

## **Mid Jersey Youth Field Hockey Executive Board and Chair | Role Descriptions**

**PRESIDENT:** The President shall be the Chief Executive Officer of the MJYFH and shall have the general powers and duties of supervision and management usually vested in the Office of President. He/she shall see that all orders and resolutions of the Board are carried into effect, subject, however, to the right of the Board to delegate any specific powers, except such as may be by statute exclusively conferred on the President, to any other Officer or Officers of the MJYFH. The MJYFH President (or their designee) shall act as Chairman of the Board of Trustees and preside over the annual organizational meeting.

**LEAGUE SCHEDULE COORDINATOR:** Will work with member organizations to create season match schedules for our 2nd/4th, 5th/6th and 7th/8th divisions. Once match schedules are established, each member organization hosting a home game is responsible for determining games and locations. Works with the Arbiter assignor and/or any other umpire affiliate to ensure that all games are properly scheduled and referees are assigned to each game, ensure that any MJYFH specific rules are made available to the referees, and to resolve any issues over assignments, qualifications, or other umpire-related issues that may impact the quality of the games. The Chair will assist the President, Member Program Representatives and Sportsmanship Chair in dispute resolution as needed

**TREASURER.** The Treasurer shall have custody of all MJYFH funds and assets and shall keep full and accurate accounts of receipts and disbursements, and shall keep the monies of the Association in a dedicated account in the name of the MJYFH. The Treasurer shall disburse the funds of the MJYFH as may be ordered by the Board, taking proper vouchers for such disbursements, and shall be responsible for providing Purchase Orders to Member Program municipalities that require such for Umpire fees. The Treasurer shall render to the President and Trustees, at MJYFH meetings, or whenever required, an account of all transactions and of the financial condition of the MJYFH. The Treasurer is required to make an annual financial and activity report to the Members at the fall organizational meeting. Upon filing of 501(c)3 status, the Treasurer shall be responsible for the annual filing of the IRS 990-N Postcard and/or any other required IRS and NJ State tax filings.

**MEMBER PROGRAM REPRESENTATIVES (one per member program)** . Member Program Representatives are appointed by their local/municipal programs to act as liaison to the MJYFH. Duties include: communication with Local Program coaches, members, parents, players, and any other local representative; ensuring Member Program compliance and adherence to MJYFH and NFHS rules. The Member Program Representatives shall assist in dispute resolution as needed along with the President, Sportsmanship Chair and Umpire Chair.

**COACHING EDUCATION CHAIR.** The Coaching Education Chair shall be responsible for recommending and executing education programs for the MJYFH.

**RULES CHAIR.** The Rules Chair shall be responsible for maintaining and providing updates to the MJYFH on NFHS rule and policy changes. The Rules Chair will present such changes and recommendations to the Board of Trustees for consideration and adoption, if appropriate. The Rules Chair will also assist the Board in resolving any conflict or ambiguity in interpretation of the rules and policies.

**SPORTSMANSHIP CHAIR.** The Sportsmanship Chair shall assist the President, Member Program Representatives and Umpire Chair in all sportsmanship-related issues and disputes involving Player(s), Coach(es), Official(s), and/or Fan(s). The Chair will help promote the “Honor the Game” philosophy and good behavior and sportsmanship throughout the MJYFH.

**MEMBERSHIP CHAIR.** The Membership Chair shall seek out new and developing programs for potential league membership and shall represent the new programs’ interests to the Board and Members in general.