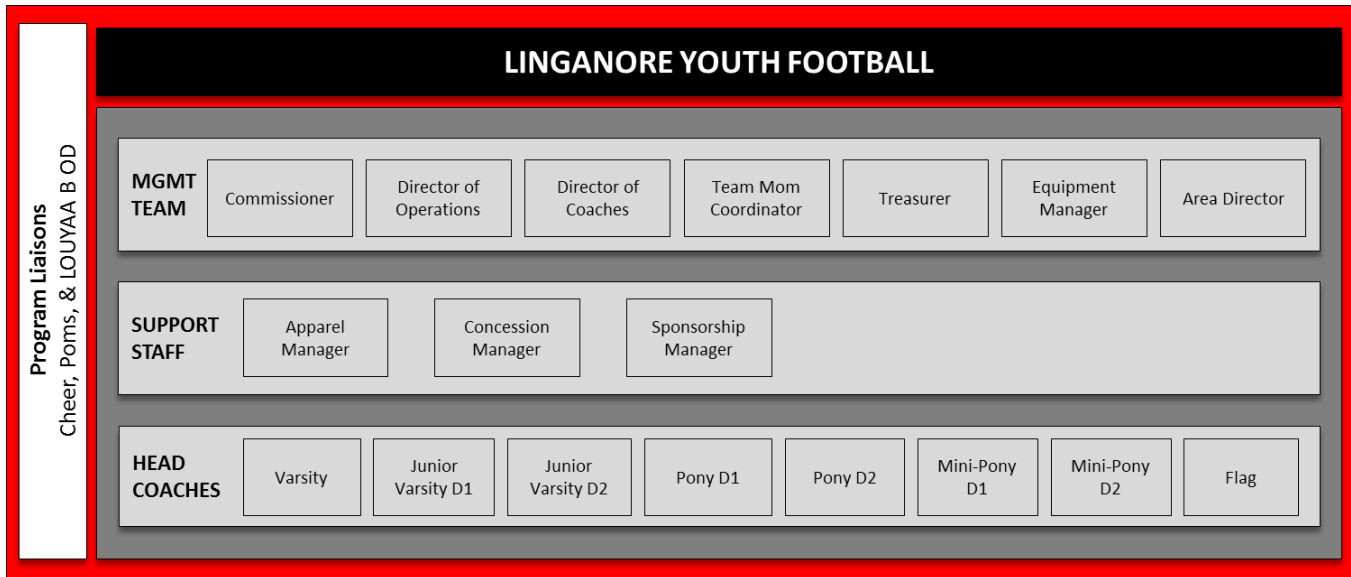


Linganore Lancer Youth Football Management Team 2019

Roles and Responsibility

The roles and responsibility of the Linganore Lancer Youth Football Management team are listed below. The Management Team (minus the Commissioner) and Coaches need to be re-established at the beginning of each season per the LOUYAA Policies and Procedures Manual by the Commissioner. Voting members need to be present at meetings in order to cast a vote unless otherwise permitted by the Commissioner (e.g. emergency e-mail vote). 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
Commissioner ¹	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 ²
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
Director of Coaching	The Director of Coaching will be responsible for placement and mentoring of all head coaches. The Director of Coaching	YES

¹ The commissioner reserves the right to veto any vote that he/she feels will significantly impact the Linganore Football program; either financially and/or operationally. The commissioner is bound by the policies and procedures set forth by the LOUYAA BOD.

² Only if needed in the event of a tie

Linganore Lancer Youth Football Management Team

Roles and Responsibility

2019

ROLE	RESPONSIBILITY	VOTING MEMEBER
	will provide head coaches with advice throughout the season to improve their team.	
Team Mom Coordinator	The Team Mom Coordinator will be responsible for assisting the head coaches with the placement of Team Moms for all levels. This position will 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 Commissioner to coordinate picture days and PPK fundraising.	YES
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.	YES
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 Commissioner to determine the equipment needs of the program. All equipment purchases will be coordinated with the Commissioner and Treasurer.	YES
Area Director	The Area Director supports the day to day operations and fills in for the Commissioner, Director of Operations, and/or Director of Coaches as needed.	YES
Concessions Manager	The Concessions Manager will be responsible for managing inventory and supplies as it pertains to concessions. Work with the Team Mom Coordinator on volunteer schedules to work concessions. The concession manager will be responsible (or will place volunteers to be responsible) for the set up and break down of each practice night and during home games.	NO
Apparel Manager	The Apparel Manager will be responsible for managing inventory and supplies as it pertains to apparel. Work with the Team Mom Coordinator on volunteer schedules to work apparel (if inventory is present to sell). The Apparel manager will be responsible (or will place volunteers to be responsible) for the set up and break down of each practice night and during home games. All apparel purchases will be coordinated with the Treasurer and work with the commissioner on establishing on-line stores.	No
Sponsorship Manager	The Sponsorship Manager will be responsible for coming up with creative ideas for bringing in sponsorships for the program (i.e either through traditional sponsorships or via	No

Linganore Lancer Youth Football Management Team

Roles and Responsibility

2019

ROLE	RESPONSIBILITY	VOTING MEMEBER
	other fundraising activities such as a Lancer night at a local restaurant).	
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
Program Liaisons	The Cheer/Poms Commissioners, USA Football Heads-Up Player Safety Coach (PSC), and LOUYAA BOD Liason will be responsible for providing input on how the decisions of the football program impact their areas (positives or negatives) and vice versa.	NO

Voting

Voting will follow this standard format:

- A Management Team Member brings a topic to vote (e.g. "I move to change...")
- Discussion takes place followed by a vote
- The topic is re-stated by the Commissioner so that everyone understands the topic
- The Commissioner requests a motion to approve
- The Commissioner requests a second motion
- The Commissioner requests a show of hands for everyone **IN** favor of the vote
- The Commissioner requests a show of hands for everyone **NOT IN** favor of the vote
- The votes are recorded and a majority vote of members present either approves/disapproves the vote