

Linganore Lancer Youth Football Management Team **2013**

Roles and Responsibility

The roles and responsibility of the Linganore Lancer Youth Football Management team are listed below. The Board (minus the Commissioner), Staff, and Coaches need to be re-established at the beginning of each year per the LOUYAA Policies and Procedures Manual¹ by the Commissioner. Even though the Staff members are not voting members, their opinions are highly valued. Head Coaches will be incorporated into the decision making process for those decision that directly impact their day-to-day responsibilities as a head coach.

	ROLE	RESPONSIBILITY	VOTING MEMEBER
BOARD	Commissioner *	The Commissioner will be responsible for all aspects of football, including, but not limited to, budgeting, planning, coordination, field allocation, daily operations, and the like within the boundaries presented by the LOUYAA BOD. Commissioners are responsible for enforcing all policies and procedures, approved or amended by the BOD.	YES
	Director of Coaching	The Director of Coaching will be responsible for placement and mentoring of all head coaches. The Director of Coaching will provide head coaches with advice throughout the season to improve their team.	YES
	Director of Operations	The Director of Operations will be responsible for the placement and mentoring of Staff positions. Other duties include field maintenance, assisting Head Coaches with player transitions during evaluations, and any on/off the field issues for the program.	YES
	Area Director	The Area Director will assist the Commissioner and the Directors of Coaching and Operations with their above said responsibilities. The Area director will assist the commissioner with the placement of Board positions as well as assist other Board members with their responsibilities to help improve the program.	YES
	Team Mom/PPK Coordinator	The Team Mom/PPK Coordinator will be responsible for assisting the head coaches with the placement of Team Moms for all levels. This position will	YES

¹ <http://www.louyaa.org/Files/CommissionersStuff/Policies%20Procedures%20rev%2010-2012.pdf>

Linganore Lancer Youth Football Management Team Roles and Responsibility

2013

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		also be responsible for team coordination for such items as jerseys, fundraising (e.g. pink shirts, decals, jackets), volunteer schedules, and the like. In addition, this position, will work with the Yearbook Manager to coordinate picture days and PPK fundraising.	
	American/Centennial Level Coordinator	The American/Centennial Level Coordinator will be responsible for game day coordination for such things as assigning teams setup/tear down of fields, site director schedules, and assist the Team Mom Coordinator with volunteer schedules. In addition, this position will assist head coaches with team on/off field issues, advice on how to deal with parent/player issues, and the like.	YES
	Federal Level Coordinator	The Federal Level Coordinator will be responsible for game day coordination for such things as assigning teams setup/tear down of fields and site director schedules, and assist the Team Mom Coordinator with volunteer schedules. In addition, this position will assist head coaches with team on/off field issues, advice on how to deal with parent/player issues, and the like.	YES
	Sponsorship Coordinator	The Sponsorship Coordinator will be responsible for coming up with creative ideas for brining in sponsorships for the program. The Sponsorship Coordinator will work with the Commissioner and Area Director to establish a basic structure for sponsorship levels.	YES
	Cheer Commissioner	The Cheer Commissioner will be responsible for providing input on how the decisions of the football program impact the Cheer program (positives or negatives). The Cheer Commissioner will also coordinate activities that involve all three programs (football, cheer, and	YES

Linganore Lancer Youth Football Management Team Roles and Responsibility

2013

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		poms) such as homecoming. This position will coordinate with the Linganore Pom commissioner any related information. Finally, the cheer commissioner position is recognized as a separate, approved position by the LOUYAA BOD. The cheer commissioner will recuse themselves from voting on matters that may have (or potentially may have) a conflict of interest with the cheer program and it's budget.	
STAFF	Equipment Manager	The Equipment Manager will be responsible for the football programs inventory of equipment, including but not limited to helmets, shoulder pads, game pants, blocking dummies/shields and the like, as well as other miscellaneous equipment. The equipment manager will work with the Director of Coaching and Level Coordinators to determine the equipment needs of the program. Any equipment purchases will be coordinated with the Commissioner.	NO
	Equipment Administrator	The Equipment Administrator will be responsible for tracking equipment inventory. This includes creating/modifying forms for equipment hand outs and the like.	NO
	Treasurer	The Treasurer will be responsible for establishing processes to collect and distribute cash for games/practices for apparel, concessions, and gate. The Treasure will assist the commissioner with establishing and tracking the football programs budget.	NO
	Concessions Manager	The Concessions Manager will be responsible for managing inventory and supplies as it pertains to concessions. The Concessions Manager will work with the Team Mom Coordinator on volunteer schedules to work concessions. Any concession purchases will be coordinated	NO

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2013

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	with the Commissioner.	
Apparel Manager	The Apparel Manager will be responsible for managing inventory and supplies as it pertains to apparel. The Apparel Manager will work with the Team Mom Coordinator on volunteer schedules to work apparel. Any apparel purchases will be coordinated with the Commissioner.	NO
Yearbook Manager	The Yearbook Manager will be responsible for working with Classic Photography and the Team Mom Coordinator to coordinate picture day for the program. The Yearbook Manager will also be responsible to the yearbook design, gathering team pictures, and the ordering of yearbooks.	NO
Website Manager	The Website Manager will be responsible for the web content of the linganorefootball.org website. Should the management team decide to use social media (twitter, facebook, etc.) the website manager will be responsible for the content of the accounts.	NO
Head Coaches	The Head Coaches will be responsible for the placement and mentoring of Assistant Coaches. The Head Coach will work with the Team Mom Coordinator (if needed) for the placement of a Team Mom. The Head Coach will emphasize teamwork and sportsmanship while teaching the basics of the Linganore program. The Head Coach will be responsible for assisting and supporting fundraising activities as well as volunteer activities. Head Coach responsibilities go beyond teaching football. Every Head is expected to set a good example by both words and actions for our players.	VARIES

* = The commissioner reserves the right to veto any decision that he/she feels will significantly impact the Linganore program; either financially and/or operationally. The commissioner is bound by the policies and procedures set forth by the LOUYAA BOD.