



## Duties & Responsibilities of Directors

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### **President –**

1. The President cannot be a Head Coach or serve in any other Board Member capacity.
2. His/her responsibility shall be to coordinate and/or supervise all activities of this organization.
3. He/she shall be a representative for all activities of the organization to the community and to the Conference, keeping in mind the organization is established for our community youth.
4. He/she is designated as a Conference Trustee.
5. He/she shall appoint, delegate, direct and supervise all approved committees for the purpose of organizing the efficient and economical operation of The Dover Patriots Youth Football and Cheerleading (DYSA).
6. He/she shall sit on the Executive Committee.
7. He/she may form committees in the interest of The Dover Patriots Youth Football and Cheerleading (DYSA).
8. He/she shall serve as a voting member of the Board of Directors only in the event of a tie, and for the voting of the members of the office of the Board of Directors.
9. He/she shall have the authority to remove a parent or coach from the field who is displaying conduct detrimental to The Dover Patriots Youth Football and Cheerleading (DYSA) organization, and/or the safety of the children.
10. He/she shall report all conference activities and provide trustee-meeting minutes to the Board of Directors.
11. He/she shall take back all decisions of The Dover Patriots Youth Football and Cheerleading (DYSA) Board of Directors to the Conference meetings.
12. He/she shall act as a Football Trustee and Cheer Trustee as needed.
13. He/she shall be responsible for promoting safety.

### **Vice President –**

1. He/she shall sit on the Executive Committee and be 2<sup>nd</sup> in command in the absence of the President.
2. He/she shall assume the responsibilities of the President in absence of the President.
3. He/she shall assist the President in all related responsibilities.
4. He/she is designated as a Conference Trustee.
5. He/she shall report all conference activities and provide trustee-meeting minutes to the Board of Directors in absence of the President.
6. He/she shall lead discipline committee.
7. He/she shall take back all decisions of The Dover Patriots Youth Football and Cheerleading (DYSA) Board of Directors to the Conference meetings in absence of the President.
8. He/she shall act as a leadership figure and may manage any specific areas to help them reach their goals and provide positive results for The Dover Patriots Youth Football and Cheerleading (DYSA).
9. He/she may hold many responsibilities according to the needs of The Dover Patriots Youth Football and Cheerleading (DYSA).
10. He/she will oversee the day-to-day functions and progression of The Dover Patriots Youth Football and Cheerleading (DYSA).



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11. He/she will help ensure that organizations uphold the "public trust" in the purpose of The Dover Patriots Youth Football and Cheerleading (DYSA).
12. He/she is responsible for all insurance pertaining to The Dover Patriots Youth Football and Cheerleading (DYSA).
13. He/she will make insurance forms available to parents, assist in filing forms, and follow through on all claims filed.
14. He/she shall supply the President & Secretary with a copy of all policies and insurance claims when they are received from the Conference or parents.
15. He/she shall advise board of all insurance claims filed and status and resolution of it.
16. He/she shall be responsible for promoting safety.

### **Athletic Director –**

1. He/she shall sit on the Executive Committee and be 3<sup>rd</sup> in command in absence of President and Vice President.
2. He/she is designated as a Conference Trustee.
3. He/she may nominate Football Head coaches.
4. He/she shall maintain file of emergency contacts and children with special medical needs.
5. He/she is responsible for opening and closing the game field on home game days.
6. He/she shall provide an accurate roster to the game day announcers.
7. He/she will also be the Football Trustee on all the responsibilities thereof.
8. He/she shall serve as Sergeant at Arms for all board meetings.
9. He/she shall maintain in cooperation with the registrar an accurate and timely manner, all football related roster books, as defined by the Conference Rules.
10. He/she has the right to suspend a coach. The Disciplinary committee shall be notified within 24 hours in writing of any suspension.
11. He/she shall not sit on the disciplinary committee, if it relates to a Football issues.
12. If any level of Football does not have a head coach, assistant coach, or otherwise, he/she may assume said position until such time as a coach is acquired.
13. He/she assures that each football team has at least one current CPR certified and First Aid certified coach present at games.
14. He/she shall strive to obtain 100% attendance at all coach's clinics & provide attendance records.
15. He/she shall coordinate with the coach staff on proper safety and handling.
16. He/she shall coordinate all coaches' activities.
17. He/she shall provide the coaches copies of the Conference rules and regulations and ensure their enforcement.
18. He/she shall meet with the head coaches at least once a month to ensure that no problems have arisen without the knowledge of the Board.
19. He/she shall be responsible for promoting safety.



