



Yreka Jr. Miners Board Positions

Executive Board

President

The President shall preside at all meetings of the Board. He/She will be the Chief Executive Officer of the Board and shall have general charge and direction of the business of the Board. President shall attend league meetings, communicate pertinent information to the board and manage Game Day preparations for home games. Involved directly in all purchases and fundraising events. All disciplinary actions taken against association members are overseen by the President. President will fill and delegate the duties of unstaffed board positions.

- Attend equipment handouts and returns
- Audit bank account at beginning of new year with committee of two (preferably), not to include treasurer
- Secure and pay for liability Insurance for the season
- Act as the Liaison between the Association and the league
- Cover a set up or tear down shift at each home game and awards ceremony

Vice President

Vice president will attend board meetings once a month or as scheduled. This position is a support position to the President. When the President is not available, the Vice President will be asked to step in as President's representative.

- Coordinate and secure facility use for games and/or other events
- Share in representation duties at away games
- Assist in coordinating and setting up picture day
- Attend equipment handouts and returns
- Liaison between team mom and volunteers
 - Obtain MPR's weekly and upload to google drive
- Cover a set up or tear down shift at each home game and awards ceremony
 - Oversee team moms and shift volunteers
 - Obtain coaching books at end of season, turn in for storage/shredding

Secretary

The secretary will attend all board meetings. He/She will prepare an agenda for each board meeting. Secretary will reach out to all board members prior to agenda setting to see if they need anything placed

on agenda. Secretary will take meeting minutes at all board meetings and submit meeting minutes to google drive. Meeting minutes will be in a shareable file in the drive for all board members to access.

- Attend equipment handouts and parent meetings to receive participant documentation
- Prepare team mom books. Conduct team mom book check for each level during week 2 and again the Tuesday practice before the first game.
 - Prepare MPR forms and print rosters for team moms
- Ensure that all coaches have completed a volunteer background check yearly along with a coaching application and a copy of Driver's License as mandated in Pop Warner Rule Book, document and upload documents to google drive.
- Run Background Checks
- Print and distribute coaches' badges
- Cover a set up or tear down shift at each home game and awards ceremony.
 - Prepare announcer's book

Treasurer

The treasurer shall maintain adequate and correct accounts of the business transactions of this Association. The treasurer shall promptly deposit all monies and other valuables in the name of and to the bank designated by the Board of Directors. The Treasurer shall present a financial statement at the first meeting of the Board of Directors. All bank statements will be uploaded to a designated file for Executive Board member access only. All accounts shall be balanced and reconciled and copies of each made available for each Board member present. All disbursements exceeding three hundred fifty dollars must have prior approval by the Executive Board. Currently the Yreka Jr. Miners use QuickBooks software for bookkeeping needs.

- Track incoming funds by category (registration, apparel, sponsors, fundraising, donations...)
- Track outgoing funds by category (refunds, bills, concessions, fundraisers)
- Keep accurate list of paid participants vs. unpaid, payment plans, and scholarships
- Best rates for Credit Card machine (do we need one)
- Provide Petty Cash as needed.
- Load pre-paid cards for approved spending of other board members
- Write out checks (sign under direction)
- Provide detailed financial reports to all meetings held (at least once a month during) August-November
- File necessary IRS tax forms at end of year
- Cover a set up or tear down shift at each home game and awards ceremony
 - Manage merchandise
 - Collect cash through out home game from all cash boxes

Board Positions (Non-Executive)

Web Master/Registrar

As the association Webmaster this position will be responsible for maintaining and updating website. Website shall include all current information and documents for the season. The Registrar will be responsible for requesting all registrations for the seasons as directed by the board. The YJM registration program currently used is Sports Engine. This is a new position the board and the board President will adapt this job description as necessary to fit the needs of the association.

