

OYTF BOARD MEMBER POSITIONS AND DUTIES

The President shall:

- A. Provide overall leadership and sustainability of the Organization.
- B. Conducts monthly Board Meetings
- C. Approves all public communications
- D. Responsible to ensure annual review of OYTF By-Laws by Chairing a By-Law Committee
- E. Direct all matters related to Insurance
- F. Responsible for practice and game facilities
- G. Be responsible for trailer placement, storage and maintenance.
- H. Submit Annual Report to the State of Illinois prior to submission deadline.
- I. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Vice-President shall:

- A. Assumes the duties of the President in his/her absence
- B. Insure proper conduct of Football and Cheer Athletic Directors per OYTF and MYFC By-Laws and Guidelines.
- C. Oversee Coaches Clinics for Football and Cheer Coaches.
- D. Responsible for maintaining Coaching Advancement Programs and ensuring Football and Cheer Athletic Directors are trained and knowledgeable in their duties and responsibilities respectively.
- E. Maintain regular and open communications with Football and Cheer Athletic Directors.
- F. Shall Chair the OYTF Rules Committee (comprised of Athletic Directors) in the event of any Rule Violations.
- G. Oversee the Football and Cheer Coach Application Process
- H. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Secretary shall:

- A. Be responsible for all records pertaining to registrations and rosters including mailings.
- B. Organize and coordinate the registration process
- C. Coordinate all meetings and event scheduling. Maintain accurate account of all OYTF Board Meetings and publish to Board Members Meeting Minutes. Maintain an electronic history of all OYTF Records including, but not limited to, Meeting Minutes, Meeting Agendas, etc.
- D. Be responsible for emailing all OYTF Updates, Advertisements and Press Releases as approved by OYTF President to the OYTF email blast list
- E. Be responsible for Team and Individual Picture Day
- F. Be responsible for printing out all marketing and registration collateral for all events that OYTF is participating in
- G. Be responsible for the info@oytf.org email inquiries
- H. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Treasurer shall:

- A. Maintain a working ledger of all expenses and income in a Board Approved Accounting Suite and ensure routine Data Backup is performed to a removable media device.
- B. Be responsible for the payment of all expenditures and deposits with Board approval
- C. Provide the Board with a financial statement on a monthly basis
- D. Maintain a tax exempt status and proper filling of required tax forms.
- E. Prepare a year end statement with expenditures in order to prepare for the following years budget
- F. Schedule and prepare an audit as needed to be conducted by an independent Certified Public Accountant.
- G. Coordinate with a Certified Accounting Firm to prepare and submit annual State and Federal Tax Returns.
- H. Check the P.O. Box on a weekly basis and provide any mail to the appropriate board members at the board meetings
- I. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Football Athletic Directors shall:

- A. Provide recommendation of Coaches to the Board. Submission of Head Coach Recommendation is to be made in January. Submissions of majority of Assistant Coaches for Board Approval are to be submitted on, or, before the April Regular OYTF Board Meeting. Two (2) Assistant Coaches may be submitted after the April Regular OYTF Board Meeting for approval. Board reserves the right, due to circumstances, to allow more than Two (2) Coaches be approved after April's Regular OYTF Board Meeting. Any one Team may not contain more than One (1) Head Coach, Four (4) or Five (5) Assistant Coaches (per MYFC rules) and Two (2) Parent Helpers (per OYTF rules – note parent helpers are not allowed on sideline on game day – parent helper roles are restricted to practice. All Coaches and Parent Helpers are subject to Board approval.
- B. Ensure the proper conduct of Coaches per OYTF and MYFC By-Laws and Guidelines.
- C. Be available to supervise their respective Coaches during practices and games.
- D. Be responsible for the proper team alignments based on the guidelines set by the MYFC.
- E. Observe and guide, when required, any Coach or Team in need of attention and provide direction that will benefit in a positive way.
- F. Assist the Vice-President in conducting a Coaches clinic to explain the OYTF and MYFC By-Laws and Guidelines as well as the expectations of OYTF.
- G. Serve as liaison between the Board and Coaches
- H. Represent OYTF at monthly MYFC Meetings and report back to the OYTF Board a summary of those meetings. A Board Member must attend on behalf of the Athletic Director in the event the Athletic Director is unable to attend the MYFC meeting; it is the Athletic Directors responsibility to find a suitable substitute.
- I. Secure and ensure Football Age or Grade Validation Data is available at all Games and Competitions
- J. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Cheerleading Athletic Directors shall:

