

(a) President

Term	1 Year
Org Level	Executive Board Member
Reports to	Board of Directors
Eligibility	<ul style="list-style-type: none"> • Candidate must have been involved in the TYFC program, past or present, in one or more of the following roles for a minimum of one (1) year: Board Member or Head Coach except in the case where the Vice President is appointed to the President's role in the absence or resignation of the current President. • Candidate must pass CORI check prior to final appointment. • Candidate must possess strong leadership, organizational and communication skills.
Role Description	<ul style="list-style-type: none"> • Presides at all meetings of the Board of Directors and shall act as Chairperson at and call to order meetings of the membership. • Oversees all league operations and activities and board members (Vice President, Cheer Director, Treasurer, and Secretary). • Leads and actively promotes the continued growth of the league's programs. • Acts as spokesperson concerning any internal or external problems or conflicts of Tyngsboro Youth Football and Cheerleading (TYFC), unless specifically delegated by the President to any other board member. • Signs and executes all contracts in the name of the Organization when authorized to do so by the Board of Directors, and appoint and discharge agents and employees, subject to approval of the Board of Directors. Acts as signatory on bank checks issued on behalf of the league. • Ensures that the organization's registration is in good standing and all tax obligations are current and in good standing. • Responsible for ensuring the review, update, and solidification of TYFC bylaws. • Leads academic certificate creation and presentations at annual awards banquet. • Leads the affairs of the Organization and perform all duties incidental thereto, including the authority to sign checks, letters and orders for the payment of money in absence of the Treasurer. • Shall have the authority to render real-time decisions involving coach, member, or child participant code of conduct violations that may occur during the course of practices, games, or competitions. • Approves any and all incumbencies and external business relationships which shall affect TYFC. • Subject to the provisions of TYFC bylaws, the President shall hold office until the first Board of Directors meeting occurring after the 1st day of January of each calendar year. • Shall be the representative of the Organization to AYF and Central Mass Youth Football and Cheerleading Conference (CMYFCC), and shall have authority to vote in behalf of the Organization in accordance with the rules and practices of AYF and CMYFCC. • Leads succession planning efforts and development and updates of league operations manual. • Volunteers at TYFC fundraising and CMYFCC sponsored events. • Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.

(b) Vice President

Term	1 Year
Org Level	Executive Board Member
Reports to	President
Eligibility	<ul style="list-style-type: none">• Candidate must pass CORI check prior to final appointment.• Candidate must possess strong leadership, organizational and communication skills
Role Description	<ul style="list-style-type: none">• Collaborates with the President on all matters concerning the general operation and function of the league.• Acts as a spokesperson concerning any internal or external problems or conflicts of TYFC as delegated by the President.• Oversees the general responsibilities of the Equipment Coordinators and Web and Social Media Coordinators• He/she shall be the primary liaison to the Tyngsboro Recreation Department and Tyngsboro Schools. Will be responsible for the scheduling and use of fields used for practice and games of the Organization's football players, and, the planning of budgetary requirements to support use of the town's field and facilities.• He/she shall be the primary liaison to the league's catering vendor.• In the absence of the President, he/she shall preside at TYFC meetings of the Board of Directors, and, CMYFCC monthly meetings.• Volunteers at TYFC fundraising events.• Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.

(c) Secretary

Term	1 Year
Org Level	Executive Board Member
Reports to	President
Eligibility	<ul style="list-style-type: none">• Candidate must pass CORI check prior to final appointment.• Candidate must possess strong leadership, organizational and communication skills
Role Description	<ul style="list-style-type: none">• Organizes and maintains the documents of the Organization, including but not limited to the meeting minutes of all board meetings and votes issued by the board as called for the Organization's Officers.• Administers and maintains TYFC's participant online registration systems.• Communicates with league participants when guided by the Board of Directors or when general league communication is deemed appropriate and necessary.• Oversees the activities and responsibilities of all football and cheer team moms including the organization of team books, paperwork, and academic calculations.• Supports the planning and execution of events hosted by the league, including but not limited to the annual mini-camp, parent appreciation night, annual end of season awards banquet, and other fundraising events. Works with the fundraising and event coordinator as needed.• Processes and maintains all board & coaches' paperwork and applications, including the execution of Massachusetts CORI checks. Reviews and obtains final approval from President on all CORI reports.

