



SPACE COAST PANTHERS YOUTH FOOTBALL & CHEERLEADING INC. 2022 BOARD AND VOLUNTEER POSITION DUTIES

Duties for each position shall include, but may not be limited to the following:

PRESIDENT

1. Preside at all Executive and General meetings of the league.
2. Prepare with the Secretary, a meeting agenda for all meetings.
3. Attend and represent the league at all SCP, MFFCC, Brevard Parks & Recreation and other community meetings and functions as they arise.
4. Appoint vacant, special board positions and committees as deemed necessary.
5. Assist other officers in carrying out their respective duties as needed.
6. Make sure SCP, MFFCC and Brevard Parks & Recreation rules and by-laws are followed by all (participants, athletes, volunteers, visitors).
7. Stay in contact with Brevard County Parks & Recreation as needed.
8. Distribute duties to other officers within the board.
9. Ensure all expenses are paid timely and accordingly.
10. Handle all situations brought forward in an expeditious and appropriate manner.
11. Sign checks when necessary.
12. Account for all monies spent using league debit card by providing receipts to Treasurer.
13. Exercise other powers as are provided for in the Articles of Incorporation and the Bylaws of the Space Coast Panthers'.
14. Assist with maintaining the web site and other social media outlets.

VICE PRESIDENT

1. Attend and represent the league at all Space Coast Panthers' meetings and functions.
2. Attend and represent the league at all SCP, MFFCC, Brevard Parks & Recreation and other community meetings and functions in the event of any inability of the President to attend.
3. Perform all duties of the President in their absence or inability to serve.
4. Assist other officers in carrying out their respective duties.
5. Plan and coordinate award presentations and gatherings.
6. Distribute duties to other officers within the board.
7. Arrange and coordinate participation trophies for year-end ceremony.
8. Sign checks when necessary.
9. Account for all monies spent using league debit card by providing receipts to Treasurer.
10. Compile a game schedule for the Space Coast Panthers' teams with times and addresses after the release of the MFFCC schedule.
11. Scheduling and coordinating of photographer's bid to board, ensuring all necessary points are addressed (button fundraiser, plaques (sponsor & coaches), etc).
12. Assist with maintaining the web site and other social media outlets.



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SECRETARY/TREASURER

1. Keeping careful and accurate records of the proceedings of the league.
 - a. Record votes taken at the league meetings
 - b. Maintain league calendar of events
 - c. Maintain meeting attendance records
 - d. Maintain Space Coast Panthers' by-laws and rules
 - e. Maintain general membership listing
 - f. Advise and keep proper records of all volunteer's documentation
 - g. Maintain all required IRS and State documents and records
2. Have available at each meeting:
 - a. Minutes of previous meetings
 - b. List of meeting dates
 - c. Copy of the current year's by-laws
 - d. Copy of current year's rules
3. Prepare minutes of league meetings and read them at the following meeting. Make all corrections to the minutes as necessary and voted on, if applicable.
4. Assist the President in preparing the meeting agenda.
5. Maintain and submit monthly attendance report to Brevard Parks & Recreation.
6. Attend all Space Coast Panthers' meetings and functions.
7. Accounts receivables and payables, as needed. Including, reconciling the league's bank statement each month.
8. Verify and sign checks when necessary.
9. Reporting league's financial status at each meeting.
10. Obtain and maintain the current insurance policy.
11. Maintain a copy of injury report for any participant and complete insurance claim form for possible reimbursement for injured participant.
12. Invite Florida Today/Media to our fields to take pictures/stats to put in the paper.
13. Assist with maintaining the web site and other social media outlets.



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FOOTBALL (COMMISSIONER) & CHEER DIRECTOR

1. Assist with planning and carrying out of recruitment and registration in conjunction with the Registration Coordinator.
2. Produce player cards for each traveling athlete in the league.
3. Produce and distribute with assistance of team staff the team books, to include;
 - a. Certified roster (plus 20 copies)
 - b. Original medical release forms
 - c. Birth certificates/state identification cards
 - d. Player cards
 - e. Coach packets
4. Coach's recruitment, including required documentation & team assignment.
5. Coordinate practice location and times.
6. Coordinate coaching and skill clinics.
7. Assist and provide special support to coaches as needed.
8. Document and process protests to the MFFCC as needed.
9. Attend and represent the league at all MFFCC, Brevard Parks & Recreation and other community meetings and functions, as necessary.
10. Ensure all corrections to rosters are provided to the league secretary immediately.
11. Attend all Space Coast Panthers' meetings and functions.
12. Ensure that the Assistant Directors and Equipment Managers are fulfilling duties and assist as needed.