- Maintain and Update website
- Create/request new registrations
- Create team rosters for all teams in Sports Engine
- Upload Rosters to the Google drive
 - Edit rosters to include jersey numbers once assigned in google drive
- Create and allow access to teams for coaches and parents
- Cover a set up or tear down shift at each home game and awards ceremony

Coach Liaison

Act as the point of contact for the Association's football coaches and parents. Will be responsible for upholding the Pop Warner Code of Conduct for Football coaches and football parents. The coach liaison will report any problems within the association with any football coaches and/or parents to the executive board. Ensure association members are following the chain of command, utilizing the 24-hour cooling off rule and/or using the formal complaint form to be found on association website. Coach Liaison does not make disciplinary decisions. Coach Liaison is to remain a neutral and objective advocate for parents and coaches as an officer of the Board. Coach Liaison will report to the executive board and relay back to coaches and parents' the board/President's decisions. Due to a conflict-of-interest Coach Liaison cannot hold a dual position of Head Coach.

- Contact background checked cleared coaches for USA football certification.
 - Verify each coach has finished certification
- Ensure that each head coach is given a rule book and basic playbook
- Cover a set up or tear down shift at each home game and awards ceremony
 - Set up field for home games
 - Set up tent for referees
 - Manage any requests from visiting team
 - Oversee checking in of teams at home games
 - Obtain coaches to officiate D3 games
 - One coach from each division will alternate game coverage
- Ensure all coaching staff participate in Association fundraising
- Provide oversight in coaches app's
- Submit Injury reports from coaches to google drive
 - Notify board of injury reports

Football Equipment Manager

The Equipment Manager shall be responsible for disbursing all Association property as directed by the Board. The Equipment Manager shall inventory all equipment and property of the Association at the close of the playing season and report to the Board in January of each year. Over see equipment for safety and function. President will assist in ordering new equipment and jerseys.

- Assemble and distribute coach's bags
 - First aid bags to each team
- Attend equipment fittings and returns
- Clean all returned equipment if needed
- Organize and clean equipment shed
- Be available at practices to assist in replacing equipment
 - If not available for day(s) arrange board replacement for that time
- Send jerseys for names to designated vendor
 - Include rosters with name and number checks to go with jerseys
- Redistribute jerseys with names to teams
- Sticker helmets
- Assist in the recertification and/or disposing of old helmets
- Cover a set up or tear down shift at each home game and awards ceremony

Concessions Manager

The concessions manager is responsible for coordinating the operations of the snack shack at home games and other events. The Concession manager will submit a game day plan to the board for approval. Plan to include what will be served, how much to charge and a purchase budget. Any equipment purchases need prior approval as well. Concessions items will be purchased on account through Siskiyou distributing or on designated prepaid card loaded with funds by treasurer.

- Submit game day/event plan to board
- Purchase all items for event
 - Upload all purchase receipts to google drive folder
- Set up and tear down concessions stand
- Help in coordinating concessions volunteers
- Store and haul all purchases and remaining inventory for each event
 - Store inventory and perishables in board designated location
 - Coordinate this effort with other volunteers and board members
- Coordinate volunteer schedule with Vice President

Merchandise, Marketing and Fundraising Manager-(developing positions currently managed by President)

- Cover a set up or tear down shift at each home game and awards ceremony.
- Manage Facebook

- Design, order and distribute fliers to schools
- Set up and design sponsor programs
- Manage Parent Club
- Update Webmaster on events and special promotions to be put on website
- Present fundraising proposals
- Order merchandise
 - Design (with board approval)
 - Set up online ordering website
 - Distribute online orders
- Order awards and coaches' gifts

Cheer Coordinator-

Oversee the functions of the YJM cheer program. Divide athletes into teams based on age and skill level. Cheerleader(s) cannot move up more than one grade level to the next division without passing a skills test. Be present at all Cheer events and most cheer practices. Act as liaison between parents and coaches. Enforce parent contracts. Check over coaches' cheer books to make sure all documents are present. This position is currently in development and will be overseen by association President. Cheer Coordinator will not serve in dual capacity as head coach, unless otherwise voted on by board. Cheer coordinator can cover for absent coaches.

- Host cheer fittings event
- Order cheer uniforms
- Order cheer equipment
- Take cheer test
- Enforce stunt progression form (Sign off on all stunts)
- Cover a set up or tear down shift at each home game and awards ceremony.