	<ul style="list-style-type: none"> • Volunteers at TYFC fundraising events. • Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.
--	--

(d) Treasurer

Term	1 Year
Org Level	Executive Board Member
Reports to	President
Eligibility	<ul style="list-style-type: none"> • Candidate must pass CORI check prior to final appointment. • Candidate must possess strong leadership, organizational and communication skills
Role Description	<ul style="list-style-type: none"> • Supports the establishment and maintenance of the league annual budget. • Maintains all cash accounting for the organization, including reconciliation and maintenance of banking account records and the processing of receivables and payables. Ensures accounts remain in good standing. • Acts as signatory on league issued bank checks in accordance with TYFC bylaws • Prepares end of year balance statement for use in preparation of annual tax returns and annual budget planning activities. • Acts as primary liaison to league accountant and ensures that the filing of all tax returns and government forms are complete and on-time. • Provides monthly reports on league budget and financial status. • Responsible for, in conjunction with apparel coordinator, the planning and purchasing of apparel inventory and negotiations with apparel vendors. • Maintain access to post office box; distribute and process mail accordingly. • Volunteers at TYFC fundraising events. • Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.

(e) Football Director

Term	1 Year
Org Level	Executive Board Member
Reports to	President
Eligibility	<ul style="list-style-type: none"> • Candidate must pass CORI check prior to final appointment. • Candidate must possess strong organizational and communication skills.
Role Description	<p>The Football Director shall have the responsibility of supervising all business directly related to Football, specifically that of the Football Coaches. The Football Director shall be allowed to establish a committee to address specific needs and issues related to Football as described:</p> <ul style="list-style-type: none"> • Coordinate regular head coaches meetings, and periodic full coaching staff meetings during the season. An all coach meeting must be conducted no more than one week prior to the first games. • Provide materials for coaches to make their jobs easier. For example: “welcome packet” for players/parents, starting play book, sample practice outline (much of this material may be found in the coaches handbook) • Organize coaches training - this will include: <ul style="list-style-type: none"> o Ensuring attendance at mandatory coaches training and safety certifications o Locate and promote additional training opportunities. o Keep records of coach’s attendance at clinics and trainings. o Notify the President of those coaches attending. • Ensure that coaches understand the time commitment of coaching. (ex. Coaching clinics may be held during the months of February – June) • Ensure all coaches are aware of, and abide by, Organization, Conference and National rules. • Act as the first point of contact for coaching staff for distribution of information (ex. Information from regional meetings that impacts coaches - i.e. changes to rules/regulations) • Lead the effort for coach recruitment • The Football Director or her/his designated assistant shall be responsible for the registration of any team in competition. He/She shall ensure that all rules and regulations for local, regional or national play are known and being adhered to. • The Football Director shall make certain, once practices begin, that all head coaches utilize appropriate exercises and practice plans that adhere to Organization, Conference and National guidelines. • The Football Director shall present each Head Coach and all Football staff to the Board of Directors for approval. • Report and Communicate all issues and/or complaints or concerns to the President immediately. No action or binding decisions may be made without meeting with the Board of Directors. • Volunteers at TYFC fundraising events. • Upholds and enforces all TYFC, CMYFCC, and AYE/AYC rules and regulations and code of ethics.

(f) Cheerleading Director

Term	1 Year
Org Level	Executive Board Member
Reports to	President
Eligibility	<ul style="list-style-type: none"> • Candidate must pass CORI check prior to final appointment. • Candidate must possess strong leadership, organizational and communication skills • Candidate must understand and/or has a willingness to understand the detailed rules of youth cheer as set forth by CMYFCC and AYC
Role Description	<p>The Cheerleading Director shall have the responsibility of supervising all business directly related to Cheerleading specifically that of the Cheerleading Coaches. The Cheerleading Director shall be allowed to establish a committee to address specific needs and issues related to Cheerleading as described:</p> <ul style="list-style-type: none"> • Coordinate regular head coaches meetings, and periodic full coaching staff meetings during the season. An all coach meeting must be conducted no more than one week prior to the first games. • Provide materials for coaches to make their jobs easier - “welcome packet” for players/parents, starting play book, sample practice outline (much of this material may be found in the coaches handbook) • Organize coaches training - this will include: <ul style="list-style-type: none"> • Ensuring attendance at mandatory coaches training and safety certifications • Locate and promote additional training opportunities. • Keep records of coach’s attendance at clinics and trainings. • Notify the President of those coaches attending. • Ensure that coaches understand the time commitment of coaching. (ex. Coaching clinics may be held during the months of February – June) • Ensure all coaches are aware of, and abide by, Organization, Conference and National rules. • Act as the first point of contact for coaching staff for distribution of information (ex. Information from regional meetings that impacts coaches - i.e. changes to rules/regulations) • Lead the effort for coach recruitment • The Cheerleading Director or her/his designated assistant shall be responsible for the registration of any team in competition. He/She shall ensure that all rules and regulations for local, regional or national play are known and being adhered to. • The Cheerleading Director shall make certain, once practices begin, that all head coaches utilize appropriate exercises and practice plans that adhere to Organization, Conference and National guidelines. • The Cheerleading Director shall present each Head Coach and all Cheerleading staff to the Board of Directors for approval. • Report and Communicate all issues and/or complaints or concerns to the President immediately. No action or binding decisions may be made without meeting with the Board of Directors. • The Cheerleading Director reports directly to the President in all matters related to the business and administration of TYFC as is directly related to Cheerleading. • The Cheerleading Director must work with the Equipment Coordinator(s) directly to ensure sufficient supplies and equipment are available. • Attends all CMYFC board meetings on behalf of TYFC’s cheer program

