

Space Coast Panthers, Inc.
PO BOX 472, Sharpes, FL 32959-0472
www.spacecoastpanthers.org



SPACE COAST PANTHERS

2024 BOARD AND ASSOCIATED MEMBER POSITION DUTIES

Approved – May 30, 2024

PRESIDENT

1. Preside over all league meetings.
2. Prepare the meeting agenda with the Secretary.
3. Attend and represent SCP at all the league, conference, Brevard Parks & Recreation, and other community meetings and functions as they arise.
4. Appoint vacant board positions and committees as deemed necessary.
5. Assist other officers in carrying out their respective duties as needed.
6. Make sure SCP, Conference, 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. Handle all situations brought forward in an expeditious and appropriate manner.
9. Sign league checks when necessary.
10. Provide receipts to the Treasurer for all monies spent using league funds.
11. Exercise other powers as provided for in the league Articles of Incorporation and Bylaws.
12. 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 the Conference, Brevard Parks & Recreation and other community meetings and functions in the event the President is unable 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 as needed.
5. Document and process protests to the conference, as needed.
6. Distribute duties to other officers within the board, as needed.
7. Assist Field Manager with scheduling of paint crew.
8. Sign league checks when necessary.
9. Provide receipts to the Treasurer for all monies spent using league funds.
10. Assist with maintaining the web site and other social media outlets.

SECRETARY

1. Keep careful and accurate records of the proceedings of the league.
 - a. Record minutes and votes taken at league meetings.
 - b. Maintain league calendar, attendance records, and membership listing.
 - c. Record keeping of SCP Bylaws, Rules, Expectations, etc.
 - d. Advise and keep proper records of all volunteer documentation.
 - e. Maintain all required IRS and State documents and records.
2. Have available at each meeting:
 - a. Minutes from previous meetings.
 - b. List of meeting dates.
 - c. Copy of the current year's by-laws and rules.
3. Prepare and provide minutes of league meetings to the board prior to the next meeting. Changes, if necessary, should be addressed and the final version should be approved at the next meeting.
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. Assist with maintaining the web site and other social media outlets.

TREASURER

1. Keep careful and accurate records of the league financials.
 - a. Oversee and record all income and expenses.
 - b. Assist with the creation and maintenance of the league budget.
 - c. Balance checking account, as needed.
2. Have available at each meeting:
 - a. Current financial report.
 - b. Current bank statement.
3. Attend all Space Coast Panthers' meetings and functions.
4. Ensure all expenses are paid timely and accordingly.
5. Obtain and maintain the current insurance policy. Including, reporting of any injury for a participant and complete insurance claim form for possible reimbursement.
6. Coordinate with the league CPA to ensure annual filings are processed on time.

FOOTBALL (COMMISSIONER) & CHEER DIRECTOR

1. Plan and carry out recruitment of athletes for all divisions.
2. Coach recruitment, including required documentation & team assignment.
3. Coordinate practice location and times.
4. Coordinate coaching and skill clinics.
5. Assist and provide special support to coaches as needed.
6. Monitor and maintain all Associated Members required certifications.
7. Attend and represent the league at all Conference, Brevard Parks & Recreation and other community meetings and functions, as necessary.
8. Ensure all corrections to rosters are provided to the League Magic Administrator immediately.
9. Attend and participate in all Space Coast Panthers' meetings and functions.
10. Ensure that the Assistant Director and Equipment Manager(s) fulfil their duties, assisting them as needed.

ASST FOOTBALL & CHEER DIRECTOR

1. Assist with planning and carrying out athlete recruitment.
2. Produce coach's packets which will include:
 - a. Current game schedule with addresses.
 - b. All necessary rules (NFHS, League, Conference, etc).
 - c. All necessary bylaws (League, Conference, etc).
 - d. Any applicable coach or player rules or codes of conduct.
 - e. Emergency procedures and injury form.
3. Assist with coordinating coaching and skill clinics.
4. Assist and provide special support to coaches, as needed.

5. Attend and participate in all Space Coast Panthers' meetings and functions.
6. Create JR Flag game schedule.
7. Organize referees and scoreboard personnel for JR Flag games, as needed.
8. Assist Equipment Managers as needed.

FOOTBALL & CHEER EQUIPMENT MANAGER(S)

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, repair, and refurbish equipment and uniforms, as needed.
3. Provide a list of athletes who have outstanding equipment and/or uniform to the board by February 1 of the new calendar year.
4. Recommend and forecast future equipment and budget needs to the board.
5. Ensure that equipment meets all safety requirements, as applicable.
6. Work with Team Support and Team Staff to sign out and turn in all equipment to athletes and coaches (pads, helmets, jerseys, uniforms, coolers, first aid kits, poms, water bottles and sprayers), as needed.
7. Make contact (mail/phone/email/in person) immediately with athletes who withdraw without returning equipment/uniforms.
8. Attend all Space Coast Panthers' meetings and functions.

LEAGUE MAGIC ADMINISTRATOR

1. Adjust League Magic settings by January 31 according to board approved registration details for the upcoming season and set online registration to active on February 1.
2. Process athlete registrations in League Magic from pending to official as needed.
3. Send invoices to customers with outstanding balances as needed.
4. Email reminders to athletes with outstanding documentation needed for certification.
5. Submit to the Treasurer all monies received as quickly as possible.
6. Attend all Space Coast Panthers' meetings and functions.