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### **Assistant Athletic Director –**

1. He/she shall carry out the duties of the Athletic Director in his/her absence.
2. He/she shall assist Athletic Director in all related responsibilities.
3. He/she is designated as a Conference Trustee (alternate).
4. He/she shall be responsible for promoting safety.

### **Cheer Director –**

1. The Cheer Director shall direct the Cheer coaches' activities in accordance with the Code of Ethics set forth by the Conference and The Dover Patriots Youth Football and Cheerleading (DYSA).
2. He/she shall sit on the Executive Committee and be 4<sup>th</sup> in command in absence of President, Vice President and Athletic Director.
3. He/she is designated as a Conference Trustee.
4. He/she shall maintain file of emergency contacts and children with special medical needs.
5. He/she shall maintain, in cooperation with the Registration Coordinator, all cheer related roster books, as defined by the Conference rules, in an accurate and timely manner.
6. He/she may nominate Cheer Head coaches.
7. If any level of cheerleading does not have a head coach, assistant coach, or otherwise, he/she may assume said position until such time as a coach is acquired.
8. He/she has the right to suspend a coach. The Disciplinary committee shall be notified within 24 hours in writing of any suspension.
9. He/she shall not sit on the disciplinary committee, if it relates to a cheerleading issue.
10. He/she shall coordinate all activities concerning the cheerleaders.
11. He/she will act as a liaison between the Board of Directors and the Conference cheer operations.
12. The Cheer Director is also the Cheerleading Conference Trustee.
13. The Cheer Director must make available to the Board of Directors all correspondence, Trustee meeting records, by-laws, and rules as established by the Conference.
14. He/she shall schedule competitions (with board approval), and post results.
15. He/she shall train and develop coaching staff.
16. He/she shall strive to obtain 100% attendance at all coach's clinics & provide attendance records.
17. He/she assures that each cheerleading team has at least one current CPR certified and First Aid certified coach present at games.
18. He/she shall coordinate all cheer coaches' activities.
19. He/she shall provide the coaches copies of the Conference rules and regulations and ensure their enforcement.
20. He/she shall meet with the head coaches at least once a month to ensure that no problems have arisen without the knowledge of the Board.
21. He/she will provide a copy of the Conference Cheerleading Rules to all head coaches.
22. He/she will provide a copy of all competition rules to all head coaches.
23. He/she shall be responsible for promoting safety.



## Duties & Responsibilities of Directors

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### **Assistant Cheer Director –**

1. He/she shall carry out the duties of the Cheer Director in his/her absence.
2. He/she shall assist Cheer Director in all related responsibilities.
3. He/she is designated as a Conference Trustee (alternate).
4. He/she shall provide on game day, an accurate roster for each division to the announcer for the half-time routines.
5. He/she shall sit on the Special Events Committee.
6. He/she shall be responsible for promoting safety.

### **Treasurer –**

1. He/she will maintain all financial records for the organization.
2. He/she is responsible for all accounts receivable and all accounts payable, deposits of moneys, and the monthly report to the Board of Directors as well as a published annual report.
3. He/she is responsible for timely filing of the Annual corporate registration with the State of Florida. Annual filing of 990 Federal Tax-Exempt tax returns and monthly sales tax returns.
4. He/she shall prepare an annual budget and present to the Board for approval. Once approved he/she shall maintain said budget.
5. He/she shall coordinate with Concession Stand Manager and Spirit Store to establish pricing of all products sold by The Dover Patriots Youth Football and Cheerleading (DYSA).
6. He/she shall sit on the Fundraising Committee.
7. He/she shall be required to be at all home games for the duration of the day.

### **Secretary –**

1. He/she shall record all minutes of all proceedings to be kept in a permanent book of record.
2. All books of Record shall be kept on The Dover Patriots Youth Football and Cheerleading (DYSA) premises. A copy of the minutes shall be distributed to each Board of Director member before the next scheduled meeting.
3. He/she shall keep a copy of all Conference Rules, correspondence, etc.
4. He/she shall call roll each meeting.
5. He/she shall notify each Board of Director member of any special meetings forty-eight hours in advance.
6. He/she shall post board candidate applications and job descriptions.
7. He/she shall have on hand a copy of Roberts Rules of Order Revised, to be made available to any board member.
8. He/she will be responsible for distributing a copy of the by-laws to current Board Members.
9. He/she shall be responsible for promoting safety.
10. He/she shall maintain an active Board of Directors contact information record.