ASST FOOTBALL & CHEER DIRECTOR

1. Assist with planning and carrying out of athlete recruitment and registration
2. Assist with player cards for each traveling athlete in the league.
3. Produce coach's packets which will include:
 - a. Current game schedule with addresses.
 - b. All necessary rules (MFFCC, NFHS, SCP, etc)
 - c. All necessary by-laws (SCP, MFFCC, etc)
 - d. Any applicable coach or player rules or codes of conduct
 - e. Emergency procedures and injury form
4. Assist with coordinating coaching and skill clinics.
5. Assist and provide special support to coaches as needed.
6. Attend all Space Coast Panthers' meetings and functions.
7. Create JR Flag game schedule.
8. Organize referees and scoreboard personnel for JR Flag games, as needed.
9. Assistant Equipment Managers as needed.



SPACE COAST PANTHERS YOUTH FOOTBALL & CHEERLEADING INC. 2022 BOARD AND VOLUNTEER POSITION DUTIES

FOOTBALL & CHEER EQUIPMENT MANAGER

1. Perform an inventory of all equipment prior to the season and at the end of the season. Report the results of each inventory to the board.
2. Schedule and coordinate with other members prior to and after each season to clean and repair equipment/uniforms, as needed.
3. Provide a report to the board, a list of athletes who have not returned their equipment/uniform prior to second meeting of new calendar year.
4. Recommend and forecast future equipment needs to the board.
5. Assure that all equipment meets all state and federal safety requirements as applicable.
6. Formulate and document equipment needs.
7. Refurbish equipment as required.
8. Sign out all equipment to athletes and coaches (coolers, first aid kits, poms, water bottles and sprayers), as needed.
9. Coordination of equipment/uniform handouts and turn in, with board and coaches.
10. Make contact (mail/phone/email/in person) regarding equipment/uniforms not returned.
11. Attend all Space Coast Panthers' meetings and functions.

REGISTRATION COORDINATOR

1. Coordinate with the board, but more specifically both the Football & Cheer Directors, recruitment, and registration of athletes.
2. Schedule and host LIVE registration events.
3. Collect registration forms, photos, copies of birth certificates/state identification cards and if necessary, payment plan forms from all registrants.
4. Submit to the Treasurer all registration money received.
5. Complete the online registration for each athlete as necessary.
6. Provide the Player and Cheer Directors with the birth certificate/state identification card copies, medical release, and photos of each athlete.
7. Send out reminders of registration dates to board members.
8. Attend all Space Coast Panthers' meetings and functions.
9. Send mass email out to previous and current families, as deemed necessary.
10. Write a monthly newsletter for our Happenings Newspaper.



SPACE COAST PANTHERS YOUTH FOOTBALL & CHEERLEADING INC. 2022 BOARD AND VOLUNTEER POSITION DUTIES

TEAM SUPPORT MANAGER

1. Assist Head Coach of each team in recruitment of Team Support, as necessary.
2. Plan and host Team Support meetings as necessary after our board meetings.
3. Collect any documentation for registrations and provide to Registration Coordinator.
4. Assist and provide special support to Team Support as needed.
5. Produce and distribute the Team Support packets, which will include:
 - a. Current game schedule with addresses
 - b. All necessary rules (MFFCC, NFHS, etc)
 - c. All necessary by-laws (SCP, MFFCC, etc)
 - d. Code of team support conduct
 - e. Emergency procedures, Insurance forms, Injury forms
 - f. Forms – Attendance, Money Collection, Sponsorship, Volunteer
 - g. Receipt books
 - h. Calendar of events
6. Document any injury of a player and turn over to the Secretary/Treasurer.
7. Assist Concession Manager with scheduling of concession help.
8. Assist with scheduling of chain crew for home games.
9. Assist Field Manager with scheduling of paint crew.
10. Inform team parents of the importance of supporting our fundraisers.
11. Attend all Space Coast Panthers' meetings and functions.

CONCESSION MANAGER

1. Operate and maintain concession stand during all activities at our home field and special "offsite" events as needed.
2. Schedule parent concession stand times with Team Support Managers for daily/weekly/as needed.
3. Formulate forecasted budget needed to purchase supplies.
4. Purchase supplies as needed and provide receipt to Treasurer.
5. Establish and maintain concession stand procedures.
6. Arrange to have full concession daily for practices.
7. Cleaning of the concession stand daily/weekly/as needed, to include mopping, wiping down all counters, dishes, fryers, grill and washing of linens.
8. Keep inventory of products.
9. Submit to the Treasurer all concession money received.
10. Attend all Space Coast Panthers' meetings and functions.



