

LAKEVILLE SOUTH GIRLS BASKETBALL ASSOCIATION JOB DESCRIPTIONS

President:

Responsible for the overall welfare of the Association. Duties include but are not limited to:

- Calling to order and presiding over all meetings of the Board
- Seeing that all orders and resolutions of the Board are carried into effect
- Active management of the business of the Association
- Executing any legal documents or other instruments pertaining to the business of the Association
- Organizing coaches' selection and try-out evaluation committees
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

Treasurer:

Responsible for managing the finances and financial obligations of the Association. Duties include but are not limited to:

- Keeping accurate financial records
- Endorsing and depositing all monies, drafts, and checks for the Association
- Disbursing funds and issuing checks and drafts as ordered or required
- Providing an account of all transactions and of the financial condition of the association as requested
- Preparing the books for audit at the end of the fiscal year for review by outside party at boards request
- Preparing the budget for presentation and approval by the Board at the annual meeting
- Responsibility for filing all necessary forms as required by government agencies
- Reserving hotel rooms for out of town tournaments-Rochester
- Coordinating activities with the high school girls basketball staff and team
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

Tournament Director: Coordinator, works with Treasurer

Responsible for the annual Cougar Classic Tournament. Duties include but are not limited to:

- Creating tournament flyer and sending notification of tournament dates and invitations to approved basketball association contacts
- Reserving facilities for the tournament and setting up
- Scheduling referees, time keepers and score keepers
- Ordering and distribution of trophies/awards to teams
- Game bracketing, creating tournament rules and posting tournament results
- Purchasing food, drink and other supplies for concessions
- Creating volunteer work schedules for concessions, site supervisors, and admissions
- Soliciting donations and sponsorships

Secretary:

Responsible for documenting and reporting information for the Association as well as the Association's website. Duties include but are not limited to:

- Attending all monthly Board meetings and recording the proceedings of such meetings in the minute book
- Providing notice of Board meetings
- Maintaining forms and other records (except financial documents)
- Assisting with Board functions or Association events as needed
- Updating and revising website as necessary
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Assist with communications as requested by Board Members and event and/or event chairperson
- Assist Coordinating activities (Tip-Off Night, Adopt a Cougar, Youth Nights, etc.) with the High School program
- Coordinating activities with the high school girls basketball staff and team

Vice President/Traveling Director:

Responsible for all Traveling basketball teams. Duties include but are not limited to:

- Organizing tryouts and posting tryout results with Secretary's assistance
- Recruiting coaching applicants and participating in the interview and selection process for coaches
- Organizing and participating in the parents meeting and coaches meeting at beginning of season
- Communicating with parents and coaches throughout the season (and off-season as needed)
- Collecting player registration fees and registration forms with Secretary's assistance
- Scheduling, registering and communicating information for tournaments with Treasurer's assistance
- Scheduling and communicating information regarding team pictures
- Providing support and direction to coaches and assisting with player development
- Resolving escalation issues from parents or coaches
- Observing practices and tournament play of teams
- Creating end of year surveys and presenting results of feedback to Board
- Enforcing policies and procedures of the Association
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

Training Coordinator:

Takes direction from the Traveling and In House Directors and is responsible for the development of players and coaches. Duties include but are not limited to:

- Recruiting coaching applicants and participating in the interview and selection process for coaches
- Scheduling of player clinics and private team trainings with organizations
- Providing tools, support and direction to coaches and assisting with player development
- Scheduling open gym times and providing camp information to players
- Observing practices and tournament play of teams
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

Scheduling Coordinator:

Takes direction from the In House and Traveling Directors. Duties include but are not limited to:

- Scheduling all practice times for in house and traveling teams
- Scheduling all open gyms that is needed for entire organization
- Assist in the scheduling of tournaments for entire organization
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

Vice President/In-House Director:

Responsible for all In-House basketball teams. Duties include but are not limited to:

- Organizing structure of in-house program and forming teams
- Collecting player registrations and program fees
- Recruiting volunteers for coaching
- Communicating with parents and coaches
- Providing tools, support and direction to coaches
- Distributing and collecting equipment
- Scheduling high school players to referee games and approving paycards
- Observing practices and games
- Scheduling and communicating information regarding team pictures
- Resolving escalation issues from parents or coaches
- Organizing end of season tournament, awards, and trophies
- Enforcing policies and procedures of the Association
- Creating end of year surveys and presenting results of feedback to Board
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Coordinate K-1 Camps with Varsity Girls Basketball Coach at Lakeville South
- Coordinate leagues with other associations

Apparel, Uniform and Equipment Director:

Responsible for all uniform and apparel ordering, distribution and organization. Duties include but are not limited to:

- Selecting vendors and organizing choices for apparel to sell and uniforms
- Distributing and collecting equipment-includes practice uniforms and coaches kits
- Ordering distributing and/or collecting apparel and uniforms
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

Head Coach--TBD