## Duties & Responsibilities of Directors

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### **Cheer Equipment** –

1. He/she shall maintain cheerleading equipment (uniforms & pompoms).
2. He/she shall coordinate all cheerleading equipment purchases with the Board of Directors.
3. He/she shall coordinate all pep rallies.
4. He/she shall be responsible for issuing and collecting each cheerleader's uniform and keeping record of such.
5. He/she shall sit on the Special Events Committee.

### **Assistant Cheer Equipment** –

1. He/she shall carry out the duties of the Cheer Equipment in his/her absence.
2. He/she shall assist Cheer Equipment in all related responsibilities.
3. He/she shall sit on the Special Events Committee.

### **Football Equipment** –

1. He/she is responsible for obtaining all necessary football play equipment and coach's equipment.
2. He/she shall coordinate all football equipment purchases with the Board of Directors.
3. He/she shall be responsible for issuing and collecting each football player's equipment and keeping record of such.
4. He/she is responsible for maintaining a log of outstanding equipment, to be presented to the Board of Directors.
5. He/she shall be responsible for maintaining equipment and recommending to the Board of Directors any modifications needed to meet Conference safety standards.
6. He/she shall be responsible for advising Board of Directors of players that have outstanding uniforms & equipment.
7. He/she shall be responsible for promoting safety.

### **Assistant Football Equipment** –

1. He/she shall carry out the duties of the Football Equipment in his/her absence.
2. He/she shall assist Football Equipment in all related responsibilities.
3. He/she shall be responsible for promoting safety.

### **Concession Manger** –

1. He/she shall coordinate buying and selling of goods through the concession stand.
2. He/she shall coordinate pricing of goods with the President/Treasurer
3. He/she shall submit all price changes to the Board of Directors for approval.
4. He/she shall turn over all moneys to the President/Treasurer.
5. He/she shall be responsible for directing the activities of the workers in the concession.
6. He/she shall be responsible for the maintenance & cleanup of concession stand and all equipment during and at the end of the season.
7. He/she is responsible for keeping bathrooms clean and stocked.
8. He/she shall be required to be at all home games for the duration of the day.



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### **Assistant Concession Manger –**

1. He/she shall assist the Concession Director in all related responsibilities.
2. He/she shall carry out the duties of the Concession Director in his/her absence.
3. He/she shall be required to be at all home games for the duration of the day.

### **Registration Coordinator –**

1. He/she shall register all players, and cheerleaders according to the registration policies and procedures of the organization and the Conference.
2. He/she shall maintain, in cooperation with the Football & Cheer Conference Trustees, all football and cheer related roster books and online databases entries of all participants, as defined by the Conference rules, in an accurate and timely manner.
3. He/she shall attend all registration events, unless approved by the President.
4. He/she shall maintain a list of all registrants.
5. He/she shall be responsible for acquiring all required documents for registration.
6. He/she shall be responsible for obtaining all registration forms and supplies.
7. He/she shall be responsible for informing coaches and Board members of registration dates.
8. He/she shall keep an accurate count and record for each team.
9. He/she shall provide a list of all registrants to the President as requested.

### **Assistant Registration Coordinator –**

1. He/she shall assist the Registration Coordinator in all related responsibilities.
2. He/she shall assist the Registration Coordination will related activities.
3. He/she shall carry out the duties of the Registration Coordinator in his/her absence.
4. He/she shall sit on Fundraising Committee.

### **Parent Liaison –**

1. He/she will meet with all volunteers and assign volunteers to area of their interest.
2. He/she will recruit new volunteers.
3. He/she will make certain all football and cheer divisions have team parents.
4. He/she will maintain a record of all volunteer hours and ensure requirements are met.
5. He/she will promote the organization and monitor progress of volunteers.
6. He/she will chair weekly team parent meetings.
7. He/she will advise team parent of status of volunteer hours for each child.
8. He/she shall sit on Fundraising Committee.
9. He/she shall be responsible for promoting safety.

### **Media Director –**

1. He/she shall coordinate all public-relation activities with the President.
2. He/she is responsible of The Dover Patriots Youth Football and Cheerleading (DYSA) website. Gather and organize media for website updates.
3. He/she is responsible for all announcement of registration and flyers needed to promote The Dover Patriots Youth Football and Cheerleading (DYSA) organization.
4. He/she shall coordinate with the Fundraiser Coordinator the acquisition of sponsors.



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5. He/she shall work with and keep the Fundraiser Coordinator apprised of all sponsors.
6. He/she shall attend and assist chair, with Parent Liaison, all weekly team parent meetings.
7. He/she shall sit on Fundraising Committee.

