



TORO YOUTH ATHLETICS, INC

ORGANIZATIONAL JOB DESCRIPTIONS

ALL BOARD MEMBERS:

- Regularly attends board meetings and important related meetings.
- Makes serious commitment to participate actively in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participates in fund raising and all football games.

PRESIDENT

- Provides leadership to the Board of Directors, who sets policy and holds the board accountable.
- Chairs meetings of the Board and develops the agenda.
- Encourages Board's role in strategic planning
- Appoints the chairpersons of committees, in consultation with other Board members.
- Official Team Representative
- Discusses issues representing the Toro Bulls with the MBYFL.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Monitors financial planning and financial reports.
- Oversees fundraising activities
- Evaluates the performance and the effectiveness of the Board members.
- Evaluates annually the performance of the organization in achieving its mission.

VICE PRESIDENT FOOTBALL OPERATIONS (VPFO):

The VPFO is a TYA Board position and may not be a Head Football Coach or a Head Cheer Squad Coach with any team, or hold any other position on the TYA Board. The VPFO does not have any authority at any other field or game site other than those within his/her boundaries.

The VPFO other responsibilities are as follows:

- Reports directly to President and makes recommendations to improve our program.
- Performs Chair responsibilities when the President cannot be available
- Works closely with the President and other staff
- Performs other responsibilities as assigned by the Board.
- Ensures that members have the information needed to do their jobs and helps the President oversee the logistics of committee's operations.



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- Assist the President with assignment of work to the committee members, setting the agenda and running the meetings. Sets tone for the committee work.
- Ensure that the meeting minutes are completed in a timely manor and minutes distributed.
- Assists the President with an annual evaluation.
- Works with Equipment Director in order to submit estimated annual budget for all the football operations at Feb. meeting for tentative approval towards annual budgets.
- Works with President and Communications Director on all communications directed to players and coaches on all football rosters related to sign ups, waivers, and cuts.
- Responsible to oversee all three teams practice and games. Communicate with head coach's regarding any and all concerns
- Solicit for new coaches and select coaches as governed by the coach selection guidelines (head coaches, assistant coaches, Medical/EMT Coordinator and weigh master's).
- Insures that Coaches Volunteer Applications will be administered, reviewed and final recommendations submitted to the TYA Board.
- Responsibilities for overseeing that that all coaching staff completes the necessary background checking and certification requirements.
- In charge and works closely with the Parent/Player Agent in execution of job duties including collection of evaluation cards, player recognitions and players that require special attention.
- Insure compliance with Toro Youth Athletics, Inc/Toro Bulls rules and Board of Directors and coaches regarding the rules, philosophy and policy of the organization, and the dissemination of information.
- Responsible for negotiation for the playing and practice fields including parking, safety and lighting.
- Establish and documents safety rules and procedures of players.
- Provide the board with an annual equipment requisition within the guidelines of the budget.
- Responsible for Player's and Coaching staff uniforms and accessories
- Oversees and Responsible for Equipment/Safety Director Duties, Parent/Player Agent, Medical/EMT Coordinator and Football Coaching Staff.
- Game Ready Responsible – Certified Scale for all home games, adequate water for all teams players, work together with Activities/Events Director in selection of chain gang, announcers and score keeper/time clock personnel and clean up of rented facilities
- Insure that one person is holding an active Red Cross first aid card or its equivalent, if not be a volunteer physician must attend all practices and that an adequate first aid kit will be kept at each practice and game
- Arrange security and medical assistance at all home games in accordance with MBYFL rules.
- Turn in all scores to the MBYFL at completion of games.
- CC TYA president with any communication with the league.
- Collect and supply news release from each team in order to present to Communications Director for media.



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VICE PRESIDENT OF CHEER OPERATIONS (VPCO):

- Reports to President
- Responsibility of the Cheerleader Advisor to organize and supervise the cheerleading for the Toro Bulls.
- Organizing cheerleader tryouts and selection process; plan,
- Organize and attend cheer camp; maintain and submit requisitions for needed equipment and uniforms;
- Work with Financial Director for cheer allocated fund raising
- Keep communication line open between parents
- Make sure that there is transportation and supervision at all football games, cheer events and practices.
- Supervise any post season events; plan, organize, implement, and supervise cheer clinics
- Help develop and implement mission, discipline, fees, expectations, and parent guidelines
- Set and communicate goals to squad members, parents, and other cheer coaches
- Track and collect all fees for cheer participants in accordance with TMO R&R's.
- Order all pep squad supplies (paper, art, paint etc)
- Find choreographers and coaches for cheerleading, examples include: stunting, gymnastics, and cheer formations and routines for football games
- Find choreographers competition cheer and dance for competitions for the squad
- Host Parent Information Night for families interested in participating in cheerleading
- Choose and order squad uniforms (camp and practice clothes, poms, shoes, warm-ups, bows, polos, bags) with the oversight of the TYA Board.
- Organize cheer camp (registration, transportation, liability, and chaperone)
- Resolve all disciplinary issues with cheerleaders and their parents in the event of a disciplinary problem
- Determine weekly practice schedule with FOVP and coordinates with Communication Director to distribute to parents
- Have a Co-Chair as a transition
- CC TYA president with any communication with the league.
- Collect and supply news release from each team in order to present to Communications Director for media.

