



Whitney Junior Wildcats Staff Positions and Responsibilities

The WJW Executive Board (EB) consists of the President, Vice Presidents, Secretary, and Treasurer. The EB leads the organization through planning and directing. The WJW Board of Directors (BOD) consists of the EB and the Directors of Football, Cheer and Operations for a total of 8 voting members (the President votes only to break ties). Coordinators and other designated staff assist organization operations at the direction of an assigned board member.

President conducts the major business operations of the organization and oversees the BOD.

- Acts as the WJW representative to the SAC (Sierra Athletic Conference) by attending SAC meetings and functions or designating a representative to attend as necessary.
- Represents WJW when addressing issues with other SAC organizations, as well as other youth sports organizations, the City of Rocklin, and the Rocklin Unified School District.
- Responsible for program insurance coverage.
- Maintain and have accessible, an inventory of the organization's historical records.
- Develop and maintain organization rule book and business policy documents.
- Complete end of the year tax filing.
- Oversees EB and BOD meetings.
- Monitor budget with Treasurer.

Vice President of Operations assists and fills in for the President as necessary and oversees operational aspects of the organization.

- Work closely with the Director of Operations and assigned coordinators to ensure that they have the support needed to meet their responsibilities.
- Coordinate home game hospitality.
- Resolve disputes or issues that arise at events, consulting other EB members or President as necessary.
- Coordinate staff apparel orders and distribution.

Vice President of Cheer oversees all aspects of the cheer program.

- Recruit, select, and manage all cheer coaching positions.
- Coordinate coach training and clinics.
- Organize and hold at least one annual cheer clinic prior to the season
- Keep the BOD apprised of all cheer activities.
- Draft and oversee a budget for cheer finances.
- Act as the liaison to Whitney High School cheer.
- Secure cheer practice locations.
- Order cheer trophies.

Vice President of Football oversees all aspects of the football program.

- Work closely with assigned coordinators to ensure that their responsibilities are met.
- Observe football practices and check in with coaches on a weekly basis.
- Resolve disputes or issues that arise at events, consulting other EB members or President as necessary.
- Recruit, select, and manage all football coaching positions.
- Coordinate coach training and clinics.
- Keep the BOD apprised of all football activities.
- Draft and oversee a budget for football finances.
- Act as the liaison to Whitney High School football.
- Secure football practice locations.
- Order football trophies.

Treasurer works closely with the President to oversee all aspects of the organization's finances.

- Maintain or cause to be maintained correct books and records of the properties and business transactions of the organization.
- Collect, deposit, and account for all monies and expenses incurred during organization functions.
- Pay all bills on behalf of the organization and file all tax related documents.
- Reconcile bank statements and balance books.
- Provide monthly financial report to BOD
- Keep records concerning all monies paid by participants for fees, equipment deposits, and fundraising.

Secretary/Registrar works closely with the President to oversee all aspects of the organization's documentation.

- Designate EB and BOD meeting locations, times, and agendas.
- Provide weekly correspondence during the season to keep all participants updated on WJW.
- Send an email blast on Sundays outlining the next week's activities.
- Prepare agendas and minutes for all organization meetings.
- Notify WJW staff of BOD meetings.
- Collect and disperse all correspondence received by the organization.
- Document all decisions and commitments made by the organization.
- Keeper of the corporate seal and Articles of Incorporation.
- Assist in developing and maintaining WJW rule book and business policy documents.
- Maintain all organization documents on the designated internal organization website.
- Work with Treasurer to coordinate registration activities.
- Prior to registration, update all online forms
- Prepare equipment distribution forms for Equipment Handout Day.
- Compile and maintain each participant's records for certification.
- Maintain participant database.
- Provide coaches with up to date rosters and emergency contact info.

Director of Operations works closely with the VP of Operations to oversee all aspects of the organization's booster, game day, safety, snack bar, volunteering, team parent, and WIN activities.

- Organize Equipment Distribution Day.
- Assist Registrar with certification binders.
- Update and distribute staff position binders.
- Update and maintain safety policies.
- Sends out end of year survey.
- Track and control WJW equipment and supplies.

Director of Football assists the VP of Football with football activities, oversees field setup and clean up at games and practices.

- Ensures all coaches are Live Scanned.
- Ensures all coaches complete Heads Up certification.
- Ensures field is setup prior to games and practices as necessary.
- Ensures necessary equipment is on team sidelines throughout game days.
- Assists PAR and chain gang volunteers by providing a brief overview.
- Certified Safety Manager? Player Safety Coordinator
- Coordinates practice field painting and budget management
- Monitor sidelines during home games.

Football Coordinator assists the Director of Football with football activities, oversees field setup and clean up at games and practices.

