



2010 FOOTBALL MANAGEMENT TEAM ROLE & RESPONSIBILITY SUMMARY

POSITION: TEAM MANAGER LIAISON
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Overview:

This position will train all new Team Managers and conduct periodic meetings with them and address any team issues, SJSA or JMFA issues or questions, and to assure compliance with all JMFA rules.

This position reports directly to: Football Assistant Director, Mike Mahoney.

Responsibilities of this role include:

- Inform all Team Managers of
 - their roles, responsibilities
 - “How To” instruction and training on their Team Book
 - JMFA Rules compliance
 - SJSA By Laws
 - Game Day Responsibilities including all volunteers needed
 - Play Counters
 - Chains
 - Field Monitor for home games (new for 2010)
 - Set Up or Tear Down crew home game fields if first or last team
 - Etc.
 - Proper chain for team issues, complaints, requests, etc.
 - Annual election requirements
- Conduct periodic meetings with all Team Managers
- Appoint Assistant Director and volunteer committee, as needed to fulfill all requirements



2010 FOOTBALL MANAGEMENT TEAM ROLE & RESPONSIBILITY SUMMARY

POSITION: COACHES LIAISON

Overview:

This position will assist in interviewing all new coaching candidates, and serve as an issues facilitator between our football coaches and parents, and our football coaches and the Football Director. This role requires periodic meetings with coaches and the ability to address any team issues, SJSA or JMFA issues or questions, and to assure compliance with all JMFA rules. This position should be the initial stop for any coaching or parent issues, before it is escalated to the Director. This position shall have limited decision making authority on minor issues not affecting the SJSA or JMFA By Laws. The Coaches Liaison should have a minimum of 5 years head coaching experience.

This position reports directly to: Football Director, Brian Goodwin.

Responsibilities of this role include:

- Interview/Assist in interviewing new coaching candidates and make recommendations to the Football Director
- Train new coaches, and make training available to existing coaches, as to the logistics, responsibilities and protocol for all coaches
 - Team Manager role and elections
 - Game Day responsibilities
 - Practice planning assistance
 - Resources available to all SJSA coaches
 - Website log-in information & website capabilities
 - Post Game responsibilities
 - H&I evaluations
 - Score reporting
 - Recap reporting
 - Etc.
 - SJSA Recruiting & Draft procedures
 - Equipment procurement, requests, inventory
 - Weigh-Ins
 - Registration issues
 - Fields (selection, game day set ups/tear downs, etc.)
 - Availability of Football Advisory Committee
- Conduct discretionary meetings with non-winning coaches (“How can we help?”)
- Work with Team Manager Liaison, Equipment Manager and others.
- Appoint Assistant Director and volunteer committee, as needed to fulfill all requirements



2010 FOOTBALL MANAGEMENT TEAM ROLE & RESPONSIBILITY SUMMARY

POSITION: WEIGH-IN COORDINATOR
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Overview:

This position is responsible for the effective and orderly conduct of our pre-season weigh-in's of all SJSA players in compliance with all JMFA rules. This position is also responsible for organizing a supervisory group to oversee one other JMFA area weigh-in.

This position reports directly to: SJSA Office Manager, Rebecca Schloegl.

Responsibilities of this role include:

- Coordinate with SJSA Office Manager to:
 - Prepare and coordinate efficient and orderly JMFA weigh-in of all SJSA players
 - Determine and arrange for site
 - Determine and arrange for on-site vendors, exhibitors, entertainment, etc.
 - Mobilize reliable group of volunteers for weigh-ins; the number of the volunteers needed to be determined by agreement with SJSA Office Manager
 - Determine and arrange for contingent plan for players missing official weigh-in
 - Assure accurate, timely reporting of all weigh-in results to the appropriate JMFA official
 - All other things as recommended for by the SJSA Office Manager for an efficient and orderly weigh-in of SJSA players

- Coordinate with SJSA Office Manager to:
 - Mobilize reliable group of volunteers to supervise and attend another JMFA area weigh-ins; the number of the volunteers needed to be determined by agreement with SJSA Office Manager

- Appoint Assistant Director and volunteer committee, as needed to fulfill all requirements



2010 FOOTBALL MANAGEMENT TEAM ROLE & RESPONSIBILITY SUMMARY

POSITION: CARNATION BOWL LIAISON

Overview:

This position is responsible for the timely, effective and orderly assembly of volunteers for the JMFA Carnation Bowl weekend.

This position reports directly to: Football Director, Brian Goodwin.

Responsibilities of this role include:

- Organizing a reliable, responsible group of between 6 – 20 volunteers to assist the JMFA representatives on-site during the weekend of the Carnation Bowl games for 2nd – 8th grade teams.
 - Also responsible for any Playoff games hosted by SJSA
- Coordinate with JMFA Carnation Bowl Director (Rebecca Schloegl, our SJSA Office Manager)
- Our volunteers must be ready to volunteer for any roles needed by JMFA including
 - Accompanying teams on/off field, to/from lockerrooms
 - Accompanying teams to pre-game practice facilities, etc.
 - Set up of Honor & Integrity winners presentation and acknowledgment ceremony
 - Field Security
 - Ticket Sellers, Ticket Takers
 - Concessions
 - Assistance with SJSA Bennie Campton For The Kids Award presentation
- Depending on the willingness of this liaison and her/his volunteers, SJSA would like to see our organization volunteer for any Carnation Bowl related task available. This can be done by communicating with the JMFA President and Carnation Bowl Director.

