

JR MAVERICKS

Board & Coordinator Roles, Responsibilities and Expectations

Structure

Seven voting board positions: President, Vice President, Secretary, Treasurer, Compliance Director, Development Director, and High School Liaison. Eleven non-voting coordinator positions support day-to-day work. Non-voting coordinators do not vote on board matters.

Voting Board Positions

1. President

Purpose: Lead the organization and coordinate board accountability.

- Preside over board meetings and oversee execution of board decisions.
- Coordinate board interviews and coach interviews with sport directors.
- Monitor seasonal task assignments, deadlines, and director reports.
- Oversee organizational policies, annual evaluations, and conflict resolution.
- Coordinate coaches meetings and support parent meeting planning.
- Coordinate coverage for any game-day absences as needed.
- Exercise contract and financial authority only as permitted by organizational rules.

2. Vice President

Purpose: Oversee athletic operations, facilities, equipment, and home-game readiness.

- Oversee Football Director, Cheer Director, Equipment Coordinator, and Game Day Coordinator.
- Arrange practice and game-day facilities and coordinate scheduling conflicts.
- Coordinate EMT coverage and visiting team welcome communications.
- Oversee equipment inventory, helmet certification, pad cleaning, and returns.
- Coordinate spring clinics with sport directors and Development.
- Support home-game operations and resolve escalated operational issues.

3. Secretary

Purpose: Manage records, parent communication, and board administration.

- Schedule board and parent meetings; prepare agendas and minutes.
- Create and distribute board email addresses.
- Prepare and distribute parent meeting slideshow and registration welcome emails, including late-registration information.
- Send weekly organization-wide emails.
- Maintain organizational calendar, records, and forms.
- Coordinate player name pronunciation sheets and communication with Treasurer and Compliance.
- Create and maintain schedules in TeamSideline where appropriate access is available.

4. Treasurer

Purpose: Oversee finances, insurance, and restricted registration administration.

- Prepare budget, financial reports, reconciliations, and purchasing records.
- Track registration payments, balances, approved purchases, and reimbursements.
- Renew organizational insurance in July and maintain policy records.
- Set up seasonal registration in TeamSideline, including fees and payment options.
- Verify athletes are assigned to appropriate teams and manage restricted roster updates in TeamSideline.
- Coordinate team placement confirmation with Football and Cheer Directors.
- Reconcile snack bar, fundraising, and sponsorship receipts.

5. Compliance Director

Purpose: Ensure athlete, coach, and volunteer requirements are tracked and met.

- Oversee Registration Coordinator and Volunteer Coordinator.
- Purchase approved coach trainings and schedule required training.
- Schedule and track background checks, certifications, and training completion.
- Coordinate badge photos and badge orders.
- Verify coaches and applicable volunteers meet eligibility and safety requirements.
- Track missing player forms, volunteer participation, and required hours.
- Maintain compliance records and report issues to the board.

6. Development Director

Purpose: Oversee outreach, fundraising, marketing, events, and snack bar operations.

- Oversee Fundraising, Sponsorship, Social Media, Events, and Snack Bar Coordinators.
- Coordinate registration outreach, flyer distribution, and spring clinic promotion.
- Oversee fundraisers, fireworks booth, and sponsor outreach.
- Oversee social media, website communications, and organizational events.
- Coordinate picture day and banquet planning, including banquet slideshow.
- Monitor snack bar readiness, menu planning, and supplies with its coordinator.
- Spirit wear design, online listing, ordering, and delivery are not assigned to this position or to a coordinator in this handbook.

7. High School Liaison

Purpose: Serve only as the communication channel between the high school and organization.

- Relay information and updates from the high school to the board.
- Communicate board questions and messages to appropriate high school contacts.
- Report school announcements or policies relevant to the organization.
- Participate in board decisions and meetings consistent with the voting position.
- No assigned responsibility for facilities, scheduling, games, events, athletics, volunteers, or other operations.
- Exempt from all game-day attendance and volunteer participation requirements.