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FUNDRAISING COORDINATOR

1. Research various fundraising and merchandise opportunities for the league for the season and report findings to board.
2. Recording and reporting of fundraising event for the league, as well as detail team/athlete level.
3. Attend Team Support meetings to ensure proper distribution and explanation of any/all current or upcoming fundraisers.
4. Processing of fundraiser events from start to finish, with assistance from board members and team support staff as needed.
5. Submit to the Treasurer any and all monies received as quickly as possible.
6. Jamfest scheduling and planning.
7. Attend all Space Coast Panthers' meetings and functions.
8. Set up and break down of all merchandise at all home games, pep rally, mock competition, trophy day, registrations or other events, as needed.
9. Maintain an inventory of merchandise on-hand.
10. Maintain a price list of all merchandise available for purchase.

SPONSORSHIP COORDINATOR

1. Submit a list of the previous year's sponsors.
2. Provide current sponsorship form to previous year's sponsors.
3. Actively recruit new sponsors.
4. Meet with sponsors, face to face, as needed.
5. Maintain a list of current sponsors and distribute to board members monthly.
6. Distribute plaques to all sponsors accordingly.
7. Provide advertising items as needed (banner, score board, shirt, windows, etc).
8. Provide a list of sponsors to the board for the back of the spirit t-shirt by printing deadline for the current season, designating which will receive logo versus name.
9. Invite sponsors to our home games and special events to setup a table for advertising.
10. Attend all Space Coast Panthers' meetings and functions.



SPACE COAST PANTHERS YOUTH FOOTBALL & CHEERLEADING INC. 2022 BOARD AND VOLUNTEER POSITION DUTIES

FIELD MANAGER

1. Provide general maintenance and upkeep of football field, score board, practice areas, and field equipment.
2. Primary role is making sure that football field is painted and in optimal playing condition.
3. Work with Brevard County Parks and Rec on maintaining football field turf.
4. Coordinate with volunteers their role for game day field set up and take down including light trash pickup of sidelines and bleacher areas.
5. Coordinate with volunteers for field painting/stripping, as needed.
6. Coordinate with appropriate board members for maintenance and field supply purchases necessary to run the program and capital projects to improve our facilities.

FOOTBALL & CHEER COACHES

1. Contact previous season athletes in attempt to retain them for upcoming season.
2. Attend 3/4 of the scheduled weekly practices and games.
3. Require appropriate athlete warm-ups prior to practices and/or games and ensure safe participation overall.
4. Commit to one home game per season for field lining.
5. Communicate practice location and dates/times with director.
6. Attend training clinics for coaches and obtain required certification, as applicable.
7. Encourage athlete participation in all skill clinics, as applicable.
8. Staff (or appointed volunteers) for 8U will arrive at home field a minimum of one hour prior to first scheduled game of the day to assist in setup of field, concession prep, and/or ticket sales, as applicable. Staff (or appointed volunteers) for 6U, 10U, 12U and 14U will stay after their game a minimum of one hour to assist with assorted duties (concession, trash, ticket sales), as applicable.
9. Keep a clear line of communication with team support staff and parents/guardians as necessary.
10. Responsible for check-in book and official roster to be available at every event/practice.
11. Support and/or participate in all league fundraisers and/or events.



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TEAM SUPPORT STAFF

1. Attend 1/2 of the scheduled weekly practices and games.
2. Commit to one home game per season for concession preparation, prior to game day.
3. Attend training clinics for and obtain required certification, as applicable.
4. Encourage athlete participation in all skill clinics, as applicable.
5. Staff (or appointed volunteers) for 8U will arrive at home field a minimum of one hour prior to first scheduled game of the day to assist in setup of field, concession prep, and/or ticket sales, as applicable. Staff (or appointed volunteers) for 6U, 10U, 12U and 14U will stay after their game a minimum of one hour to assist with assorted duties (concession, trash, ticket sales), as applicable.
6. Schedule volunteers for chain crew and/or concession help for home game days.
7. Responsible for organizing drinks and snacks for the athletes on game days.
8. Keep a clear line of communication with coaching staff and parents/guardians as necessary.
9. Support and/or participate in all league fundraisers and/or events.
10. Assist with distribution and/or collection of information and/or monies as needed.
11. Assist with compiling needs for check-in book and official roster for certification.



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ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of Space Coast Panthers Youth Football and Cheerleading League (SCP) Board and Volunteer Position Duties. I acknowledge that I have read and comprehend the expectations for me. I understand that this form will be retained for the duration of my term as a member of the Board of Directors or Volunteer for the league.

Printed Name

Signature

Volunteer Position:

Date: