

Positions available for 2018-2020

Elected:

President:

1. The President is the chief executive of the association and shall have general supervision, direction and control of the business and affairs of the organization.
2. Shall chair all Board meetings.
3. Shall set the agenda for all business to be discussed.
4. Shall call and conduct all regular and special meetings. As chief officer of the organization, he shall preserve order and enforce the By-Laws of the Wolves.
5. The President shall have no vote on a motion unless such a vote is required to break a tie.
6. He/She shall be a member ex-officio of all committees and have the power to appoint such committees as necessary.
7. Review secretary and treasurer's books monthly
8. Negotiate contracts and act as purchasing agent.
9. All purchases must be approved by President
10. Deal with parent concerns and complaints that have gone through the appropriate chain of command. (Coach-Commissioner-President)
11. Obtain insurance for the league.
12. Negotiate all contracts for the league:
 - a. Fields – practice, games, conditioning camps
 - b. Photographs
13. Assistance with the responsibilities for league compliance of all National Pop Warner Rules.
14. Assistance with the obligations required by the WVYFCA.
15. Shall be the point of contact for league-wide communication from the league to the parents.
16. Receive recommendations on merchandise from merchandise committee and approve with Vice President before purchase is made.
17. Assist with set up and tear down at all home games.

Secretary:

1. Maintain current and updated rules and By-laws.
2. Notify Board members of meetings.
3. Be responsible for recording the activities of the "WVYFCA" and maintaining files, mailing list and necessary records.
4. Keep and maintain all official records and documents.

5. Maintain a list of all regular members, directors and committee members and give notice of all meetings of the "WVYFVCA" Board of Directors and Committees.
6. Preside at the official meetings designated by the Board as a representative and prepare a report for the Board.
7. Preside in the absence of the Vice President.
8. Maintain copies of Insurance program file submitted by the Treasurer.
9. Coordinate the dissemination of information to membership.
10. Monitor website to ensure information is current and accurate.
11. Maintain current and updated rules and By-laws.
12. Assist with set up and tear down at all home games.
13. Receive
14. nominations, confirm with the nominee and bring names to the executive board to vote on for future board members.
15. Create ballots, bring box to drop the ballots in and run the Election day at the specified date set by the board.

Cheerleading Coordinator:

1. Responsible for representation of the "WVYFCA" at East Coast Pop Warner Meetings. Send Assistant Cheer Coordinator in your absence.
2. Submit all required paperwork by given deadlines including rosters.
 - a. Review roster-looking for matching birthdates and current dates on physicals (must have original signatures, no copies or faxes)
 - b. Any roster changes following the deadline must be approved by ECC.
3. All associations will offer spirit teams at levels Tiny Mite through Unlimited.
4. Develop the Age Matrix/Grade matrix for "WVWFCA" with the national guidelines.
5. Register spirit participants and assign them to proper squads.
6. Recruit Assistant Cheer Coordinator, skilled coaches and staff.
 - a. Make sure all necessary paperwork from all staff positions has been collected before allowing them to be around children and coaches
7. Background checks done for all coaches and staff (18 and over).
8. Oversee entire cheer program
9. Make sure all coaches have attended all Conference/Regional required trainings.
 - a. Cheer and Dance Coaches Clinic: This is a one day clinic for ALL cheer and dance coaches, directors, team parents, coach trainees, and student demonstrators.
 - b. Online YCADA training by ALL cheer and dance coaches, directors, team parents, coach trainees, and student demonstrators.
10. Attend monthly meetings in Titusville and Daytona Maintain or make folders for each coach during sign ups
11. Attend "WVWFCA" meetings with full voting rights. Be a voice of your cheer program.
12. Have proper uniform for each participant and order new ones as needed.
 - a. Ensure proper placement of Pop Warner Patch on each participant's uniform.
13. Work with the equipment manager to ensure budget is met for all cheer equipment.

- a Approve and order all cheer accessories through the President.
14. Attend all sign ups to talk with parents
15. During games greet coordinator
16. Ck in all players Work at league game day helper
17. Oversea in cheer equip manager with all equip and uniforms
18. Make sure all necessary documents for each participant has been collected and put in proper order in team cheer books before allowing participants to begin conditioning hours and practice time. Make sure all pages are signed, highlighted and placed in the proper order in the book. No participant may begin practicing until all required paperwork is verified and in team book.
 - a Make sure the "WVWFCA" stamp is affixed where required, and required highlighting is properly highlighted.
19. Handle all cheer related controversy with parents and coaches
20. Meet regularly with your coaching staff, and have a system in place to relay spirit information from "WVWFCA" and ECC regularly/weekly during and after season.
21. Copy all badges and certificates and place copies in books along with the coaches code of conduct
22. Home game responsibilities include:
 - a Conduct book checks at least 45 minutes prior to the start of each game or during half time of the previous game. All persons on the roster must book check every game.
 - b Ensure that all coaches have a valid badge, which is to be worn at all times while on the field. Any coach or administrator not visibly wearing their badge on the football field or the floor of a spirit competition will be removed until their badge is produced and may be fined up to \$100.00 per incident.
23. Assist with set up and tear down at all home games.
24. Schedule volunteers for association needs, East Coast Conference, Regional, and National needs.

