

DESCRIPTIONS of SMPWF&C

BOARD of DIRECTOR POSITION

Roles & Responsibilities (taken from our By-Laws)

Article III (Government)

Section 1 The government of this organization shall be vested in the Board of Directors

Section 2 The Board of Directors shall be the highest governing body of this Organization.

Section 3 The officers (also known as “Voting Board Members”) of the Board of Directors shall consist of the following;

1. **President**
2. **Vice President**
3. **Secretary**
4. **Treasurer**
5. **Cheer Director**
6. **Little Scholar Director**
7. **Football Director**
8. **Athletic Director**
9. **Equipment Director**
10. **Business Director**
11. **Fields Director**
12. **Fundraising Director**
13. **Player Administrator**

Section 4 The President, with notice to the Board of Directors, may appoint any individual to serve on a Committee to carry out any functions as they deem necessary for the total operation of the association. Any appointee by the President may attend any Board of Directors meeting without a vote.

Article IV (Duties of Officers)

Introduction:

The following sections summarize the duties of the executive officers (Voting Board Members) of the organization. However, the ultimate responsibility and authority resides with the Board of Directors as a whole. Each officer is to provide a monthly report to the Board of Directors. Each officer is to ensure his/her department stays within the Board-approved annual budget (unless otherwise approved by the Board of Directors).

Section 1 President

The President shall preside at all meetings at which he/she is present. He/she shall exercise general supervision of the affairs and activities of the league and shall serve as a member ex-officio on all committees. He/She oversees the overall operation of the League and will preside at all OEC meetings. He/she shall be one of the cosigners on the organization's Banking Accounts. To be considered a valid candidate for the Presidency, the applicant must have served on the Board in some capacity for at least two years and must be in good standing.

- Ensures adequate insurance for the League is in place and current
- Approve and sign all Board-approved contracts on behalf of the Association.

Section 2 Vice President

Shall attend OEC meetings in the absence of the President. Will be responsible for overseeing and coordinating issues with the football director and the athletic director. Will coordinate all special OEC projects. Will assist President in chairing all Santa Margarita Pop Warner special committees. Will be responsible for investigating complaints within or outside of our organization. He/she shall be one of the cosigners on the organization's Banking Accounts. To be considered a valid candidate for the Vice President, the applicant must have served on the Board in some capacity for at least two years and must be in good standing. Responsible for overseeing Financial reporting and check writing procedures (see Policy Manual)

- Responsible for overseeing the development of the annual Association budget (with the Treasurer).

Section 3 Secretary

The Secretary shall keep the minutes of all business transactions and shall be the custodian of all records. Shall retrieve all messages (phone or e-mail) on a daily basis and direct it to the appropriate board member for follow-up. Develop and maintain the Association Master Calendar and coordinates it with the webmaster to post on the association website.

- Ensure that minutes are recorded and distributed to all Board members.

Section 4 **Treasurer**

The Treasurer shall have the authority to make all deposits and withdraws subject to the approval of the Board of Directors. Responsible for picking up all association mail and the distribution of the mail. Maintains and files all association banking information. He/She shall be the primary cosigner and contact for the organization's financial institution and all third party accounting and bookkeeping firms (for monthly reporting and annual tax returns).

- Provide monthly financial reports to the Board of Directors.
- Develop the annual Association budget (with oversight by the Vice President).
- Follows all financial reporting and check writing procedures (see Policy Manual).

Section 5 **Cheer Director**

Subject to the ultimate authority of the Board of Directors, it shall be the responsibility of the Cheer Director to direct all league organization on all matters concerning cheerleading.

- Oversee all operations of the Cheer program
- Plan and coordinate the recruitment of cheer coaches and present final coach recommendations to the Board of Directors
- Review, investigate and respond to all coach and parents questions and complaints in a timely manner
- Ensure Cheer team participation at registration, physicals and other Association and Orange Empire Conference events
- Responsible for developing the cheer program budget and obtaining Board approval
- Responsible for ensuring that all cheer coaches understand Association, OEC and National Pop Warner rules and procedures
- Ensure coverage at all OEC meetings (must attend in person or designate a Board Member as substitute).
- Ensure all OEC & Pop Warner National Cheer rules are followed and plan and coordinate participation at all cheer competitions (including event security) as required by OEC
- Cheer Administrator, Cheer Uniform Coordinator and Cheer Training Coordinator report to this position
- Recommended that this person should have Cheer Head Coach experience for at least one season

Section 6 **Little Scholar Director**

It shall be the responsibility of the Little Scholar Director to oversee scholastic fitness programs for all teams that partake in football as well as cheerleading. He/she shall also ensure that each team is compliant with National and OEC rules and regulations and shall be the main contact with each team assigned Little Scholar Coordinator. The Little Scholar Director shall also provide training for each team's LSC in completing the required academic grid per the Orange Empire Conference requirements. Responsible for ensuring the completeness of the Little

Scholar books prior to Certification. Order medallions (or other appropriate award) for winners of our local award to be handed out at end of season.

- Provide periodic reports to the Board re: status of player/cheer academic eligibility and National and OEC requirements.
- As appropriate, communicate the scholastic vision of the SMPW and PWLS to local schools to further the objectives of the League.

Section 7 **Football Director**

He/she will be responsible for overseeing the association football program. To be considered a candidate, he/she must have been a Head Coach or assistant coach for at least one season at the JPW or above level. The Football Director shall conduct coaches meetings and trainings and schedule practice visits for the coaches. Is the "Master of the Rules" and will resolve any rule issues in the event they cannot be handled by the Athletic Director. Will be the arbitrator in any intraleague issues between the Head Coaches and parents. Will maintain all disciplinary actions taken against head coaches, coaches, staff, players, or parents that may prevent them from eligibility. Will provide monthly report to Board with regards to football program activities.

