

2018 Camas/East County Jets Board Job Descriptions

Executive Board – 2 year term

Association President

The Association President responsibilities include but are not limited to the following duties:

1. Oversee operations and administration of the East County Pop Warner (ECPW) Association including but not limited to financial, recruitment and registration.
2. Ensure all Rules and Regulations set forth by Pop Warner Little Scholars (PWLS) are followed and strictly enforced.
3. Lead grievance committee and provide appropriate documentation as needed.
4. Administer all background checks.
5. Update bi-laws and mission statement as needed.
6. Participate on Greater Northwest Conference (GNWC) Board and attend monthly meetings.
7. Participate in GNWC League scheduling committee
8. Conduct interviews and recruitment, with the assistance of the Vice President (VP), of all association coaches.
9. Communicate with Regional and National boards and submits all appropriate Association registration documentation, insurance certificates, articles of incorporation, etc.
10. Ensure all coaches and administrators attend required mandatory training (CPR and Risk Management) and meetings.
11. Along with VP, Football and Cheer Commissioners development of team rosters and identify appropriate divisions.
12. Participate as voting member of ECPW board, i.e. disciplinary actions, equipment purchase, uniforms, etc.
13. Assist Scholarship coordinator and Treasurer with grant participants and payment options, if necessary.
14. Monitor and respond to all email/website inquiries in a timely manner.
15. Ensure coaching staff's participate in ECPW fundraising.
16. Develop and submit budget to board for jersey approval
17. Place initial equipment and jersey orders (Football and Cheer) once approved by executive board.
18. Develop jersey and uniform layout that meets budget.
19. Research and propose fan gear to the board along with budget for approval.
20. Develop administration apparel for board members and coaching staffs
21. Responsible for ordering for all fan gear.
22. Participate as Weigh Master/Field Monitor.

Association Vice President

The Vice President's responsibilities include but are not limited to the following duties:

1. Assist President in overseeing operations and administration of ECPW including, but not limited, to financial, recruitment and registration.
2. Ensure all Rules and Regulations set forth by PWLS are followed and strictly enforced.
3. Participate on grievance committee.
4. Participate on GNWC Board of Directors and attend monthly meetings.
5. Assist President with interviews and recruitment of all coaches (Head and Asst.).

6. Ensure coaches and administrators attend required mandatory training (CPR and Risk Management) and meetings.
7. Assist President, Football & Cheer Commissioners in develop of team rosters and identify appropriate divisions.
8. Participates as voting member of ECPW board, i.e. disciplinary actions, equipment purchase, uniforms, etc.
9. Ensure all coaching staff's participate in ECPW fundraising.
10. Participate as Weigh Master/Field Monitor, as needed.
11. Develop Field Monitor Schedule

Football Commissioner

The Football Commissioner's responsibilities include but are not limited to the following duties:

1. Assist President and Vice President in recruitment of all football coaches (Head and Asst.)
2. Ensure that all volunteers have completed an annual background check, coaches have completed a coaching application, and retain a copy of each individual Drivers License as mandated in the Pop Warner Rule Book. Document and turn paperwork into the ECPW Secretary for filing.
3. Host a minimum of 3 mandatory coaches meetings i.e.: prior to season start, mid-season meeting and end of season meeting.
4. Ensure all coaches attend required training and meetings.
5. Assist Equipment Manager with distribution, collection and final order of equipment and uniforms as deemed fit by Executive Board.
6. Ensure all required coaches are CPR certified as mandated in Pop Warner Rule Book, with a current copy of issued card submitted to Secretary of Association.
7. Ensure all coaching staffs have filled out an emergency plan and submit to ECPW Secretary for filing.
8. Ensure that all coaching staffs adhere to all Pop Warner Rules, including League and Association supplemental rules, as appropriate. If rules are disregarded and broken he/she is required to suspend or remove coach(s) as deemed fit by ECPW Executive Board.
9. Ensure all coaching staff's participate in ECPW fundraising.
10. Obtain football certification books at end of season, turn into ECPW Secretary for filing.
11. Participate on GNWC Board of Directors and attend monthly meetings.
12. Participate as voting member of ECPW board, i.e. disciplinary actions, equipment purchase, uniforms, etc.
13. Participate as Weigh Master/Field Monitor, as needed.
14. Develop and implement practice schedule with Cheer Commissioner and VP with assistance/input on availability from Field Manager.