	<ul style="list-style-type: none"> • Schedules use of gym and other facilities used for practices of the Organization’s cheerleaders. • Organizes efforts to ensure compliance with all required cheerleader paperwork, practice schedules, and cheerleading uniforms. • Leads all communication to cheer participant families regarding cheer practices, competitions, and other cheer-related activities. • Oversees the responsibilities of the Cheer Uniform Coordinator. • Volunteers at TYFC fundraising events. • Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.
--	---

(g) Sponsorship Director

Term	1 Year
Org Level	Executive Board Member
Reports to	President
Eligibility	<ul style="list-style-type: none"> • Candidate must pass CORI check prior to final appointment. • Candidate must possess strong organizational and communication skills.
Role Description	<ul style="list-style-type: none"> • Leads efforts to identify corporate and local business sponsorships and propose fundraising opportunities on behalf of the league; presents options to the Board of Directors. • Plans and organizes TYFC’s raffle ticket fundraiser, mini-camp, annual parent appreciation night, and all other fundraising activities approved by the board of directors. • Plans and organizes events sanctioned by CMYFCC as per bids placed by TYFC (e.g. Jamboree, Super Bowl, Patriot Bowl, Mitey Mite Bowl, etc.) • Volunteers at TYFC fundraising events. • Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.

(h) Tiger Football Club Director

Term	1 Year
Org Level	Executive Board Member
Reports to	President
Eligibility	<ul style="list-style-type: none"> • Candidate must pass CORI check prior to final appointment. • Candidate must possess strong organizational and communication skills.
Role Description	<ul style="list-style-type: none"> • Leads efforts to coordinate communication and activities related to the Tyngsboro High School football teams. • Plans and organizes high school parent volunteers and fundraisers. • Plans and organizes activities to support the overall experience of the players throughout the season. • Plans and manages annual budget. • Upholds and enforces all TYFC, Tyngsboro High School, and MIAA rules and regulations and code of ethics.

(i) Lead Equipment Coordinator

Term	1 Year
Org Level	Extended Board Member
Reports to	Vice President
Eligibility	<ul style="list-style-type: none">• Candidate must pass CORI check prior to final appointment.• Candidate must possess strong organizational and communication skills.
Role Description	<ul style="list-style-type: none">• Maintains, organizes, and secures all football equipment and uniform inventory.• Plans for annual equipment replenishment and maintenance. Works with apparel coordinator to purchase practice and game jerseys.• Consults with the Football Program Coordinator to determine annual equipment replenishment needs aligned with CMYFCC and AYF rules and regulations. Submits budget requirements to Treasurer and Board of Directors for review.• Acts as primary liaison to football equipment vendors; negotiates prices for equipment maintenance and purchases.• Leads the annual distribution and return of all participant and coach loaned football equipment. Reports and follows-up on delinquencies.• Coordinates the transportation of cheer mats between storage, practice facilities, and competition venues.• Volunteers at TYFC fundraising events.• Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.

(j) Assistant Equipment Coordinator

Term	1 Year
Org Level	Extended Board Member
Reports to	Lead Equipment Coordinator
Eligibility	<ul style="list-style-type: none">• Candidate must pass CORI check prior to final appointment.• Candidate must possess strong organizational and communication skills.
Role Description	<ul style="list-style-type: none">• Supports the Lead Football Equipment Coordinator's duties as follows:<ul style="list-style-type: none">○ Supports the maintenance, organization, and security of all football equipment and uniform inventory.○ Supports planning for annual equipment replenishment and maintenance.○ Supports the annual distribution and return of all participant and coach loaned football equipment. Reports and follows-up on delinquencies.○ Coordinates the transportation of cheer mats between storage, practice facilities, and competition venues.○ Volunteers at TYFC fundraising events.○ Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.