- Responsible for training and development and oversees the education process of Head Coaches.
- Works with the Athletic Director to ensure proper team management is conducted by each Head Coach.
- Coordinates and conducts Head Coach Kick off meeting.
- Coordinates and conducts Head Coach Clinic
- Coordinates and conducts game day Sideline Clinic
- Coordinates Weigh Master Schedule for each home game
- Responsible for scheduling "Board Members On Duty" for each home field game.

Section 8 **Athletic Director**

The Athletic Director will be directly responsible for all interleague incidents involving any Head Coaches and team related incidents involving any person or organization. To be considered a candidate, he/she must have been a Head Coach or assistant coach for at least two seasons at the JPW or above level. The Athletic Director will plan and coordinate the Head Coach application and interview process and committee (see Policy Manual for Head Coach Selection Process). The Athletic Director will also be responsible to conduct and survey random practices and the policing of required team documentations at practices. In the event that the Athletic Director is unable to resolve or conducted a pending duty or issue, his duties will default to the Football Director

- Will enforce all disciplinary actions against coaches, players or parents
- Coordinates and distributes Sideline Passes
- Distribution, collection and data entry of coaches evaluations
- Distribute and collect all MPR/Game Reports and proper reporting to the OEC.

Section 9 **Equipment Director**

- Plan and coordinate the activities required to ensure proper outfitting of players
- Provide training to Equipment Managers on equipment inventory and distribution procedures and proper and safe use of equipment
- Responsible for the purchase of replacement and/or additional equipment as approved by the Board of Directors
- Maintain equipment inventory database
- Responsible for tracking and accounting for all Association equipment
- Responsible for securing proper storage for all Association equipment
- Responsible for communication with vendors regarding equipment
- Arrange pick-up or delivery with vendors

Section 10 **Business Director**

- The Business Director will be responsible for coordinating all non-football or cheerleading events
- Works with the Player Administrator to advertise the February and March registrations.
- Plan and coordinate the annual pre-season physicals
- Oversee Web Master to ensure updates and consistency of content and appearance of web site
- Develop contract with Association photographer for Association team pictures
- Plan and coordinate scheduling of Association team pictures
- Provides monthly report to the Board on business activities
- Web Master, Merchandising Director, Volunteer Coordinator and Communication Specialist report to this position
- Shall also be a cosigner on the organization's Banking accounts

Section 11 **Fields Director**

The Fields Director will be responsible for securing all playing fields for home games and practices. The Fields Director will also be responsible for outsourcing the maintenance vendors for each facility if required. He or she will also be responsible for ensuring that all items used on a facility are pre-approved and documented prior to use.

- Responsible for building and maintaining relationships with local schools, parks, homeowners associations and other youth organizations to ensure cooperation in securing and maintaining practice fields, game fields and storage facilities
- Responsible for securing and scheduling all practice and game fields

- Work with Athletic Director, Football Director and Cheer Director to assign teams practice areas and hold each team Head Coach responsible for practice/game field conditions after use (i.e. trash, equipment storage area, etc)
- Ensure that SMPW is in compliance with all field use requirements
- In conjunction with the Equipment Director, provide and maintain game equipment (i.e. scoreboard controller, down markers, etc) and practice supplies (i.e. paint, paint machine, etc)
- Review and follow up on all field use complaints, concerns or issues
- Ensure proper and safe condition of fields is maintained and improve where possible
- Work with Football Director to establish game day procedures and scheduling
- Will coordinate game changes (with OEC) and provide weekly game schedule updates to the head coaches, OEC and Board.
- Coordinate with schools/Waste Management to provide and maintain rest rooms at each game and practice field.
- Coordinate scheduling the delivery and pick up of portable lights for practice fields at the appropriate time
- Practice Field Coordinator and Game Field Coordinator Report to this person.

Section 12 **Fundraising Director**

The Fundraising Director will be responsible for coordinating ALL league-sponsored fundraising events, such as, but not limited to, the mandatory fundraiser, opening day event, mid-season event, and the negotiating of local business donations.

- Coordinate with the President, Vice President and Treasurer in identifying Association financial needs
- Provide monthly report to the Board on fundraising activities and funds raised
- Responsible for collecting funds owed as a result of fundraising activities
- Responsible for coordinating ALL special or one-time fundraising events
- Fundraising Coordinator and Special Events Coordinator
Report to this Person

Section 13 **Player Administrator**

The Player Administrator (“PA”) will be responsible for sending out registration information to all potential returning players/cheerleaders. The P A will also be responsible for coordinating with the Business Director to produce advertising and flyers for player and cheer registration. It is the responsibility of the Player Administrator to ensure that the league adopted allocation rules and process (see Policy Manual for Player Allocation Process) are followed and that no deviations to the rules are made without majority Board Member approval.

- Plan and coordinate player/cheer registration (online and in person registrations)
- Create Association Master List of team rosters
- Work with the Business Director on the coordination of player physicals
- Conduct Team Player Administrator Training regarding necessary rules, paperwork, requirements, etc
- Plan and coordinate player/cheer Certification
- Ensure communication between Team Player Administrators
- Sign off on Certification books for completeness
- Responsible for keeping waiting list
- Collect Birth certificates, pictures, physical forms and registration forms