

CLINTON YOUTH FOOTBALL AND CHEER BOARD OF DIRECTORS – RESPONSIBILITIES- 2017

Section 1 – President (Executive Board Member)

The President shall:

- (a) Conduct all affairs of the CYFC and execute the policies established by the Board of Directors and the SYFC.
- (b) Preside over all meetings of the Board of Directors as chairperson.
- (c) Ensure that no less than six (6) Board meetings are held in any given calendar year.
- (d) Represent CYFC at SYFC meetings if the League Representative cannot attend
- (e) Act as league spokesperson with input/direction of the CYFC Board of Directors in all matters that pertain to and/or affect CYFC.
- (f) Communicate to Board of Directors such matters as deemed appropriate, and make suggestions in the best welfare of CYFC.
- (g) Be responsible for the conduct of CYFC in strict conformity to CYFC By-Laws, Participant Code of Conduct and SYFC Rules and Regulations.
- (h) Make arrangements for practices, games and scrimmages; this will include, but is not limited to, reserving the fields, coordinating referees, and paramedics. The President will complete the proper paperwork and attend the Park & Rec Commission meeting in June to reserve the practice and game fields for the upcoming season.
- (i) Investigate complaints, irregularities and conditions detrimental to CYFC and report his/her finding to Board of Directors.
- (j) Establish committees as necessary to complete CYFC objectives as stated in the By-laws
- (k) Not hold the position of Head Coach at any level in CYFC
- (l) Oversee the CYFC budget forecasting and execution
- (m) Ensure that parents/guardians of scholarship recipients volunteer as required per CYFC By-Laws.
- (n) Ensure that CYFC maintains adequate insurance, including but not limited to a policy protecting all CYFC equipment and property, and Directors and Officers insurance.
- (o) In the event the President cannot perform his/her duties outlined above, the Vice-President shall convene a meeting of Board of Directors for the purpose of selecting an interim replacement until the next election.

Section 2 - Vice President (Executive Board Member)

Vice President shall:

- (a) Review all budgets submitted by Board Members prior to March's Board meeting.
- (b) Assist with the examination of the applications/required documentation of every player candidate before the player is deemed eligible to play in CYFC.
- (c) Update CYFC's By-Laws, with guidance/direction from the Board, and align them with the SYFC Rules and Regulations.
- (d) Supervise the Team Manager Advisor (or Team Managers if no Advisor), Event Director and Coaching Commissioner.
- (e) Not hold the position of Head Coach at any level in CYFC
- (f) Shall perform the duties of the President if the President is unavailable and will call an emergency meeting within 5 days if the President is no longer able to serve in that capacity for the remainder of the calendar year.
- (g) Record minutes of Board meetings if the Secretary is not present
- (h) Assist Secretary in any of the items noted in Section 3 below

Section 3 – Secretary (Executive Board Member)

Secretary shall:

- (a) Be responsible for recording the activities of CYFC and maintain proper files, mailing lists, and necessary records.
- (b) Keep minutes of Board of Directors meetings and cause them to be recorded online for all members to review and approve.
- (c) Conduct correspondences not otherwise specifically delegated in connection with said meetings and is responsible for carrying all orders, votes and resolutions not otherwise committed.
- (d) Provide notice of all meetings of CYFC and the Board of Directors
- (e) Perform Registrar duties if the Registrar position is vacant
- (f) Perform Website / Social Media Administrator duties if the Website Administrator position is vacant

Section 4 – Treasurer (Executive Board Member)

Treasurer shall:

- (a) Receive all monies and securities, and deposit it in a financial account approved by the Board of Directors.
- (b) Keep records for the receipt and disbursement of all moneys and securities of CYFC. Approve payments from allotted funds and draw checks therefore in agreement with the policies and agreements by Board of Directors.
- (c) Prepare an annual budget with the Commissioner before the March meeting.
- (d) Prepare a written report to the board of Directors monthly, including status of income and expenditures.
- (e) Have CYFC books, accounts and records in condition for audit at all times and ready to turn over to his/hers successors in the office of Treasurer.
- (f) Ensure that all accounts are properly designated and that there shall be no commingling of personal or non-league assets.
- (g) Have all referee checks prepared for home games and cash boxes prepared with change for admissions and concession
- (h) Oversee CYFC's PayPal account and manually transfer funds from PayPal to CYFC's designated account from time to time, but no less than once a month.
- (i) Prepare taxes for the fiscal year.