Fund Raising/Sponsorship Coordinator:

1. Formulate participant fundraising programs for Board approval
2. Set schedule and locations for events.
3. Handle all matters relating to special fundraising programs.
4. Set-up committees and work parties as necessary.
5. Submit receipts and revenues to the Treasurer with profit and loss statement.
6. Maintain record of contacts, supplies, etc. for future reference on all fundraising events.
7. Coordinate Corporate Sponsorship Program.
8. Ensure that all donors are properly acknowledged and that all sponsors receive appropriate recognition and benefits (plaques, banners, ads, etc.)
9. Coordinates 50/50 Raffles.
10. Responsible for all communication to the league for upcoming fundraising events, tracking, updates, and dates.
11. Collects all money earned from Fundraising prior to submission to Treasurer
12. Responsible for sourcing vendors for any fundraising related needs including but not limited to design and print, recognition material, and tickets

13. Responsible for staffing all fundraising events
14. Assist with set up and tear down at all home games.

Appointed:

Football Director\ Assistant Football Commissioner:

1. Assist Football Commissioner with establishing an Athletic Program.
 2. Coordinate Head Coach Interviews in the month of January for Head Coach Selection for the upcoming Fall Season.
 3. Coordinate monthly Coaches training/meetings, to continue education of coaching staff and build comradery within the league.
 4. Organize League Conditioning Camp
 5. Conduct liaison between the Board and the coaches regarding Association Rules, Philosophy, and Policies.
 6. Conduct liaison between the coaches and the parents regarding Association Rules, Philosophy and Policies.
 7. Assistance with the responsibilities for league compliance of all National Pop Warner Rules.
 8. Assistance with the obligations required by the WVFCA.
 9. Collect minimum play sheets. Give to the Commissioner after game day.
 10. Receive parent complaints on a written incident report.
 11. Gather information from coaches that will need to be badged and turn in to the commissioner to be processed by the East Coast Conference
 - a. Volunteer applications
 - b. Photo IDs
 12. Track USA football classes.
 13. Investigate weekly any lopsided scores of games per Pop Warner guidelines. Report any such findings to the Commissioner with recommendations of sanctions if any are required.
- Assist with set up and tear down at all home games.

Football Equipment Manager:

1. Shall be responsible for maintaining an inventory of all equipment.
2. Shall be responsible for the distribution and collection of, with the Head Coach of each team and the Football Director, all equipment distributed to the teams.
3. Coordinate the measuring and sizing of participants during equipment day.
4. Resolve equipment issues with coaches/players as they arise throughout the season.
5. Assemble and distribute coaches bags (footballs, k-tees, tape, medical kits, repair kits, etc.)
6. Submit each year a recommendation for equipment repair and replacement to the Board.
7. Coordinate selection of participant trophies.
8. Shall receive approval from President prior to any purchase.
9. Assist with set up and tear down at all home games.

Cheer Equipment Manager:

1. Set date for fitting and coordinate flow of day
2. Design and get with vendors to order bows, practice wear, cheer bag, and warm-ups following approval by President
3. Work with vendor to give coordinator choices for shoes, socks, briefs, and patches (if needed) following President's approval
4. Coordinate and negotiate with vendors and coordinator for all cheer merchandise after President's approval
5. Set date for equipment handout and coordinate flow of day
6. Handle any uniform issues as they arise.
7. Keep inventory of all uniforms
8. Shall receive approval from President prior to any purchase. Purchase will be made by coordinator only after President's approval, equipment manager will organize participants on spreadsheet for orders.
9. Attend monthly board meetings.
10. Attend all games and supply extra items for cheer teams in the events that someone has forgotten it (bows, briefs, socks)
11. Assist with set up and tear down at all home games.

Little Scholars Director:

1. Collect and organize all forms needed to be submitted to Little Scholars for all football and cheerleading teams.
2. Is responsible for representation of the Wolves at East Coast Pop Warner Meetings
3. Is responsible for league compliance of all National Pop Warner Scholastics rules.
4. Coordinate selection of participant trophies.
5. Ensure that all participants have met the scholastic eligibility.
6. Ensure all participants turn in 4 copies of their final report card from the previous school year.
7. Ensure each coach keeps a copy of the GPA sheet, grade conversion sheet and report card or scholastic eligibility form, a not-in-school form or a home school form used to certify scholastic eligibility.
8. Represent the association at all Conference Scholastic meetings.
9. Provide Conference with: one copy of each squad/team's official roster; one copy of GPA sheet or SE Region Kindergarten Sheet and ECC Not-In-School Form; One copy of the form used to certify scholastic eligibility (i.e. - Scholastic Eligibility Form & Proof of Enrollment; Not-In-School form or Home School Form; one copy of each report card (if applicable); and one signed copy of the All-American Scholar Applications (for those that qualify).
10. Assist with set up and tear down at all home games.

Concessions Manager:

1. Come up with a standard shopping list with quantities for our files so new manager knows what to buy
2. Get with team moms from every team and let them know what is needed as far as volunteers
3. Game day volunteer 6:30 am- 7:30pm depending on games
4. Explain duties to incoming volunteers
5. Manage inventory during day
6. Manage ticket system for our food vendors
7. Count tickets at night and get with treasurer for payment to food vendors
8. Manage monies for game day. (drops with treasurer when needed)
9. Cook food and monitor quantities to be cooked and when
10. Clean up concession if that is where we are using concession
11. Buy and store/transport all food to the game/shed prior to or on game day.
12. Maintain appropriate equipment needed for game days
13. Ask for help if something goes wrong.
14. Making price lists for day – getting calculators (shed) for game day
15. Buying raffle tickets if we need them for food vendors (typically in shed)