

SCMFA Position Descriptions 2010

President – schedule monthly mtgs and facilitate and chair those mtgs effectively and efficiently

- liaison between the public and the SCMFA
- handle direct inquiries and delegate to the appropriate Executive member
- is a member of the Disciplinary committee (as appropriate) and the Player Allocation committee
- assists in any SCMFA activity as required
- Coordinates SCMFA website postings

VP – to attend monthly meetings and chair those mtgs when President n/a

- assist Pres in fulfilling duties as required
- is a member of the Player Allocation committee

Secretary – has the primary responsibility of the SCMFA administrative support

- records and distributes the SCMFA meeting minutes
- receives and files copies of reports and correspondence
 - Coordinates meeting rooms, meetings and contacts Executive and Bantam teams to ensure attendance

Treasurer – responsible to manage the financial and accounting affairs of SCMFA

- administrates all SCMFA bank accounts, reconciles all monthly bank statements, providing the balance during the monthly Executive mtgs and on demand to the SCMFA President
- provides financial statement to the AGM for the prior year and a current balance of all bank accounts
- collects all individual budgets and consolidates them into the SCMFA budget and projects revenue
 - Submits insurance and subsequent updates to insurance as required
 - Applies for fundraising licenses and ensures that money raised through fundraising is spent on the intended purposes provided in the license.

Registrars – are responsible for registration of players in the SCMFA

- they receive and forward registrations & changes in reg'n to the Treasurer; enter and update the CDMFA registration data base online
 - are members of the player allocation committee and responsible to report at monthly Executive meetings

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- Coordinate all releases necessary for players requesting a move between leagues

Field Allocation & Coaching Director – manages the coaches ensuring that they are qualified and suitable to coach players

- Ensures that certification procedures and coaching course schedules are communicated to head coaches. Plans training for coaches when necessary
- Appoints head coach for each team and works with head coaches & asst coaches to ensure that they follow SCMFA code of ethics
- Ensures coaches have access to football rules & regs and understand them
- Deals with misconduct of coaches received by written reports from referees; parents etc.
- Assesses the progress of coaches and reports an evaluation of coaches & achievements at the AGM
- Attends monthly Executive Meetings prepared to give a progress report

Equipment Director – has primary responsibility for managing the SCMFA equipment; inspecting and recommending repairs and certification needs to the Executive. Upon approval the ED conducts activity for completion of above

- Develops a budget; presenting it to the Executive and forwarding it to the Treasurer upon approval
- Receives invoices and certifies that invoiced equipment has been received at the price and condition expected. Invoices are forwarded to the Treasurer for pay't.
- Coordinates all equipment P/U and drop-offs

Asst. ED – assists the equipment director with all activities

Safety Director- responsible for the safety of players & coaches while involved in SCMFA activities

- Responsible for all team trainers; their certification needs and supporting them throughout the season
- Ensuring that trainers have appropriate information regarding insurance, concussions, injury reporting etc.
- Manage incidents as they occur to maximize player well-being, prevention of the same injury occurring in the future ever being mindful of SCMFA liability and being aware of potential hazards for players
- Ensuring that FA kits are returned in the Fall and restocked as required (by SMCA) and available to teams by June 1st

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PR Director- has responsibility for managing the PR of the SCMFA including arranging and scheduling advertising for the season.

- Books all reg'n facilities and provides and presents PR budget to Executive for approval; then forwarding budget and invoices to Treasurer for payment
- Ensures news media is given regular reports of SCMFA activities

Director-at-Large- maintains communication with all team managers in regards to upcoming and ongoing events

- Ensures team managers are familiar with & understand SCMFA rules and directives
- Communicates community & football events to Team Managers & coordinates participation of teams
- Coordinates SCMFA team pictures
- Has responsibility for SCMFA special events (i.e. Spring Camp)
- Arranges Annual Awards Night; selecting and purchasing trophies within approved budget

Concession Director- creates a concession schedule for team (all divisions) based games booked at SAP (including play-off games) and distributes it to Team Managers via the Director-at Large

- Establishes concession menu and pricing; purchasing the start-up supplies and supplying the teams with the list of items to purchase weekly
- Ensure that SAP staff are aware to open the concession booth each day on the w/e that minor football games are played at SAP field
- Submission of invoices and monies attributed to the concession to the Treasurer on a regular basis
- Prepare a monthly report to present at the monthly Executive meetings

CDMFA Liaison – has a responsibility to represent the SCMFA at the monthly CDMFA Executive meetings.

- Coordinates attendance of the SCMFA Executive members to the CDMFA Executive meetings as required
- Ensures that all representatives of the SCMFA in CDMFA have a good understanding of the issues prior to voting.
- Ensures that all documents, schedules, rules and correspondence received from the CDMFA are forwarded to the SCMFA and all rules and regulations of the CDMFA are respected and enforced.

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- Ensures that all CDMFA requirements are met by SCMFA
- Works diligently with the SCMFA President to represent the SCMFA interest
- Carries and exercises voting as directed by the SCMFA Executive on pre-determined matters and uses own judgement on matters arising during the CDMFA Executive meetings; keeping in mind the SCMFA mission statement
- Defers decisions and consults with the SCMFA Executive on policy and strategic matters
- Communicates CDMFA Executive decisions to the SCMFA Executive