- Appoint Assistant Director and volunteer committee, as needed to fulfill all requirements



2010 FOOTBALL MANAGEMENT TEAM ROLE & RESPONSIBILITY SUMMARY

POSITION: FLAG FOOTBALL DIRECTOR
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Overview:

This position is responsible for all aspects of our Flag Football program. This program is entering its 4th year and is growing by leaps and bounds, so this position will dictate much of the direction our Flag Football program will take.

This position reports directly to: Football Assistant Director, Mike Mahoney.

Responsibilities include:

- Communicating all Flag Football items to our membership
- Responding to all Flag Football inquiries
- Organizing team assignments/draft
- Website maintenance
- Select, educate and train new coaches
- Assure all coaches comply with mandatory background check procedures
- Organizing, requesting and procuring all needed
 - Equipment
 - Uniforms
 - Officials
- Determine field needs
 - Coordinate with Assistant Director and SJSA Office Manager on Field needs and assignments
- Coordinating with other local flag football organizations on
 - Scheduling
 - Rules
 - Playoffs or Year End Tournament
- Establish and maintain a Flag Football Operations Manual, a how-to guide for the next Flag Football Director to ensure a smooth and orderly transition
- Appoint Assistant Director and volunteer committee, as needed to fulfill all requirements



2010 FOOTBALL MANAGEMENT TEAM ROLE & RESPONSIBILITY SUMMARY

POSITION: EQUIPMENT MANAGER

Overview:

This position is responsible for the timely, effective and orderly procurement, distribution, storage, inventory and upkeep of all SJSA football equipment.

This position reports directly to: Football Assistant Director, Mike Mahoney.

Responsibilities include:

- With regard to all SJSA football equipment for both tackle and flag football:
 - Request and procure all reasonable and necessary equipment
 - Maintain all receipts and deliver them to SJSA in a timely manner
 - Obtain pre-approval for purchases
 - Maintain all equipment in good, playable condition
 - Repair, or cause to be repaired equipment as needed
 - Replace, or cause to be replaced equipment as needed
 - Distribute, or cause to be distributed, all equipment to coaches, fields, etc.
 - Maintain clear, accurate records including
 - Year End inventory
 - Distributed Equipment
 - Collect & Store equipment at year end, or obtain written Inventory List from coaches
- Managing, collecting, and distributing all equipment needed for The Camp
 - Work with coaches who are coaching in The Camp to bring their own equipment
- Communicate all equipment needs, procedures, requirements to all SJSA coaches
- Coordinate with B&H Sports and other vendors on all equipment needs
- Appoint Assistant Director and volunteer committee, as needed to fulfill all requirements



2010 FOOTBALL MANAGEMENT TEAM ROLE & RESPONSIBILITY SUMMARY

POSITION: UNIFORM MANAGER

Overview:

This position is responsible for the timely, effective and orderly procurement, distribution, storage, inventory and upkeep of all SJSA football uniforms.

This position reports directly to: Football Assistant Director, Mike Mahoney.

Responsibilities include:

- With regard to all SJSA football uniforms for both tackle and flag football:
 - Maintain clear and accurate report of all number assignments for every SJSA team and player
 - Order and insure timely delivery of all reasonable and necessary uniforms for
 - New players
 - Size changes
 - Jersey number requests
- Communicate all uniform needs, procedures, requirements to all SJSA coaches
- Coordinate with B&H Sports and other vendors on all uniform needs
- Run Parent Jersey program as fundraiser
- Appoint Assistant Director and volunteer committee, as needed to fulfill all requirements



2010 FOOTBALL MANAGEMENT TEAM ROLE & RESPONSIBILITY SUMMARY

POSITION: SPECIAL EVENTS DIRECTOR

Overview:

This position is responsible for the timely, effective and orderly planning and running of SJSA Football Special Events including, but not limited to “The Camp” and the Jamboree. These events are vital to our financial bottom line and SJSA looks to be the #1 choice for football families seeking a full contact camp and preseason Jamboree.

This position reports directly to: Football Director, Brian Goodwin.

Responsibilities include:

- Organizing a reliable group of volunteers to fulfill all Special Events Director objectives
- Organize, plan and coordinate **The Camp**
 - Seek early involvement of all SJSA coaches regarding scheduling, drills, etc.
 - Reach out to and integrate high school coaches from
 - Dakota Ridge
 - Chatfield
 - Columbine
 - Front Range Christian
 - Procure
 - Field(s)
 - Guest Speaker(s)
 - Entertainment
 - Sponsorships
 - Vendors
 - Mobile T-Shirts similar to Carnation Bowl, etc.
 - Food & Beverage
- Advertise and promote The Camp to SJSA and outside areas
- Organize, plan and coordinate **The Jamboree**
 - Seek early involvement of all SJSA coaches regarding scheduling, drills, etc.
 - Make this event a true and spectacular football “event”
 - Procure
 - Field(s)
 - Guest Speaker(s)
 - Entertainment
 - Sponsorships
 - Vendors
 - Mobile T-Shirts similar to Carnation Bowl, etc.
 - Food & Beverage
 - Advertise and promote The Jamboree to SJSA and outside areas
- Coordinate with Cheerleader Director, Michelle Benedict
- Appoint Assistant Director and volunteer committee, as needed to fulfill all requirements