Section 5 - Assistant Treasurer

Assistant Treasurer shall assist the Treasurer in any items in Section 4 (a) thru (i)

Section 6 - League Representative(s) (Executive Board Member)

League Representative(s) shall:

- (a) Represent CYFC at and attend all SYFC Board Meetings
- (b) Notify President or Vice President in advance if unable to attend any SYFC meetings.
- (c) Make the Coaching Commissioner and Coaches aware of upcoming Coaching Clinics and football camps.
- (d) Keep the CYFC Executive Board regularly informed of all SYFC rules, regulations, updates, etc.
- (e) Work with President and Vice President on team co-op arrangements, if needed.
- (f) Work with the Vice President on rosters and team declarations per SYFC's requirements.

Section 7 - Coaching Commissioner (Executive Board Member)

Coaching Commissioner shall:

- (a) Represent all coaches at Board of Directors meetings
- (b) Attend all coaching certification classes (i.e. Head-Up training) and obtain any other SYFC required coaches certifications
- (c) Work with the President and Player Safety Coach on Coach selections
- (d) Ensure that background checks of coaches are executed each season, prior to the first team practice.
- (e) Manage and collaborate with all CYFC Coaches, and hold coaches meetings when needed
- (f) Maintain a Coaches Manual and distribute to coaching staff prior to the commencement of the season
- (g) Regularly collaborate with Player Safety Coach

Section 8 – Cheerleading Director (Executive Board Member)

- (a) Represent Cheer coaches at Board of Directors meetings
- (b) Attend all coaching certification classes (i.e. Head-Up training) and obtain any other SYFC required coaches certifications
- (c) Work with the President and board on Coach selections
- (d) Work with the Secretary, Coaching commissioner and registrar on registrations, schedules and events for cheerleaders for games and practices and board on Cheer Coach selections.
- (e) Work with treasurer and board on equipment and uniform purchases
- (f) Ensure that background checks of coaches are executed each season, prior to the first team practice.
- (g) Manage and collaborate with all Cheer Coaches, and hold coaches meetings when needed
- (h) Maintain a Coaches Manual and distribute to coaching staff prior to the commencement of the season

Section 9 – Registrar (Executive Board Member)

Registrar shall:

- (a) Coordinate registration sign-ups and manage CYFC's registration system
- (b) Create informational flyers for distribution within the schools (once approved by school administration)
- (c) Publish/make available all required player documentation (i.e. AYF Forms) as required by the SYFC
- (d) Handle all registration issues and player assignments
- (e) Maintain an accurate record and database of all teams / rosters
- (f) Keep the Coaching Commissioner & League Representative(s) informed of all player registrations / team rosters
- (g) Assist the Treasurer with recording all registration payments / statuses, and tracking outstanding registration fees

Section 10 - Team Manager Advisor (Executive Board Member)

Team Manager Advisor shall:

- (a) Oversee the Team Managers and assist Team Managers with
 - a. Managing all required (SYFC) team documentation and coaching certifications
 - b. Organizing volunteers needed at home games, and
 - c. Handling parent concerns
- (b) Bring unresolved member concerns to the attention of the Board
- (c) Assist the Registrar with Registration sign-ups
- (d) Assist the Concessionaire with coordinating volunteers for the concession stand at home games.
- (e) Assist the Head Coaches with coordinating volunteers for the chains at home games.