- Ensures field is setup prior to games and practices as necessary.
- Ensures necessary equipment is on team sidelines throughout game days.
- Assists PAR and chain gang volunteers by providing a brief overview.
- Certified Safety Manager? Player Safety Coordinator
- Coordinates practice field painting and budget management
- Monitor sidelines during home games.

Director of Cheer works closely with the VP of Cheer to oversee all aspects of the cheer program.

- Coordinate registration activities and maintain cheer registration and certification materials.
- Manage the ordering and distribution of cheer uniforms.
- Manage the ordering, distribution, and return of cheer equipment as necessary.

Cheer Coordinator assists the Director of Cheer with cheer activities.

Assistant Cheer Coordinator(s) assists the Cheer Coordinator with cheer activities.

Booster Coordinator assists the Director of Operations by overseeing booster operations and activities, including the booster committee.

- Develop product selection and purchasing plan.
- Provide budget sales projection.
- Provide inventory and financial updates.

- Create price tags for display merchandise.
- Loads booster inventory into Square
- Ensure booster products are available at all home games, WIN nights and other designated organization activities.

Assistant Booster Coordinator(s) assists the Booster Coordinator by overseeing booster operations and activities.

- Man booster table on home game days and/or WIN nights per direction of Booster Coordinator.

Equipment Coordinator assists the VP of Football by overseeing the managing, ordering, distribution, and return of equipment.

- Maintain inventory and storage of all equipment.
- Ensure reconditioning of equipment as necessary.
- Maintain equipment in good working order.
- Ensure necessary equipment and supplies are on hand for practice, games, and other events.
- Assist cheer staff with their equipment needs as necessary.

Assistant Equipment Coordinator assists the Equipment Coordinator by overseeing equipment needs and collection.

Game Day Coordinator assists the Director of Operations by overseeing game day activities at home games.

- Supervise home game operations including: announcers, spotters, sound system operator, scoreboard operators, game clock operators, pre-game performances, half-time performances, national anthem, and presentation of colors.
- Update announcer booth operations manual.
- Maintain media device with current rosters, approved music, cheer halftime music and Wildcat roar.

Media Coordinator works closely with the President to oversee the media related activities of the organization.

- Maintain the organization website.
- Communicates with other staff members to ensure updated and accurate information is posted.
- Work with vendor(s) to produce yearbook with production at the end of the season.
- Work with vendor(s) to produce a DVD with production at the end of the season.
- Arrange for photographers at organization activities.
- Plan and organize Picture Day.
- Create staff badges.
- Assist EB with media relations as necessary.
- Create "Original Wildcat" awards for players

Safety Coordinator assists the Director of Operations overseeing all aspects of health and safety activities.

- Coordinate safety training for WJW staff and coaches.
- Ensure medical staff is on site during each home game as required by SYFC rules.
- Work with Volunteer Coordinator to schedule volunteer medical staff to be present at WJW practices whenever possible.
- Maintain medical supplies and first aid kits for football and cheer.

Snack Bar Coordinator assists the Director of Operations overseeing snack bar operations and activities, including the snack bar committee.

- Supervise the transportation, set up, cleanup and operation of the snack bar at home games.
- Ensure supplies and products are ordered for the snack bar.
- Coordinate sales of food and drink at other organization activities.
- Work with Operations staff to develop budget for food service operations.
- Maintain snack bar operations checklist and menus.

Assistant Snack Bar Coordinator assists the Snack Bar Coordinator by overseeing all snack bar operations.

Fundraiser/Sponsorship Coordinator assists the Treasurer overseeing sponsors and fundraising opportunities.

- Research and suggest marketing and fundraising activities.
- Implement and oversee approved fundraising activities.
- Oversee the recruitment of organization sponsors.
- Oversee the collection of donations and ensure that sponsors receive the appropriate recognition and promised services (plaques, banners, shifts, appreciation letters, badges).
- Marketing ideas for Opening Day of Baseball and Fireworks booth.

Volunteer Coordinator assists the Secretary/Registrar overseeing the organization's volunteer needs and activities.

- Works with other WJW staff to identify volunteer needs for all organization activities.
- Manages the assignments of volunteers to identified needs.

- Tracks volunteer hours worked.
- Works with the Treasurer to ensure refunds of volunteer deposits are made to participants that complete volunteer requirements.
- Uses team parents to recruit volunteers and provides support to team parents as necessary.

WIN Coordinator assists the Director of Operations overseeing Wildcat Integrity Night activities, including the WIN committee.

- Organize WIN rallies, including awards, gifts, and speakers.
- Work with Event staff to provide dinner service at WIN rallies.
- Work with Secretary to ensure WIN flyer is distributed in the Sunday email blast.
- Ensure WIN information is distributed to coaches and participants.
- Provide speakers with character trait of the week.