

A) President:

1. The President shall call and preside over all meetings of the Board of Directors and the Association required to efficiently conduct the business functions and supervising the established sports program.
2. The President shall oversee the Vice President, Treasurer, Secretary, Director of Communications and Director of Registration Board positions.
3. The President shall be member ex-officio of all committees, except the nomination committee, and shall appoint representatives to other organizations as necessary.
4. The President may make special assignments and appoint special committees as required and shall perform all other duties pertaining to the office.
5. The President shall sign the Park Contract with the City of North Richland Hills.
6. The President may approve and co-sign checks for the payment of bills and other expenditures, as approved by the Board of Directors.
7. The President shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
8. The President shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.

B) Vice President

1. The Vice President shall oversee all Board member positions not explicitly stated as a responsibility of the President.
2. The Vice President may approve and co-sign checks for the payment of bills and other expenditures, as approved by the Board of Directors.
3. The Vice President shall attend all City Parks and Recreation meetings and / or appoint an alternate.
4. The Vice President shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
5. The Vice President shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
6. The Vice President shall perform duties as assigned by the President.

C) Secretary

1. The Secretary shall prepare an agenda for each meeting of the Board of Directors.
2. The Secretary shall communicate the prepared agenda and notify all Board members of upcoming meetings.
3. The Secretary shall take and preserve the minutes of all meetings of the Association and the Board of Directors.
4. The Secretary shall maintain the record books in which the By Laws, standing rules, and minutes are entered with any amendments to these documents properly recorded and to have the current record book on hand at every Board of Directors meeting.
5. The Secretary shall be responsible for canvassing the voting register to validate the election of all general meetings.
6. The Secretary shall act as apparel coordinator for the RYA Board of Directors providing options for such as deemed appropriate.
7. The Secretary shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
8. The Secretary shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
9. The Secretary shall perform duties as assigned by the President.

D) Treasurer

1. The Treasurer shall receive all monies of the Association and shall keep an accurate record and accounting of all receipts, expenditures, deposits and shall pay out funds only as authorized by the Board of Directors.
2. The Treasurer shall present a statement of current financial status of the Association as directed by the President, and shall make a full and complete report at the end of the calendar year.
3. The Secretary shall procure and manage the insurance for Richland Youth Association with Board approval.
4. The Treasurer shall provide such data as required for timely preparation of all insurance, tax and /or other business statements necessary for the operation of the calendar year.
5. The Treasurer shall have the authority to co-sign checks with the President and Vice President.
6. The Treasurer shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including

but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.

7. The Treasurer shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
8. The Treasurer shall perform duties as assigned by the President.
9. Be Chairman of the Budget Committee of all Sports Programs.

E) Commissioners:

1. The Commissioners shall perform such duties as directed by the Board of Directors and shall be responsible to the body for their respective sport program.
2. The Basketball Commissioner's term shall run from April 1<sup>st</sup> to March 31<sup>st</sup> to allow for preparation of the following season.
3. The Commissioners shall interact with the Director of Public Relations / Association Sponsorship, Director of Registration and Director of Communications as necessary to ensure a smooth season for their sports program
4. The Commissioners shall appoint, upon approval of the Board of Directors, those officers, aides, committees and representatives, necessary for the operation of the sport program for which they are responsible.
5. The Commissioners MUST appoint Vice Commissioners and communicate expectations and guidelines for each league of their sport prior to the draft for their sport.
6. The Commissioners shall assist in the procurement of coaches for all teams.
7. The Commissioners shall assist in the draft of the teams for their sport's program.
8. The Commissioners shall schedule all games; make ups, tournaments and practice locations.
9. The Commissioners shall communicate the schedule to the Director of Volunteer Services, Director of Team Moms / Fundraising and the selected Officials organization.
10. The Commissioners shall submit team updates to the Director of Registration in order to maintain accurate Team Rosters in the database.
11. The Commissioners shall preside over all Team Management meetings.
12. The Commissioners shall serve as members of the Budget Committee.
13. The Commissioners shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events,

including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.

14. The Commissioners shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.

15. The Commissioner shall perform duties as assigned by the President.

F) Director of Communication:

1. The Director of Communication shall make and distribute copies of the By Laws, standing rules, and any standing resolutions to new officers of the association.

