

Wardogs Athletic Organization Board of Director Responsibilities

Section 1. President.

- Conduct the affairs of Wardogs Elite Athletics and execute the policies established by the Board of Directors.
- Preside at all meetings of the Board of Directors and General Membership.
- Elects and presides over Vice Presidents, Treasurer and Executive Secretary.
- Shall be exempt from voting except on the election of officers, candidates for membership, or in the case of an equally divided vote.
- Responsible for the conduct of Wardogs Elite Athletics in strict accordance with the Constitution, Bylaws, policies, principles, rules, and regulations of the organization as well as any conference or league that the organization is currently affiliated with.
- With the Treasurer and Vice Presidents, determine short term and long-term budgetary goals and financial forecasts.
- Assume the responsibilities of any board member on a temporary basis until a replacement can be assigned.
- With the VP Athletics, selects all Head Coaches for all sports.
- Prepare all tax documents and file 990N.

Section 2. Vice President, Athletics. The Vice President, Athletics reports to the President.

- The VP, Athletics shall succeed to the powers of the President in the President's absence for any meeting.
- Coordinate and supervise coaches and properly brief on all the rules, regulations, and expectations of Wardogs Elite Athletics.
- Oversee the health of all athletic endeavors and assure continuity across all activities.
- With the President, selects all Head Coaches for all sports.
- Representative for parents regarding all coach related issues or concerns.
- Assure that all coaches follow their codes of conduct and rules on penalty for lack of compliance.
- Approve all uniform designs and oversee appointees responsible for ordering and distribution of all uniforms.
- Participate in all budget decisions and forecasting.

Section 3. Vice President, Operations. The Vice President, Operations reports to the President.

- Oversee all administrative efforts of Wardogs Elite Athletics
- Assure that all volunteers follow their codes of conduct and rules on penalty for lack of compliance.
- Coordinate all non-athletic events and activities of the organization internally and externally.
- Manage the design and procurement of all organizational uniforms and spirit wear.
- Coordinate and oversee all WAA participant registrations and sign ups.
- Coordinates volunteers for all events, fundraising activities, and games.

Section 4. Treasurer. The Treasurer reports to the President.

- Receive and record all monies belonging to Wardogs Elite Athletics.
- Deposit all monies into a designated bank account or delegate as needed.
- Provide a monthly account overview at monthly board meetings.
- Work with the Fundraising Manager to target appropriate endeavors and fundraising opportunities throughout the year.
- Collect and maintain records of registration monies and payments.
- With the President, forecast year to year expenses to effectively manage player registration costs

Section 5. Director, Communications. The Director, Communications reports to the President.

- Oversees all activities and directives for all Team Parents.
- Manage communications across all social media platforms and internal apps.
- Provide Vice Presidents administrative support as needed.
- Receives school approval for all registration fliers and coordinate distribution.
- Communicate meetings and activities to parents, coaches and volunteers as needed.

Section 6. Director, Athletics. The Director, Athletics reports to the Vice President, Athletics.

- Oversee registration of athletes and confirm compliancy.
- Player and parent advocate for any issues related to coaches, parents, or volunteers.
- Represent Wardogs Elite Athletics at all conference and association meetings.
- Schedule tournaments, scrimmages and jamborees for all sports as needed.
- Identify training needs and equipment requirements needed for player and coach advancement

Section 7. Director, Recruitment. The Director, Recruitment reports to the Vice President, Athletics.

- Attend applicable community events in the effort of recruiting members for Wardogs Elite Athletics.
- Primary contact for schools related to player or team participation opportunities.
- Work with local sports organizations and leagues in area to create synergy when mutually beneficial.
- Oversee formation and manage operations of offseason camp and workout efforts.
- Arrange onsite and special registration for all athletic seasons at community held events.

Section 8. Director, Operations. The Director, Operations reports to the Vice President, Operations.

- Oversee setup and overall management of concessions.
- Communicate all necessary information to Team Parents for all activities.
- Act as primary contact for events registration and other non-sports related endeavors.
- Work with Team Parents to size and organize distribution of team uniforms.
- Oversee organization registration efforts and assure compliancy with various league standards.

Section 10. Director, Facilities. The Director, Facilities reports to the Vice President, Operations.

- Manage the overall maintenance of Wardogs Elite Athletics sites.
- Assure compliancy with township, school district and other property management.
- Confirm training equipment is operable and safe for use.
- Responsible for overseeing field setup and teardown for games and tournaments.
- Report issues with rented or owned equipment and suggest remediation.

Section 11. Director, Fundraising. The Director, Fundraising reports to the Treasurer.

- Coordinate, schedule, and oversee fundraising events and activities.
- Identify community partners and determine mutually beneficial opportunities.
- Oversee management of all game day and banquet fundraisers and auctions.
- With the Treasurer, creates fundraising packages and offerings.

Section 12. Cheer Commissioner. The Cheer Commissioner reports to the Director, Athletics

- Responsible for all cheerleading activities that the league may engage in.
- Form teams and assign coaches based on age and/or skill.
- Confirm compliancy with all insurance, league or conference rules and regulations.
- Identify and promote options for offseason workouts, activities, and tournaments when applicable.

Section 13. Flag Commissioner. The Flag Commissioner reports to the Director, Athletics

- Oversees game day responsibilities for flag events such as field and concession setup and tear down.
- Schedule and assure proficiency of all referees and officials.
- Assist in determining team configuration and registration based on membership registration.
- Assure coaches are trained appropriately and aware of all rules, regulations, and code of conducts.

Section 14. Tackle Commissioner. The Flag Commissioner reports to the Director, Athletics

- Oversees game day responsibilities for flag events such as field and concession setup and tear down.
- Confirm team schedules with Team Parents and Head Coaches upon approval from Executive Board.
- Assist team coaches with equipment needs for players when applicable.
- Identify and promote options for offseason workouts, activities, and tournaments when applicable.

Section 15. Community Liaison. The Community Liaison reports to the Director, Recruitment.

- Spread awareness of Wardogs Elite Athletics offerings throughout our community.
- Work with community organizations to identify opportunities for Wardogs Elite Athletics to assist in community enrichment activities.
- Identify township or other offerings for organizational members to participate in or take advantage of.
- Promote offseason workouts and other organizational offerings to non-members.

Section 16. Events Manager. The Community Liaison reports to the Director, Recruitment.

- Coordinate and execute all aspects related to participation in all township parades and events
- Manage all aspects of WAA annual football banquet
- Oversee the planning, staffing and procurement for all Wardogs Elite Athletics community related events.
- Identify activities for organizational involvement and collect pertinent information.

Section 17. Field Manager. The Field Manager reports to the Director, Facilities.

- Oversee the setting up and tearing down field for all home events and managing volunteers.
- Assist with necessary setting up and tearing down for practices.
- Paint field when necessary.

Section 18. Apparel Manager. The Apparel Manager reports to the Director, Operations.

- Manage the acquisition and distribution of all uniforms and spiritwear.
- Work with vendors on pricing and fulfillment assurances.
- Take ideas for uniform and spiritwear design to board for approval.

Section 19. Registration Manager. The Registration Manager reports to the Director, Communications.

- Plan and organize the facilitation of all organization on-site registration efforts.
- Primary lead on completion of all team books to the standard set by PAEAYF.
- Assists in communicating registration efforts internally and externally.