

Open Board Positions

Executive Board Positions

- Secretary
- Conference Representative
- Player Safety Coordinator
- Designated Agent

General Board Positions

- Assistant City Athletic Director
- Assistant Conference Representative
- Assistant Cheer Coordinator
- Special Events Director

SECRETARY:

The Secretary shall keep and maintain all the Organization's monthly records and meeting minutes, including Board Meeting attendance. The Secretary shall be tasked with the duty of providing each Executive Board Member with a complete copy of the last monthly minutes of the Executive Board meeting. The Secretary shall also have the responsibility of notifying board members of meeting dates, times, locations, future elections, and perform other duties as this office may require as well as sending the Conference, a copy of the Executive Board monthly minutes. The Secretary of this organization may also be tasked with the duty of creating and/or generating correspondence for the good of this program. The Secretary will be responsible for checking the organization's post office box. ***The Secretary may not simultaneously serve as a Head Coach or Head AD unless approved by the Conference President.***

CONFERENCE REPRESENTATIVE (CR):

The Conference Representative (CR) shall be the liaison between the Conference and this Organization. They shall represent the Organization at all regular and special meetings of the Conference and shall vote based on their conscience or as directed by the Organization and always in the best interest of this program.

The CR shall disseminate all monthly Conference information that includes updates, rule changes, scheduling dates, and times.

The CR shall notify the President immediately upon any major changes within the Conference to avoid miscommunications and costly delays. Additionally, the CR is required to attend all monthly Executive Board Meetings scheduled by this Organization.

PLAYER SAFETY COORDINATOR:

The role of the Player Safety Coordinator in this organization is to ensure all coaches have successfully completed the USA Football Coach Clinic. Ensure all coaches have completed the Heads Up Coaches Clinic. Conduct one Player Safety Clinic for all parents and players. Check that coaches are using approved practice plans, properly teaching Heads Up

Glendora Tartan Football and Cheer- 2023 Board Positions

Tackling and using the Levels of Contact approach to reduce helmet contact in practices. Observe practices and attend games. Provide guidance to coaches as needed. Communicate organization concerns, questions and successes to Conference.

The Player Safety Coordinator also must coordinate emergency action plans and manage rosters for medical concerns. Ensure each team has first aid kit and AED is operable. Player Safety Coordinator also works with organization to schedule proper medical personnel for all home games.

It is recommended that the individual have at least one (1) year of prior coaching experience. ***The Player Safety Coordinator may not serve simultaneously as a Head Football coach or Team Athletic Director unless approved by the Conference President.***

DESIGNATED AGENT (DA):

The role of the DA in this organization is one of the most important roles to ensure the staff and kids can participate. The DA is responsible for ensuring that all volunteer staff (adult or trainers) properly complete all Conference required applications in order to obtain their volunteer ID Card. The DA will also have the responsibility of working with Conference to make sure all adult volunteers have completed the proper DOJ Live Scan requirements.

The DA will track and collect the required fees for each ID application submitted to Conference. The DA shall work with the Treasurer of the organization to deposit the monies collected. The Treasurer shall provide the DA with league issued checks for all payments made to Conference for ID Cards. If the DA submits cash or personal check as payment to Conference, a Conference issued receipt must be turned into the Treasurer for reimbursement.

The DA is also responsible for tracking all player ID cards. The DA will need to verify expiration dates, and submit replacement pictures and logs for expired cards. For all new players, the DA will be required to obtain player ID cards. The DA is tasked with completing all player ID cards during the reduced Conference pricing dates.

The DA will be responsible with coordinating a Conference ID card verification day at our field prior to Certification. The DA is required to hold all player ID cards, until all cards (new or replacement) for a team roster have been approved. At the conclusion of the season, the DA must collect all player ID cards.

The DA will assist the President and Head Coach Selection Committee in receiving Head Coach Applications and setting up interview dates and times and any other duties designated by the President and/or Head Coach Selection Committee.

The DA may not serve simultaneously as a Head Coach or Team Athletic Director unless approved by the Conference President.

ASSISTANT CITY ATHLETIC DIRECTOR (ACAD):

The Assistant City Athletic Director (ACAD) is responsible for assisting the CAD in their duties within the organization. In the absence of the CAD the ACAD has substitute authority to exercise and execute all functions made privy to the CAD. Additionally, the ACAD is required to attend all monthly Executive Board Meetings scheduled on behalf of this organization and or in the absence of the CAD any other Conference AD Meetings that might arise. The duties of this position are subject to change as required by the organization and advisement of the CAD.

The ACAD shall not function as a Head Coach or Head Athletic Director for any team within this organization, unless the position remains vacant and gains Board approval. The ACAD may hold the position of Assistant Coach or Assistant Athletic Director for any team within this organization. The ACAD, must be able to vacate their Coach or AD position at any time (including practices, game-days, or league functions) in the absence of the City Athletic Director (CAD) to handle the duties of the CAD.

ASSISTANT CONFERENCE REPRESENTATIVE (ACR):

The position of Assistant Conference Representative (ACR) shall assume the same responsibilities as listed above, and it will be expected that this person adheres to the duties of the Conference Representative (CR) if the CR cannot fulfill the duties as assigned.

Additionally, the ACR is required to attend all monthly Executive Board Meetings scheduled by this Organization.

ASSISTANT CHEER COORDINATOR (ACC):

The Assistant Cheer Coordinator (ACC) is responsible for assisting with the overall coordination of the Cheer organization following the Conference and the policies set forth by the Glendora Jr. All-American Football.

The ACC shall act in the absence of the City Cheer Coordinator (CCC). The ACC shall perform all necessary duties required of the CCC.

The ACC is responsible but not limited to:

- Attend all City Board meetings and report current and future events.
- Attend Conference meetings with the CCC.
- Assist the CCC with uniforms, sign-ups, competition, certification, and addressing any undesirable Staff conduct.
- The ACC shall assume the responsibility for functions as designated by the CCC that also include, communication activities, pictures, pep rallies, Parent Info Night, and the Parade.
- The ACC shall present all disputes or concerns to the CCC for prompt and immediate resolution.
- In the absence of the CCC all unresolved major disputes shall be presented to the ACC followed by the EA for resolution.

The Assistant Cheer Coordinator (ACC) shall not function as a Head Coach or Head Athletic Director for any team within this organization, unless the position remains vacant and gains Board approval. The ACC may hold the position of Assistant Coach or Assistant Athletic Director for any team within this organization. The ACC, but must be able to vacate their position at any time (including practices, game-days, or league functions) in the absence of the City Cheer Coordinator (CCC) to handle the day-to-day operations of the Cheer Program.

SPECIAL EVENT DIRECTOR (SED):

The Special Event Director shall be responsible for coordinating all home game support including but not limited to: homecoming preparations and set-up, team booth set-ups during home event games, on-field game support; and game announcers.

Closed (Filled) Board Positions

Executive Board

President	Katie Lachenmyer
Vice President	Jeff Higgins
2nd Vice President-FO	Steve Suarez
Treasurer	Wendy Higgins
City Cheer Coordinator	Kelly Krisinger
Executive Advisor	Daniel W.
Parliamentarian/Auditor	Liz Suarez
City Athletic Director	Christina Oxon

General Board

Assistant Secretary	Nikki Lanza
Assistant Treasurer	Toni Bushey
Social Media/Website Director	Liz Suarez
Fundraising Director	Viki Sbanios
Equipment and Field Director	Anthony Lanza
Snack Bar Director	Zak Bushey
Sponsorship Coordinator	Stacy Brown