2. The Director of Communication shall make and distribute Business Cards for Board Members upon taking office.

3. The Director of Communications shall maintain and keep the [www.myrya.com](http://www.myrya.com) website current with good content for the public at all times.

4. The Director of Communication shall assist the Director of Registration and Director of Public Relations / Association Sponsorship with Registration and Public Relations as necessary.

5. The Director of Communication shall prepare all official correspondence and maintain a file of such correspondence and other records and documents of the association.

6. The Director of Communication shall serve all notifications of the association.

7. The Director of Communication shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.

8. The Director of Communication shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.

9. The Director of Communication shall perform duties as assigned by the President.

G) Director of Public Relations / Association Sponsorship

1. The Director of Public Relations / Association Sponsorship shall be responsible for all publicity in schools, newspapers, etc. pertaining to registration and work in conjunction with the Commissioners.

2. The Director of Public Relations / Association Sponsorship shall be responsible for getting any and all sponsors for the Association.

3. The Director of Public Relations / Association Sponsorship shall run advertisements in the local newspapers for registration.
4. The Director of Public Relations / Association Sponsorship shall produce registration flyers and distribute to local schools and public bulletin boards.
5. The Director of Public Relations / Association Sponsorship shall write and submit articles to the newspaper for the organization.
6. The Director of Public Relations / Association Sponsorship shall write (a minimum of 2 per season) and provide to the Director of Communications for publish, a newsletter to be sent to the membership each season.
7. The Director of Public Relations / Association Sponsorship shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
8. The Director of Public Relations / Association Sponsorship shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
9. The Director of Public Relations / Association Sponsorship shall perform duties as assigned by the President.\

H) Director of Purchasing / Equipment:

1. The Director of Purchasing / Equipment shall be responsible for keeping inventory and supervising the storage and security of all equipment owned by RYA. The Maintenance of equipment, keeping track of equipment and working with Commissioners on the needs for new equipment / supplies.
2. The Director of Purchasing / Equipment shall be responsible for all major purchases, except foodstuffs for the concession stand and trophies. Major purchases may require three (3) written bids to be presented to the Board of Directors for approval.
3. The Director of Purchasing / Equipment will also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events.
4. The Director of Purchasing / Equipment shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
5. The Director of Purchasing / Equipment shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.

6. The Director of Purchasing / Equipment shall perform duties as assigned by the President.

I) Director of Special Events

1. The Director of Special Events shall be responsible for coordinating Picture Day with the photography studio and communicating the details to the Team Mom for scheduling.
2. The Director of Special Events shall be responsible for coordinating all activities necessary for the execution of the Carnival for each sport.
3. The Director of Special Events shall be responsible for working with the Commissioners for each sport to coordinate the Opening Day ceremonies for each sport.
4. The Director of Special Events shall be responsible for coordinating other special events for the organization, including those where fundraising for the organization is the primary goal.
5. The Director of Special Events shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
6. The Director of Special Events shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
7. The Special Events shall perform duties as assigned by the President.

J) Director of NYSCA

1. The Director of NYSCA shall be responsible for all Association NYSCA sporting activities and background checks for all coaches that register at RYA.
2. The Director of NYSCA shall be responsible for keeping up to date records on all coaches who have been NYSCA certified for each sport along with how many years they have been certified for each sport with NYSCA.
3. The Director of NYSCA shall conduct NYSCA training for new coaches.
4. The Director of NYSCA shall conduct, attend and/or assist with scorekeeper training for each sport.
5. The Director of NYSCA shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
6. The Director of NYSCA shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.

7. The Director of NYSCA shall perform duties as assigned by the President.

K) Director of Registration:

1. The Director of Registration shall be responsible for maintaining the current membership rolls and provide such records to the organization no less than 1 week prior to the annual membership.
2. The Director of Registration shall update and maintain the association's database for all registered sports.
3. The Director of Registration shall conduct registrations including the following:
  - i. Set up registrations, soliciting volunteers to work registrations.
  - ii. Completing and reviewing with all registration volunteers, detailed instructions on accepting registrations.
  - iii. Ensuring code of conduct forms are signed for each player.
  - iv. Ensuring birth certificates, weight, heights, chest, waist and leg lengths are collected for all registered players.
4. The Director of Registration shall assist the Commissioners and Vice Commissioners with the draft for each sport.
5. The Director of Registration shall collect team fees from the coaches prior to the distribution of Team Rosters.
6. Provide Team Management their Rosters.
7. The Director of Registration shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
8. The Director of Registration shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
9. The Director of Registration shall perform duties as assigned by the President.