(k) Apparel Coordinator

Term	1 Year
Org Level	Extended Board Member
Reports to	Treasurer
Eligibility	<ul style="list-style-type: none">• Candidate must pass CORI check prior to final appointment.• Candidate must possess strong organizational and communication skills.
Role Description	<ul style="list-style-type: none">• Maintains and organizes inventory of all league apparel• Acts as the league primary liaison to apparel and accessory vendors and negotiates pricing.• Plans for annual league apparel needs and presents plan to the board for review. Works in conjunction with efforts by the fundraising coordinator, cheer director, and cheer uniform coordinator as needed.• Works with the lead football equipment coordinator to identify practice and game jersey and game pants needs for the season. Works with vendors to identify options, negotiate pricing and process orders.• Leads and is present for all apparel sales at all home games during the season.• Responsible for the reconciliation of funds collected for apparel and accessory purchases during the season. Creates breakdown report of apparel and raffle monies collected for each home game.• Volunteers at TYFC fundraising events.• Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.

(l) Assistant Cheerleading Coordinator

Term	1 Year
Org Level	Extended Board Member
Reports to	Cheerleading Director
Eligibility	<ul style="list-style-type: none">• Candidate must pass CORI check prior to final appointment.• Candidate must possess strong organizational and communication skills.
Role Description	<ul style="list-style-type: none">• Assists with recruiting of athletes by helping to develop unique marketing strategies aligned with TYFC's objectives.• Facilitates communication and fosters relationships with families of athletes pre, mid and post season to effect participant retention.• Assists Cheerleading Director with planning of all cheerleading activities and events.• Attends and support event requirements in Cheerleading Director's absence• Acts as a secondary source for inquiries from both coaching staff and TYFC participants• Plans for annual cheer uniform and accessory purchases; presents proposals for annual budget and for actual purchases to the Executive Board.• Reconciles and organizes all cheer uniforms and accessories; acts as a primary liaison to all cheer equipment vendors.• Plans, communicates and executes all uniform fittings, coordinates and documents distribution, and reconciles returns at the end of the season.

	<ul style="list-style-type: none"> • Volunteers at TYFC events. • Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules, regulations, and code of ethics.
--	--

(m) Web and Social Media Coordinator

Term	1 Year
Org Level	Extended Board
Reports to	Vice President
Eligibility	<ul style="list-style-type: none"> • Candidate must pass CORI check prior to final appointment. • Candidate must possess strong organizational and communication skills. • Candidate must possess technical acumen with web-based applications.
Role Description	<ul style="list-style-type: none"> • Maintains and organizes league website design • Manages and maintains website content updates throughout the season. • Volunteers at TYFC fundraising events. • Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.

(j) Flag Football Coordinator

Term	1 Year
Org Level	Extended Board
Reports to	Football Director
Eligibility	<ul style="list-style-type: none"> • Candidate must pass CORI check prior to final appointment. • Candidate must possess strong organizational and communication skills.
Role Description	<p>The Flag Football Director shall have the responsibility of supervising all business directly related to the Flag Football program, including coaches, referees and game play. The Flag Football Director shall actively work with the Football Director and Equipment Director to address specific needs and issues related to Flag Football as described:</p> <ul style="list-style-type: none"> • Coordinate regular head coaches meetings, and periodic full coaching staff meetings during the season. An all-coach meeting must be conducted no more than one week prior to the first games. • Provide materials for coaches to make their jobs easier. For example: “welcome packet” for players/parents, example play book, sample practice outline (much of this material may be found in the coaches handbook) • Work with Football Director and Board of Directors to create playing rules that will be used for the Flag Football teams in the Association • Work with Football Director and Equipment Director to provide or procure equipment necessary for all Flag Football teams in the Association • Coordinate with the Vice President and Football Director to create the practice schedule for all Flag Football teams

- Coordinate with the Vice President and Football Director to create the game schedule for all Flag Football teams
- Work with Football Director to identify, train and schedule referees for all Flag Football games
- During games, act as the steward of good sportsmanship, fair and safe play for all Flag Football games. This includes monitoring all players, coaches and parents to ensure that they are following the code of conduct and the ideals of the Association.
- Ensure all coaches are aware of, and abide by, Association, Conference and National rules.
- Act as the first point of contact for coaching staff for distribution of information (ex. Information from regional meetings that impacts coaches - i.e. changes to rules/regulations)
- Lead the effort for coach and player recruitment
- The Flag Football Director shall present each Flag Football head coach and all Flag Football staff to the Board of Directors for approval.
- Report and Communicate all issues and/or complaints or concerns to the President immediately. No action or binding decisions may be made without meeting with the Board of Directors.
- Upholds and enforces all TYFC, CMYFCC, and AYF/AYC rules and regulations and code of ethics.
- Volunteers at TYFC fundraising events.