Secretary

The Secretary's responsibilities include but are not limited to the following duties:

1. Input all participants in Database or current system as deemed fit by Nationals, Regionals, and League.
2. Collect, document and store all Volunteer Background Checks, Coaching applications and copy of CPR/First Aid cards from Football and Cheer Commissioners, and Board Members.
3. Schedule and communicate ECPW board meeting locations.
4. Document meeting minutes at all ECPW board meetings, submit meeting minutes to all board members for approval and store meeting minutes for review as needed by the Association, League, Regional and National Board.

5. Participates as voting member of ECPW board, i.e. disciplinary actions, equipment purchase, uniforms, etc.
6. Assists President with monitor and respond to all email/website inquiries in a timely manner.
7. Coordinate with teams and work with President to ensure all nameplates are correct on jerseys.
8. Participate as Weigh Master/Field Monitor, as needed.

Cheer Commissioner

The Cheerleading Commissioner's responsibilities include but are not limited to the following duties:

1. Assist President and Vice President in recruitment of all cheer coaches (Head and Asst.)
2. Ensure that all volunteers have completed an annual background check, coaches have completed a coaching application, and retain a copy of each individual Drivers License as mandated in the Pop Warner Rule Book. Document and turn paperwork into the ECPW Secretary for filing.
3. Host a minimum of 3 mandatory coaches meetings i.e.: prior to season start, mid-season meeting and end of season meeting.
4. Assist Equipment Manager with distribution, collection and final order of equipment and uniforms as deemed fit by Executive Board.
5. Ensure all required coaches are CPR certified as mandated in Pop Warner Rule Book, with a current copy of issued card submitted to Secretary of Association.
6. Ensure all coaching staffs have filled out an emergency plan and submit to ECPW Secretary for filing.
7. Ensure that all coaching staffs adhere to all Pop Warner Rules, including League and Association supplemental rules, as appropriate. If rules are disregarded and broken he/she is required to suspend or remove coach(s) as deemed fit by ECPW Executive Board.
8. Ensure all coaching staff's participate in ECPW fundraising.
9. Obtain certification books at end of season, turn into ECPW Secretary for filing.
10. Participate on GNWC Board of Directors and attend monthly meetings, if needed.
11. Participate as voting member of ECPW board, i.e. disciplinary actions, equipment purchase, uniforms, etc.
12. Participate as Weigh Master/Field Monitor, as needed.
13. Develop and implement practice schedule with Football Commissioner and VP with assistance/input on availability from Field Manager

Treasurer

The Treasurer's responsibilities include but are not limited to the following duties:

1. Develop annual budget.
2. Track accounts receivables (registration, apparel, sponsors, fundraising, donations, concessions)
3. Track accounts payables (refunds, bills, concessions, fundraisers)
4. Keep accurate list of paid participants vs. unpaid, payment plans, travel funds and grants
5. Research best rates for Credit Card machine, if needed.
6. Responsible for ECPW dues at all levels.
7. Provide detailed financial reports at all ECPW meetings.
8. Prepare and file appropriate taxes.
9. File non-profit designation with state of Washington.

10. Participate as voting member of board, i.e. disciplinary actions, equipment purchase, uniforms, etc.
11. Participate as Weigh Master/Field Monitor, as needed.

Scholastic Commissioner

The Scholastic Commissioner's responsibilities include but are not limited to the following duties:

1. Obtaining two (2) copies of the participants completed and current report card.
2. Calculate all participants GPA's as mandated in the Pop Warner Rule Book.
3. Give all current GPA's to the Secretary to input into the Roster System mandated by National Pop Warner
4. Fill out GPA request on all participant contracts
5. Track all Participants who did not achieve a 2.0 GPA and ensure that all participants follow the guidelines as stated in the Pop Warner Rule Book.
6. Ensure all qualifying participants are informed of and complete all required documents for Regional and National Recognition. (i.e. All American Applications)
7. Identify all student athletes (Jr. Peewee and above for League) that achieve a 3.5 GPA or higher for submission to Regional and Nationals.
8. Submit all qualifying participants' names, address' and GPA's to SWWA Pop Warner Scholastic Director for recognition at the Annual GNWC Pop Warner Scholastic Banquet, Regional and Nationals.
9. Participate as voting member of board, i.e. disciplinary actions, equipment purchase, uniforms, etc.