Section 11 - Event Director

Event Director shall:

- (a) Plan and implement all special CYFC events
- (b) Be responsible for completing all necessary paperwork associated with implementing special events
- (c) Prepare and submit event budgets and see that all approved budgets are adhered to
- (d) Work with the Sponsor Chair to secure sponsorships for events, when necessary
- (e) Publicize all special events
- (f) Work with the Team Managers and/or Team Manager Advisor in securing event volunteers
- (g) Work with the Fundraising Chair to incorporate fundraising into CYFC events as needed

Section 12 - Concessionaire

Concessionaire shall:

- a) Be responsible for all concession activities
- b) Prepare menu items and submit an estimated annual budget to Treasurer by the March meeting
- c) Coordinate volunteer needs with the Team Managers and/or Team Manager Advisor
- d) Procure the necessary items and equipment consistent with the approved CYFC budget
- e) Assure set up before the beginning of games and the closing of the concession following games
- f) Assume responsibility for and assure the safe disposition of CYFC owner equipment.
- g) Supervise concession stand volunteers
- h) Have such duties as from time to time may be assigned by the Board of Directors.

Section 13 - Equipment Manager

Equipment Manager shall:

- (a) Inspect all team equipment, including uniforms, before, during and after the season, with the assistance of CYFC Coaching Commissioner and Coaches
- (b) Immediately inform the Board of any old or damaged equipment
- (c) Keep an accurate and up-to-date inventory of equipment, uniforms, and any other such supplies as needed. This inventory will be used to order any and all necessary uniforms and equipment for CYFC, consistent with the approved budget.
- (d) Insure that helmets and shoulder pads are sent out for a yearly assessment / reconditioning.
- (e) Organize and distribute the necessary equipment/uniforms and equipment release forms to each Team Manager or Coach.

- (f) Coordinate equipment returns after the last game of the season.
- (g) Provide coaches' and player equipment and supplies as may be needed during practice and at games.
- (h) Assist the Coaching Commissioner with various tasks, including the coordination of team rosters
- (i) Submit a budget with input of Treasurer before the March meeting

Section 14 - Player Safety Coach

Player Safety Coach shall:

- (a) Attend all mandated training classes and obtain all required safety certifications as per SYFC Rules & Regulations
- (b) Train all CYFC Coaches prior to the beginning of the season, as per SYFC Rules & Regulations
- (c) Ensure that CIAC Concussion Management protocols are followed
- (d) Coordinate player concussion baseline testing prior to the beginning of the season
- (e) Provide assistance to Coaching Commissioner when needed
- (f) Ensure all CYFC Code of Conduct Forms are distributed and collected from each parent, coach & player.

Section 15 - Fundraising Chair

Fundraising Chair shall:

- (a) Research and present all Fundraiser proposals to the CYFC Board, making sure to select the fundraisers that are in line with the mission and goals for CYFC
- (b) Organize all CYFC fundraisers on and off season (minimum of 3 fundraisers a year)
- (c) Organize and distribute the necessary fundraising items and purchases.
- (d) Organize CYFC member volunteers to help with fundraisers
- (e) Submit budget with input of Treasurer before the March meeting
- (f) Procure the necessary items and equipment consistent with the approved CYFC budget
- (g) Be responsible for completing all necessary paperwork associated with implementing fundraisers
- (h) Work with the Sponsorship Chair and Event Director to incorporate fundraising if needed

Section 16 - Sponsorship Chair

Sponsorship Chair shall:

- (a) Recruit businesses or persons in becoming Sponsors of the CYFC league, event or activity, financially or through the provision of products or services
- (b) Promote CYFC mission and goals to businesses and persons
- (c) Organize and distribute the necessary Sponsor documents
- (d) Submit any Sponsorship proposals to the CYFC Board before any Sponsorship commitments are extended on behalf of CYFC
- (e) Be responsible for completing all necessary paperwork associated with becoming a Sponsor of CYFC
- (f) Work with the Website/Social Media Administrator and Event Director to incorporate Sponsors on the CYFC website and other CYFC events

Section 17 - Website/Social Media Administrator

Website/Social Media Administrator shall:

- (a) Maintain CYFC's website and any other CYFC social media pages under the direction of and with input from the Board of Directors
- (b) Keep all CYFC membership data, information and documentation secure, protecting any and all confidential information
- (c) Keep all public information on the CYFC website up-to-date
- (d) Help develop communication objectives and plans for CYFC
- (e) Assist Registrar with registration sign-ups
- (f) Assist Event Director with promoting / publicizing league events
- (g) Publish all game schedules when they become available
- (h) Send CYFC communications to league members when needed/requested