L) Director of Volunteer Services:

1. The Director of Volunteer Services shall be responsible for getting volunteers for the following RYA events including, but not limited to:
  - i. Scheduling of Concession Duty for all RYA Sporting Events at all locations including Baseball and Football games during the regular season, playoffs and tournaments hosted by RYA. When scheduling for events at multiple locations, the amount of time each team is required to work should be fair and based on the number of volunteers required in the location.

- ii. Scheduling of volunteers for scorebook and clock keepers for playoff games. Note that the persons selected for these tasks cannot be persons with a personal interest in the game they are scheduled. (i.e., persons scheduled to work during a Bantam game cannot currently Coach or have a child in the Bantam league, regardless if the child is playing in the game or games.)
  - iii. Scheduling of volunteers for Gate Collection as needed.
  - iv. Scheduling of Gym Monitoring during the Basketball Season.
  - v. Scheduling of volunteers from the membership for other RYA activities such as Opening Day Decorations, Carnival Assistance (before and after clean up) and other special activities / events planned and coordinated by RYA.
2. The Director of Volunteer Services shall be responsible for providing a schedule for posting the website to the Director of Communications, the Commissioner and Vice Commissioners, the Director of Team Moms / Fundraising and Concession Manager after the game schedule has been released but prior to the Team Mom meeting so the schedule can be communicated during the meeting. Additionally, changes to the schedule should be communicated to the persons above.
3. The Director of Volunteer Services shall be responsible for sending email reminders and making reminder phone calls to scheduled volunteers.
4. The Director of Volunteer Services shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
5. The Director of Volunteer Services shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
6. The Director of Volunteer Services shall perform duties as assigned by the President.

M) Director of Facilities:

1. The Director of Facilities shall work very closely with the Basketball Commissioner to find gym space for the upcoming season.
2. The Director of Facilities shall work with local school districts, private businesses, etc to negotiate the best possible solution for gym space for the organization.
3. The Director of Facilities shall coordinate with the Basketball Commissioner and coaches on practice locations for all teams.

4. The Director of Facilities shall make sure there is adequate space for all games and practices.
5. Follow up with contacts to confirm space availability for all games and practice dates.
6. The Director of Facilities shall work closely with the Commissioners of Football, Baseball, Super Kids and Cheerleading to determine if a need for space is imminent for their respective seasons.
7. The Director of Facilities shall negotiate facility fees for each event.
8. The Director of Facilities shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
9. The Director of Facilities shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
10. The Director of Facilities shall perform duties as assigned by the President.

N) Director of Team Moms / Fundraising:

1. The Director of Team Moms / Fundraising shall schedule and conduct Team Mom meetings.
2. The Director of Team Moms / Fundraising shall confirm all Team Parent's have been assigned to the appropriate teams in Sports Manager.
3. The Director of Team Moms / Fundraising shall confirm all Team Parents have received information distributed at the Team Mom meeting.
4. The Director of Team Moms / Fundraising shall have final authority for determining fundraising opportunities to be offered for each sport.
5. The Director of Team Moms / Fundraising shall work closely with the Director of Special Events and Commissioners for times and dates of all events.
6. The Director of Team Moms / Fundraising shall assist coaches in ensuring each team has a Team Mom or Dad.
7. The Director of Team Moms / Fundraising shall help new Team Moms with issues and / or questions during each sport's season.
8. The Director of Team Moms / Fundraising shall keep the Team Moms informed of dates for fundraising, special events, (i.e. Fundraiser turn ins and pick up times, pictures, carnival, pep-rallies, etc.)
9. The Director of Team Moms / Fundraising shall help Team Moms with end of year parties, where to get uniforms, expense reports as needed.
10. The Director of Team Moms / Fundraising shall also volunteer in the concession stand at least once per season and at other times, as available,

during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.

11. The Director of Team Moms / Fundraising shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
12. The Director of Team Moms / Fundraising shall perform duties as assigned by the President.