- A. Provide recommendation of Coaches to the Board of Directors. Submissions of Head Coach Recommendations are to be made in April. All Coaches and Team Moms are subject to Board approval.
- B. Ensure the proper conduct of Coaches per OYTF and MYFC By-Laws and Guidelines.
- C. Be available to supervise their respective Coaches during practices and games.
- D. Receive duplicate registration information from Secretary at conclusion of each Registration Night. Maintain and update accurate information in Registration System
- E. Be responsible for proper squad alignments and registration.
- F. Observe and guide, when required, any Coach or Team in need of attention and provide direction that will benefit in a positive way.
- G. Hold a Cheerleading Coaches Clinic to explain the OYTF and MYFC By-Laws and Guidelines as well as the expectations of OYTF.
- H. Represent OYTF at monthly MYFC Meetings and report back to the OYTF Board a summary of those meetings. A Board Member must attend on behalf of the Athletic Director in the event the Athletic Director is unable to attend the MYFC meeting; it is the Athletic Directors responsibility to find a suitable substitute.
- I. Serve as a liaison between the Board and Coaches.
- J. Provide a detailed inventory at the end of the year to the Board of all equipment and recommendations for purchase for the following year.
- K. Be responsible for equipment hand-out, return and proper storage.
- L. Secure and ensure Cheerleader Age Validation Data is available at all Games and Competitions
- M. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Parent Representative shall:

- A. Serve as a liaison between the Board and Parents of Participants.
- B. Be responsible for coordination of Parents/Volunteers to perform all necessary duties at games, both home and away.
- C. Communicate with Coaches, Concessions Coordinator, Equipment Manager and Athletic Directors to be aware of their needs.
- D. Assist the Secretary with the registration process.
- E. Maintain appropriate records of Parent Volunteers on a weekly basis and submit to the Treasurer at the end of the Season.
- F. Ensure maintenance and delivery to and return from all games the Sideline Medical/Equipment Box and Water Containers with Gatorade.
- G. Be responsible, or delegate responsibility, to ensure payment of MYFC provided Game Officials on Home Game Days.
- H. Be responsible for, or delegate responsibility, of counting all monies, including 50/50 Raffle, at the conclusion of each Home Game. All monies collected by OYTF must be counted by two (2) current Board Members, one of which is an Officer or Director of the Board.
- I. Be responsible for securing Concessions cash receipts in a bank depository.
- J. Coordinate with Team Parents to organize and schedule End-of-Year Parties.
- K. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Community Relations Director shall:

- A. Build the relationship with Oswego Community School District 308 (Athletic Directors to Assist)
- B. Build the relationship with the football coaches at both high schools
- C. Be in charge of the OYTF Facebook, Instagram, and Twitter Pages
- D. Be local contact for media (Only Oswego, Patches, Ledger-Sentinel, etc)
- E. Report team scores, coach write-ups, and photos every week to the media to post
- F. Build relationships with local business that can offer discounts to OYTF families (ESP, Premier Gymnastics, etc)
- G. Work with board on creating marketing ideas on how to grow the number of families participating in OYTF
- H. Develop and Plan community participation to enhance OYTF Awareness within the Community
- I. Report all Community related activities and information back to the Board on a Monthly basis.
- J. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Fundraising Director shall:

- A. Be responsible for any and all fundraising opportunities for OYTF
- B. Create a Fundraising Committee to gain ideas from OYTF on how we can gain more fundraising dollars year over year
- C. Provide a report on all fundraising efforts and ideas to the Board on a monthly basis
- D. Create kick-off party, golf outing, or year-end party as the board feels fit
- E. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Sponsorship Manager shall:

- A. Be Responsible for any and all sponsorship opportunities for OYTF
- B. Create a Sponsorship Committee to help saturate the market to find sponsors
- C. Provide a report on all sponsorship efforts on a monthly basis
- D. Create a Sponsorship letter to give to all potential sponsors
- E. Create the appropriate Sponsorship levels and benefits for each level
- E. Create a mailing to area business (if budget allows)
- F. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Field Manager shall:

- A. Be Responsible for building and maintaining the relationship with Oswegoland Park District (Athletic Directors to Assist)
- B. Be in charge of making sure generators are full for game day operations
- C. Be in charge of getting and returning the water meter from Plainfield
- D. Be in charge of making sure that the 5 port a potties are at the field for the first practice and picked up after the last practice
- E. Make sure the practice fields are striped by park district by the 1st practice
- F. Be in charge of getting bleachers to the game fields by the 1st game and returned after the last games have been played
- G. Be in charge of getting the game fields striped for the games
- H. Be in charge of getting the scoreboard to and from storage for the season
- I. Be in charge of getting coming up with ideas how to get our fields better and present to the board
- J. Be in charge of getting the dumpster to the field and picked up weekly
- K. Be in charge of getting the sound system(s) to the fields for the 1st game and returned at the end of the season
- L. Be in charge of finding a food vendor for our home games that will give us money for the sales of that day
- M. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Equipment Manager shall:

- A. Provide recommendation of Assistant Equipment Manager to Board. All Assistant Equipment Managers are subject to Board approval.
- B. Be responsible for providing a safe and continual upgrade of OYTF equipment. Ensure OYTF equipment is used properly and maintained for safe use.
- C. Build Adequate Equipment and First Aid Inventories within each Teams Field Kits and Coaches Bags.
- D. Provide Monthly report to Board of any activity related to equipment.
- E. Be responsible for the proper fitting and suiting up of Players prior to the start of the Season and provide proper maintenance throughout the Season.
- F. Coordinate and run Equipment Handout session(s) and Equipment Return.
- G. Be responsible for the proper storage of all equipment at a Board Approved Facility.
- H. Provide Three (3) detailed inventories, Pre-Season, In-Season and Post-Season, to the Board of Directors of all equipment and recommendations for purchase.
- I. Operate, or ensure operation, of Equipment Trailer Fifteen (15) minutes prior to and Fifteen (15) minutes after Practice.
- J. Maintain accountability of all OYTF Equipment Inventory Levels, Receipts and Retirement and provide copies to Secretary and Treasurer.
- K. Provide pricing options for training equipment (Football, whistles, scrimmage helmet covers, cones, etc.) for both football and cheerleading
- L. Provide pricing options for safety equipment (tape, ice packs, first aid kits, air pumps, screwdrivers, etc.) for both football and cheerleading
- M. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule

The Assistant Football AD shall:

- A. Assist the Football Athletic Director of color and level assigned on all practice and game day activity
- B. Includes but not limited to, game day setup and tear down, game day operations, practice operations, weigh-ins, fan behavior, player behavior, coach behavior
- C. Coordinators will be assigned to a specific color and a specific level of responsibility ('Blue', 'White', 'Orange' and 8U through 11U or 7th/8th Grade)
- D. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

The Assistant Cheer AD shall:

- A. Assist with Registration nights
- B. Assist with uniform/warm up fitting and sizing
- C. Assist with uniform/warm up handout
- D. Assist with uniform hand in
- E. Be available at field
- F. Be available for meetings
- G. This position will require a coordinated effort with other board members and volunteers on game days to provide field set-up, field/parking roping, sound system set-up, etc... There will be a schedule sent out each week before the games to sign up for the time that works best for your schedule.