TEAM SUPPORT MANAGER

1. Assist the Head Coach of each team in recruitment of Team Support, as necessary.
2. Plan and host Team Support meetings, as necessary.
3. Assist and provide special support to Team Support as needed.
4. Produce and distribute the Team Support packets, which will include:
 - a. League Magic Certified roster (plus 20 copies)
 - b. League Magic Player Cards
 - c. Current game schedule with addresses.
 - d. All necessary rules (NFHS, League, Conference, etc).
 - e. All necessary bylaws (League, Conference, etc).
 - f. Emergency procedures, Insurance forms, Injury forms, Incident forms.
 - g. Forms – Attendance, Money Collection, Sponsorship, Volunteer.

- h. Receipt books.
 - i. Calendar of events.
5. Document any injury of a player and turn it over to the Secretary.
 6. Assist Concession Manager with scheduling of concession help.
 7. Assist Team Support with scheduling of chain crew for home games.
 8. Encourage Team Support to inform parents of the importance of supporting our fundraisers and events.
 9. Attend all Space Coast Panthers' meetings and functions.

CONCESSION & ASSISTANT MANAGER

1. Operate and maintain concession stand during all scheduled league activities at our home field and special "offsite" events as needed.
2. Assist Team Support with scheduling parents to work in the concession stand for all operating hours.
3. Formulate forecasted budget needed to purchase supplies and equipment.
4. Purchase supplies as needed and provide receipts to the Treasurer.
5. Establish and maintain concession stand procedures.
6. Establish concession operating hours to ensure service for scheduled practices and games.
7. Concession service for scheduled practices shall include snacks, drinks and limited cooked items.
8. Cleaning of the concession stand daily/weekly/as needed, to include mopping, wiping down all counters, dishes, fryers, grill and washing of linens.
9. Keep inventory of products.
10. Submit to the Treasurer all monies received as quickly as possible, except starting bank.
11. Attend all Space Coast Panthers' meetings and functions.

FUNDRAISING COORDINATOR

1. Research various fundraising opportunities for the league, report findings, and make suggestions to the board.
2. Record and report results to the board for league fundraising events. Provide details at the league, team, and athlete level, if available.
3. Distribute and explain all league fundraisers at Team Support meetings.
4. Process fundraiser events from start to finish, with assistance from board members and team support staff as needed.
5. Submit to the Treasurer all monies received as quickly as possible.
6. Attend all Space Coast Panthers' meetings and functions.

MERCHANDISE MANAGER

1. Set up and break down of all merchandise at all home games, pep rally, mock competition, trophy day, registrations or other events, as needed.
2. Maintain an inventory of merchandise.
3. Work with vendors to design new merchandise to present for board approval.
4. Maintain a price list of all merchandise available for purchase.

5. Submit to the Treasurer all monies received as quickly as possible.
6. Attend all Space Coast Panthers' meetings and functions.

SPONSORSHIP COORDINATOR

1. Provide current sponsorship form to previous year's sponsors.
2. Actively recruit new sponsors.
3. Meet with sponsors, face to face, as needed.
4. Maintain a list of current sponsors and distribute to board members monthly, showing levels and benefits for each.
5. Distribute plaques to all sponsors accordingly.
6. Ensure sponsor benefits are fulfilled as needed (banner, score board, shirt, windows, etc).
7. Invite sponsors to home games and special events to set up a table for advertising.
8. Submit to the Treasurer all monies received as quickly as possible.
9. Attend all Space Coast Panthers' meetings and functions.

COMMUNITY ACTIVITIES

1. Plan and coordinate leaguewide bonding, celebrations, and gatherings.
2. Arrange and coordinate participation trophies/medals for season-end ceremony.
3. Coordinate league participation in the community (parades, clean-ups, and performances).
4. Scheduling and coordinating of photographer's bid to board, ensuring all necessary points are addressed (button fundraiser, plaques – both sponsor & coaches, etc)

PUBLIC RELATIONS

1. Send mass email out to previous and current families, as deemed necessary.
2. Write a monthly newsletter for the Happenings Newsletter and any other publication allowing complimentary posting.
3. Maintain the web site and other social media outlets.
4. Submit pictures and flyers to Conference level Public Relations.
5. Attend all Space Coast Panthers' meetings and functions.

FIELD MANAGER

1. Provide general maintenance of football field, score board, practice areas, and field equipment.
2. The primary role is making sure the game 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, 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 an attempt to retain them for upcoming season.
2. Attend 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 and concession prep.
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) will arrive at the home field a minimum of one hour prior to their scheduled game of the day to assist in setup of field, concession, merchandise, field cleanup and/or ticket sales, as applicable.
9. Keep a clear line of communication with team support staff and parents/guardians as necessary.
10. Support and/or participate in all league fundraisers and/or events.
11. Support and/or participate in all league fundraisers and/or events.

TEAM SUPPORT STAFF

1. Attend 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) will arrive at the home field a minimum of one hour prior to their scheduled game of the day to assist in setup of field, concession, merchandise, field cleanup and/or 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 League Magic Administrator in obtaining athlete's missing documentation.