### **Field Site Coordinator** –

1. He/she shall be responsible for mowing grass, striping field (If applicable), and keeping field neat and clean in appearance.
2. He/she shall be responsible for all field equipment to include yard markers, chains, down markers, goal posts, scoreboard, audio equipment, and all equipment used for field maintenance.
3. He/she in partnership with the Athletic Director and Assistant Athletic Director shall be responsible for field set up and breakdown for games.
4. He/she shall supervise, organize, and schedule cleanup efforts and/or improvements on the premises.
5. He/she is responsible for coordinating with the President, who will work with Hillsborough County Park and Recreations for any repairs needed on premises.
6. He/she shall be responsible for promoting safety.
7. He/she shall be required to be at all home games for the duration of the day.

### **Assistant Field Site Coordinator** –

1. He/she shall assist the Field Site Coordinator in all related responsibilities.
2. He/she shall assist the Field Site Coordinator will related activities.
3. He/she shall carry out the duties of the Field Site Coordinator in his/her absence.
4. He/she shall be responsible for promoting safety.
5. He/she shall be required to be at all home games for the duration of the day

### **Game Day Announcer** –

1. He/she shall present music (If applicable) during home events.
2. He/she shall screen ALL music for content, vulgarity and profanity before being played.
3. He/she shall announce any public service information.
4. He/she shall provide commentary for the audience during home events.
5. He/she shall introduce the Visitors first, followed by the Home. Introductions of players shall be by jersey number followed by the player's name.
6. He/she shall refrain from calling the game play-by-play or playing music after the referee blows the ready for play whistle.
7. He/she shall not show favoritism to either team.
8. He/she shall be responsible for promoting safety.

**Note** - A numerical listing of rostered players shall be provided by the Athletic Director or Assistant Athletic Director to the press box prior to the start of the game.



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### **Assistant Game Day Announcer –**

1. He/she shall assist the Game Day Announcer in all related responsibilities.
2. He/she shall assist the Game Day Announcer will related activities.
3. He/she shall carry out the duties of the Game Day Announcer in his/her absence.
4. He/she shall help gather and organize music and rosters for football games.
5. He/she shall be responsible for promoting safety.

**Note** - A numerical listing of rostered players shall be provided by the Athletic Director or Assistant Athletic Director to the press box prior to the start of the game.

### **Fundraiser Coordinator –**

1. He/she shall develop a fundraising action plan. Growing monetary finances of the organization by arranging fundraising events.
2. He/she shall lead on Fundraising Committee.
3. He/she shall identify and suggest fundraising opportunities to the Board of Directors.
4. He/she shall, in conjunction with the President/Treasurer, keep records relating to fundraising monies.
5. He/she shall provide monthly updates to the Board of Directors regarding fundraising duties and events.
6. He/she shall partner with the Parent Liaison to organize volunteers to ensure fundraising events bring appreciation to the organization.
7. He/she shall ensure that the goals and targets of the organization are achieved.
8. He/she shall interact with existing and potential sponsors.
9. He/she shall maintain a record of all fees (or barter) paid by sponsors, appreciation plaques, sponsor signs, and sponsor "Thank you" letters.
10. He/she shall produce and distribute sponsorship forms to parents and businesses.
11. He/she shall provide an accurate list of sponsors to the game-day announcer.
12. He/she shall attend and assist chair, with Parent Liaison, all weekly team parent meetings.

### **Spirit Store –**

1. He/she shall coordinate pricing of stock with the President/Treasurer
2. He/she shall perform periodic inventory of stock on hand.
3. He/she shall submit all price changes to the Board of Directors for approval.
4. He/she shall, in conjunction with the President/Treasurer, keep records relating to monies.
5. He/she shall provide friendly and positive customer service to patrons and visitors to the Spirit Store.
6. He/she shall perform accurate and timely sales transactions.
7. He/she shall restock shelves (as needed) with new merchandise.
8. He/she shall be responsible for the cleanup of the Spirit Store and all equipment during and at the end of the season.
9. He/she shall perform other related duties as assigned.





## Duties & Responsibilities of Directors

I hereby acknowledge that I have read, understand, and agree to the terms of The Dover Patriots Youth Football and Cheerleading (DYSA) Board Member's Duties & Responsibilities. I also understand that the Executive Officers retains the sole authority to determine what, if any, disciplinary action is appropriate for any infractions.

| Print Name | Signature | Date | Email |
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