Non-Voting Coordinator Positions

Football Director | Reports to Vice President

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Participate in football coach interviews and assignments.
- Schedule football practices and ensure coaches develop practice plans.
- Coordinate football fittings, uniforms, handouts, practice jerseys, helmet decals, and player bags.
- Identify equipment needs and coordinate equipment return.
- Plan 14U promotion game with Events Coordinator.

Cheer Director | Reports to Vice President

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Participate in cheer coach interviews and assignments.
- Schedule cheer practices and create seasonal practice schedules.
- Schedule cheer-specific coach training with Compliance.
- Coordinate cheer fittings, uniforms, distribution, and player bags.
- Register teams for SAC cheer competition and oversee preparation.

Equipment Coordinator | Reports to Vice President

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Maintain equipment inventory and records of issued items.

- Coordinate helmet certification, pad cleaning, and equipment inspection.
- Organize equipment distribution, return date, storage, and replacement requests.

Game Day Coordinator | Reports to Vice President

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Coordinate home-game setup, breakdown, and operational supplies.
- Work with Vice President on facility arrangements, EMTs, and visiting team letters.
- Identify game-day staffing needs and communicate them to Volunteer Coordinator.

Registration Coordinator | Reports to Compliance Director

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Collect required athlete paperwork and follow up on missing documents.
- Create and maintain player binders for teams.
- Report incomplete records and registration discrepancies to Compliance and Treasurer.
- Does not set up registration or assign teams in TeamSideline.

Volunteer Coordinator | Reports to Compliance Director

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Create TeamSideline volunteer sign-ups if appropriate access is granted.
- Coordinate shifts, recruit volunteers, and identify unfilled positions.
- Track volunteer hours and report outstanding obligations.
- Coordinate home-game staffing with Game Day and Snack Bar Coordinators.

Fundraising Coordinator | Reports to Development Director

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Plan and execute approved fundraisers, including fireworks booth.
- Recruit fundraiser volunteers and coordinate promotion.
- Document fundraising proceeds and expenses with Treasurer.

Sponsorship Coordinator | Reports to Development Director

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Solicit sponsors and distribute sponsorship information.
- Track commitments, renewals, and recognition obligations.
- Coordinate payments with Treasurer.

Social Media Coordinator | Reports to Development Director

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Manage approved social media accounts and publish organizational announcements.
- Design, print, organize, and distribute registration flyers to schools.
- Promote registration, clinics, fundraisers, and events; coordinate website updates.

Events Coordinator | Reports to Development Director

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Schedule picture day and coordinate event logistics.
- Plan banquet, slideshow, supplies, and volunteers.
- Support spring clinics and 14U promotion game.

Snack Bar Coordinator | Reports to Development Director

Purpose: Coordinate the assigned operational area and report progress to the supervising voting member.

- Create snack bar menu and par sheets.
- Plan inventory and purchasing within approved budgets.

- Coordinate staffing with Volunteer Coordinator and prepare setup/breakdown.
- Maintain food-handling practices and reconcile sales with Treasurer.

Game-Day Attendance & Participation

- All voting board members except the High School Liaison must attend at least two games per game day, both home and away.
- At least three voting board members must be present at all times throughout each home and away game day. Non-voting coordinators, coaches, and volunteers do not count toward the minimum.
- Members must coordinate staggered attendance; additional games may be required to maintain three voting members throughout the day.
- At home games, each required board member must actively assist with operations for at least one full game and help fill unfilled volunteer shifts as needed.
- Board members should notify the President of anticipated absences as early as possible. The President will coordinate coverage for any absences as needed.
- The High School Liaison is exempt from game-day attendance and operational volunteer duties.

General Expectations & Accountability

- Complete assigned duties on time, provide progress updates, and communicate barriers promptly.
- Attend board meetings, participate in decisions, protect confidential information, and disclose conflicts of interest.
- Coordinators report to assigned voting members; the voting member ensures work is reassigned if a coordinator position is vacant.
- All purchases and commitments must follow approved budgets and authorization procedures.
- Voting members who do not fulfill their duties or attendance obligations may be subject to removal using the procedures required by bylaws and applicable law.
- Members who resign or are removed must fulfill the standard family volunteer-hour requirement, subject to the organization's adopted volunteer policy, with credit for qualifying hours already completed.