, including but not limited to:
 - i. Chain Gang
 - ii. Concessions Stand (home games)
 - iii. Jr Cougar Store (home games)
 - iv. Home Game Announcer (home games)
 - v. Gate (home games)
 - vi. Program Sales (home games)
 - vii. Field Set-up (home games)
 - viii. Field Clean-up (home games)
 - ix. Field Clean-up (High School home games)
 - x. Scheduling qualified medical attendants
6. Coordinate with the President, VP of Football, and VP of Cheer to make arrangements for and manage team pictures.
7. Perform other duties as pertains to the office of Volunteer Coordinator and other duties as directed by the President, BOD or Committee.

Safety Coordinator:

1. Be responsible for safety and medical activities of HPYFC, including making certain that emergency preparations are made before the start of all games and events.
2. Be responsible for becoming familiar with the policy requirements and limitations of the various insurances procured by the BOD, and assure that HPYFC complies with them.
3. Insure compliance with HPYFC and affiliate league safety standards.
4. Recommend to the Board any proposals concerning the safety of participants.
5. Coordinate with team moms a roster of individuals designated as authorized medical attendants and schedule them as needed for all HPYFC events.
6. Schedule training for coaches and individuals as required by HPYFC and affiliate league safety standards.
7. Acquire and maintain medical kits conforming to HPYFC and affiliate league standards.
8. Initiate and implement ongoing safety awareness programs for coaches.
9. Provide an annual safety budget for the next season to the VP Football at year end.
10. Perform other duties as pertain to the office of Safety Officer and other duties which are directed by the President, BOD, or Committee.