Operating Board – 1 year Term

Equipment Manager

The Equipment Manager's responsibilities include but are not limited to the following duties:

1. Schedule/Coordinate the distribution and collection of all gear (Football and Cheer)
2. Create database and monitor inventory of all gear and equipment (Football and Cheer) (i.e. tumbling mats, footballs, first aid kits, etc.)
3. Adjust orders as needed
4. Coordinate vendors to ensure proper equipment maintenance.
5. Issue equipment to participants with help of Cheer & Football Commissioners
6. Track all equipment that needs to be sent it for reconditioning.
7. Develop and submit budget to board.
8. Follow up with teams regarding change out of equipment throughout season to ensure proper equipment fitting.
9. Reports to Football/Cheer Coordinator

Field Manager

The Field Manager's responsibilities include but are not limited to the following duties:

1. Secure practice & game fields and restroom facility use for football and cheer by working with school districts. Provide availability to VP, Football & Cheer Commissioners for development of season schedule
2. Facilitate and Maintain improvement of Practice and Game fields
3. Ensure Game fields are prepared prior to first game each week by setting up or delegating to others.

4. Ensure each game day that fields have required equipment i.e.; scales for weigh in, Field Markers and Goal post pads.
5. Ensure each game day that field equipment has been removed from fields by the last game.
6. Obtain coaches to officiate Tiny Mite games (requirement of all coaches to take part), if required.
7. Reports to Football Commissioner

Concession Coordinator

The Concession Coordinator's responsibilities include but are not limited to the following duties:

1. Submit Budget of expenses to Board (expenditures and profit expectations)
2. Identify and shop for concessions items and determine selling price.
3. Create a master inventory list to include food/beverages/supplies and update and track weekly.
4. Create concession schedule and assign teams coverage dates and times, including volunteer to sell fan gear.
5. Be present while concession stand is open or appoint board member in absence.
6. Develop "opening/closing procedures" manual for volunteers at concession stand.
7. Store all concession food.
8. Identify location to store all concession equipment.
9. Develop contingency plan in the event Doc Harris is not available.
10. Reports to Treasurer.

Sponsorship/Marketing Coordinator

The Sponsorship Coordinator's responsibilities include but are not limited to the following duties:

1. Solicit sponsorship for ECPW.
2. Responsible for Sponsor banners and program development
3. Make sure announcing booth has copy of sponsors to announce at home games.
4. Contact Newspapers on upcoming events etc
5. Distribute all thank you at all levels. I.e. Letters, plaques, awards, assoc. photo.
6. Assist executive board and league with marketing ideas

Fundraising/Events Coordinator

The Fundraising Coordinator's responsibilities include but are not limited to the following duties:

1. Lead event planner committees on fundraising events.
2. Work with teams that qualify for post season play on fundraising opportunities and potential financial and paperwork requirements
3. Assist Concessions and Sponsorship Coordinator, as required.
4. Reports to Treasurer

Team Parent Coordinator

The Team Parent Coordinator's responsibilities include but are not limited to the following duties:

1. Host a minimum of 3 Team Parent meetings throughout the season (Prior to season if possible, mid-season and post season- for any suggestions for the upcoming season).

2. Ensure all Team Parents have completed a Background check application as mandated in the Pop Warner Rule Book with a current copy of their driver's license attached. Submit to Secretary for filing.
3. Be a constant liaison between the board and Team Parent's (Cheer and Football).
4. Assist Team Parents with any and all fundraising/events by the Association.
5. Distribute all fliers to Team Parents to be handed to the teams for any and all fundraising/events by the Association.
6. Encourage fundraising by the teams for the Association.
7. Assist with assembly of team certification books

Scholarship Coordinator

The Scholarship Coordinator's responsibilities include but are not limited to the following duties:

1. Requests financial information from participants requesting financial assistance.
2. Assist President and Treasurer on grant participants and payment options if necessary.
3. Identify and research alternates to raise registration fees for participants if necessary, i.e. Candle sales, magazine sales.
4. Follow up with grant participants, if necessary.
5. Reports to Treasurer.

Webmaster

The Webmaster responsibilities include but are not limited to the following duties:

1. Update the website at a minimum once a week with any and all upcoming events during the off season, I.e. scholastic banquets, post season announcements and photos, registration information and any other pertinent information.
2. Update the website weekly with schedule and scores during the season.
3. Update the website at a minimum once a week with notifications and postings (including photos of the week, fundraisers, etc.) during the season.