

Football Board Positions and Suggested Duties

President

- Provide overall guidance and direction for the football program
- Interprets the rules and policies pertaining to the governance of the football board
- Attend all meetings:
 - Lead football board meetings
 - Preside over all committee meetings
 - Attend sports boosters meetings
 - Attend league meetings
- Coordinate registration
 - Set dates for registration
 - Communicate information about registration
 - Email to previous football families
 - Community Services newsletter
 - Get forms out to schools
 - Put information on boosters, Facebook and football websites
 - Coordinate installation of football yard signs
 - Monitor registration
 - Keep track of the order the registrations come in, so that the waiting list is activated
 - Update coaches with lists of players
 - Notify families who are on the waiting list
- Football budget:
 - Present annual football budget to the boosters board
 - Present annual financial report to the boosters board
- Handle team schedules:
 - Provide feedback to league schedulers as to when our fields are available
 - Provide draft and final schedules to coaches
 - Determine field conflicts on draft schedules
 - Respond to scheduling changes during the season
- Preside over the formation of teams. This is typically only done at the 2nd/3rd and 4th grade levels.
- Act as Coaches' Coordinator
 - Establish a head coach for each team
 - Send out mid-season and end-of-year surveys
 - Tabulate survey responses
 - Provide feedback to coaches
 - Ensure that coaches sign the coaches conduct form

- Ensure coaches take the concussion awareness course
- Do background checks on coaches
- Do background checks on football board members.
- Handle complaints:
 - From parents about coaches
 - From coaches about referees
 - From coaches about parents and players
 - From other commissioners about players and coaches

Vice-President

- Coordinate the ordering of jerseys
 - Work with jersey vendor and coaches in picking styles of jerseys to be used
 - Obtain sample jerseys in each size. These will be used for fitting players.
 - Be present for equipment pick-up at the community center:
 - Size players for their jersey size.
 - Record player jersey size
 - Ensure that players' last name is spelled correctly
 - Get from the coaches, a list of numbers for each player.
 - Send emails to parents to double-check jersey color, size, number and spelling of last name
 - Place jersey and sock order with vendor
 - Ensure that jersey vendor receives and prints jerseys in time for the first pre-season scrimmage games .
 - Pick up finished jerseys and socks and distribute to coaches.
- Coordinate photographer for team and individual pictures
- Help teams with coordinating end-of-the-year parties
- Attend SASB meetings if the president cannot attend.

Equipment Director

- Inventory the number and quality of helmets, shoulder pads, pants, pads and mouth guards
- Recommend quantities of equipment that must be ordered
- Keep up a stock of ice packs, athletic tape, ace bandages
- Stock each team's first aid kit
- Keep a supply of helmet screws and snaps, shoulder pad straps and laces, etc.
- Ensure each team has two game footballs and several practice balls. Order and inflate footballs as needed.
- Coordinate equipment pick-up "event" at the community center:
 - Determining main date and an alternative date
 - Reserving the community center activity room
 - Scheduling coaches to help

- Weigh players in grades 2-6.
 - Attach red stripe to helmets for players over the weight limit
 - Collect equipment down deposit for each player
 - Record what was checked out to each player.
- Order “Husky paw” helmet stickers and large helmet decals. Ensure that each helmet has the Husky logo on both sides.
- Arrange times to be present at the equipment room for players who missed the team equipment pick-up date and for players who need re-fits.
- Put orange pylons and first down markers in the blue equipment box on the first base side of C2.
- Make sure coaches have keys to turn on the lights on C2 and C3.
- Coordinate with the booster’s equipment VP the dates/times for when players need to return their equipment
- Be present when players return equipment
 - Ensure that equipment checked out is returned
 - Give deposit check back to the parent returning equipment
- Continue contacting players’ families who have not returned equipment until all equipment is turned in.
- Attend SASB meetings if the vice-president cannot attend.

Fundraising Director

- Initiate and coordinate fund-raising activities such as
 - MN Vikings ticket program
 - Spirit Wear
 - Concessions
 - Other ...

Fields Director

- Keep and post a schedule of dates/times that each team is practicing/playing games on St. Anthony fields (C2, C3, High School Varsity field, and High School Varsity practice field)
- Communicate “fields schedule” to football coaches
- Coordinate field usage with summer and fall soccer commissioners
- Coordinate the chalking of fields with Tom Sullivan at the City of Anthony.
- Ensure that fields are set up and torn down for football games at Central Park and the High School Varsity field.
- Check with Troy Urdahl to see if the 7th and 8th grade teams can use the high school varsity field for games.

Treasurer

- Request invoices from vendors and receipts from parents needed reimbursement for items purchased
- Make sure that the booster’s equipment VP approves of any purchase pertaining to equipment.
- Send check and deposit requests to the booster’s treasurer
- Keep a register of deposits and credits to the boosters football account. Ensure that the register is in synch with the balance the booster’s treasurer has
- Assure that no unauthorized expenses are incurred.
- Submit a financial statement for review at each Board meeting
- Prepare and submit an annual budget for approval by the Board
- Prepare and submit an annual financial report for approval by the Board

Secretary

- Record the meeting minutes
- Distribute the meeting minutes via sending emails to board members and by posting on the football webpage
- Publish updates about the football program
 - Submit newsworthy articles and pictures to local papers for publishing
 - Make regular updates to the Facebook website.
 - Post team pictures on the Facebook website
 - Post agendas and minutes on the football website,
<http://www.orgsites.com/mn/huskyfootball/index.html>.