FINANCE DIRECTOR (Treasurer)

- Manages finances of the organization
- Administrates fiscal matters of the organization
- Provides annual budget to the board for members' approval
- Ensures development and board review of financial policies and procedures
- Assist in design and implementation of systems and controls
- Creates a Profit and Loss Statement for each Fundraiser activity



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- Receives and approves payments of bills (Department needs approval before any bill is paid)
- 501c(3) status
- Presents a balance sheet at each board meeting
- Annual accounting
- Assist the Co-Treasurer

SECRETARY AND REGISTRATION COORDINATOR:

- Maintains records of the board and ensures effective management of organization's records maintains a master file of all records and paperwork.
- Copies the President.
- Manages minutes of board meetings and turns minutes over to the Communications Director for review.
- Arranges and secures all BOD meeting dates and place(s)
- Updates Players emails with Communication Director
- Files annual minutes with coordination with financial director
- Responsible to organize registration binders, insure all forms and required information is collected.
- Assist and help organize with annual Mandatory Parent Meeting and Physical.
- Manages & updates SportsSignup Registration Web Site
 - Registration balance sheet presented at each board meeting
 - Maintains registration spreadsheet

COMMUNICATIONS DIRECTOR:

- The communications director will assist the President to execute plans, establish, and maintain key relationships. Including planning communications and interacting with vendors, organizations and decision-makers.
- The Communications Director will also assist the Fundraiser Director in activities development or fundraising experience, such as creating communications materials for capital campaigns.
- The Communications Director will write press releases, aide in producing annual reports, articles, advertisements and speeches
- The Communications Director will assist with development and implementation of the Toro Bulls website: www.torobulls.com
- The Communications Director in absence of a secretary will take BOD meeting minutes, file copy and present for approval at the following board meeting.



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SPONSORSHIP DIRECTOR:

- Formulate a Sub Committee
- Sponsorship press release and advertising
- To monitor sponsorships and to be sure that ethical practices are in place and that donors are acknowledged appropriately.
- Banner Placement

FUNDRAISER DIRECTOR:

- Formulate a Sub Committee
- To work with the Toro Bulls board of directors to establish a fundraising plan that incorporates a series of appropriate vehicles to achieve our financial goals to include;
- Organize and Manage a Fundraiser Committee to assist in efforts to raise money by way of special events, direct mail, product sales, make telephone calls etc. - dinner/dance, BBQ, hosting fundraising parties, etc.
- Operations and managing of snack bar at all home game:
Menu Signs and Pricing
Balance sheet of each event presented at board meeting
Works closely with the BBQ Committee Chair and FOVP

EQUIPMENT & SAFETY DIRECTOR:

- Formulate a Sub Committee
- Reports and Works with Athletic Director with the fiscal management of the equipment budget and purchasing equipment and supplies needed.
- Makes sure Toro Youth Athletics has a Player Safety Coach at each level.
- Receives shipment of goods,
- Works with Financial Director regarding reconciliation of vendor billings with goods.
- Assist Athletic Director in responsibility for operating within a budget set by the Athletic Director.
- Coordinate and participate in activities related to the storage and issuance of athletic clothing, uniforms and equipment to student- athletes, and coaches; ensure the availability of uniforms and equipment for Toro bulls Football.
- Create and maintain the operations manual for football equipment operations. Interpret and advise coaches and staff members on policies and procedures that pertain to football equipment operations.
- Coordinate the maintenance and repair of athletic equipment, uniforms and facilities; inspect equipment for defects; work with the athletic training department to ensure proper fitting and adjusting of protective equipment for student-athletes; collect and clean athletic clothing.
- Perform other related duties incidental to the work described herein.



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BBQ COMMITTEE DIRECTOR:

- Formulates a Sub committee
- Coordinates all BBQ activities and Fun Raisers related to the BBQ Committee.
- Works with the Fundraiser Director to coordinate home game Menus and purchasing of concession supplies and food.

EVENT DIRECTOR:

- Formulates a Sub Committee
- Coordination and scheduling of parents for home game duties to include;
 - Chain gang, Entry gate, Snack shack, Grounds keepers, spirit wear.
- Coordination of family volunteers in assistance of the Fundraiser Director for all fundraiser events.
- Work with communications director with Parent Volunteer sign ups with option buy out.
- Coordinates Decorations at all games
- Coordinates all Theme Games and Decorations for Theme Games
- Acquire - Announcer, and national anthem.
- Coordinate all team moms
- Coordinates all parades/special appearances
- Manages all Spirit Wear
 - Promotional logo wear and merchandise
 - Maintain an online spirit wear store
 - Balance sheet presented at each board meeting

PARENT/PLAYER AGENT (PPA):

The PPA is a TYA Board position and may not be a Head Football Coach or a Head Cheer Squad Coach with any team, or hold any other position on the TYA Board. The PPA does not have any authority at any other field or game site other than those within his/her boundaries.

The PPA other responsibilities are as follows:

- Assist with football players pre-certification and final certification
- Responsible for the maintenance of football players team rosters.
- Have thorough knowledge of the MBYFL governing body general rulebook, By-Laws, and/or Coaches rule book.
- Conduct MBYFL mandatory rule book testing for TYA football coaching staff.
- Work with the TYA Vice President(s) on issues that were not able to be resolved at the football Coaches level.
- Watch for any violation of the MBYFL Code of Conduct.



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- Logs issues presented to them and as required complete TYA Disciplinary Action Report.
- Make sure to report these violations to the TYA President, and the TYA Board.
- On “game days”, function as an extension of the TYA Board in resolving issues that may arise on the home field, related to the rules that govern our program.
- Use of “Summary Authority” when witness to a serious violation of the rules that cannot be allowed to continue
- Keep in mind that “Summary Authority” should only be used as a “last resort” and only if there is not present the TYA President, TYA board member and/or MBYFL board game representative “Highest Ranking Official” at the field or game site. The use of “Summary Authority” does not take the place of a formal hearing. If used, a Due Process Hearing must be scheduled within the required time frame.
- Required to sit on and possibly chair the TYA “Coach Selection Committee” and “All Coaches Team Huddle” meeting
- Perform other related duties incidental to the work described herein.

