



## *B U D D B A Y R U G B Y F O O T B A L L C L U B*

### *Organization Roles & Responsibilities*

#### *Board of Directors*

##### *President (Elected or Appointed By Board)*

- ❑ Communicate regularly with the Directors, Officers, and Team Management.
- ❑ Provide leadership and vision for future growth of the corporation – develop the “image” of BBRFC.
- ❑ Provide assistance to other officers and their duties, as requested.
- ❑ Liaison for local and national Unions.
- ❑ Develop 12 month work plan outlining goals and objectives and implement plan. Provide copies to all Directors, Officers, and Team Management.
- ❑ Establish policies and procedures.
- ❑ Serve as liaison for press relating to club activities as necessary.
- ❑ Oversee budget development with Treasurer and Team Coordinators.
- ❑ Ensure all teams are compliant with Club policies, including CIPP registration and dues.
- ❑ Actively participate at regular Board meetings.

##### *Vice President (Elected or Appointed By Board)*

- ❑ Communicate regularly with the Directors, Officers, and Team Management.
- ❑ Create a Marketing/Fundraising plan.
- ❑ Coordinate with the President and Team Coordinators to develop protocol for sponsorship solicitation and implement.
- ❑ Organize sponsorship meetings with potential donors.
- ❑ Follow-up with Sponsors to ensure commitments have been met.
- ❑ Ensure sponsor fulfillment needs have been met.
- ❑ Assist in establishing policies and procedures.
- ❑ Establish relationships within the South Sound community.
- ❑ Assume responsibilities of President in absence.
- ❑ Actively participate at regular Board meetings.
- ❑ Market Research.

##### *Secretary (Elected or Appointed By Board)*

- ❑ Communicate regularly with the Directors, Officers, and Team Management.
- ❑ Record minutes to be taken during regular Board meetings and special meetings as requested. Keep a copy on group listserv and a hard copy for files for no less than 2 years
- ❑ Schedule time and place for bi-monthly Board meetings, as well as Special Meetings as needed.
- ❑ Schedule date and location for the Annual General Meeting of the club membership. This meeting will take place no later than July 31<sup>st</sup> of each year.
- ❑ Contact Team Administrators and prepare Press Releases following each weekend match and/or event.
- ❑ Act as liaison to press for promotion of BBRFC events and match results for all teams. (South Sound Section - Olympian, news/psa for events, etc.)



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- ❑ Coordinate regular website updates.

### ***Treasurer*** (*Elected or Appointed By Board*)

- ❑ Communicate regularly with the Directors, Officers, and Team Management.
- ❑ Maintain club accounts, coordinating with Youth team treasurers as needed.
- ❑ Provide profit and loss statements for each Board meeting, detailing sources of revenue and expenditures.
- ❑ Develop long-term financial plan for BBRFC in conjunction with the Club vision.
- ❑ Coordinate with the President and Team Coordinators to develop annual operating budgets and dues structures to be presented at the Annual General Meeting for vote by the membership.
- ❑ Maintain 501(c)(3) compliance requirements.
- ❑ Maintain inventory lists and order additional items as necessary.
- ❑ Provide President and Vice-President information regarding incoming revenues, such as sponsorships, personal donations, and members in good standing.
- ❑ Facilitate team compliance with dues collection and CIPP registration.
- ❑ Actively participate at regular Board meetings.

### ***Fields Coordinator*** (*Elected or Appointed By Board*)

- ❑ Communicate with other officers, especially the Team Coordinator, as to status of field allocations.
- ❑ Responsible for the maintenance and purchase of field related equipment, i.e., posts, pads, ropes, paint, paint liner.
- ❑ Responsible for inventory control of all field and field preparation equipment.
- ❑ Secure locations for practice and games based on request from Team Coordinators and other Club officials.
- ❑ Coordinate with Treasurer for payment of fees for field use.
- ❑ Coordinate with youth teams for their field allocation needs.
- ❑ Obtain insurance certificates from USA Rugby and provide to jurisdictions.
- ❑ Secure fields and/or facilities for special events.
- ❑ Actively participate at regular Board meetings and jurisdictional field allocation meetings.
- ❑ Communicate field use policies to teams as necessary.

### ***Senior Team Representative*** (*Elected or Appointed By Board*)

- ❑ Coordinate with Team Officers (Team Coordinators, Event Coordinators, and Coaching Staff) to bring issues forth to the Board for consideration.
- ❑ Communicate regularly with Team Administrators for status updates.
- ❑ Coordinate Senior Team Highway Clean-Up activities. Each team participates once per year.
- ❑ Actively participate at regular Board meetings.
- ❑ Work with Team Coordinators to develop and implement team fundraising activities.
- ❑ Act as a liaison to the Board of Directors to convey team needs and issues.
- ❑ Responsible for the oversight and management of senior team jerseys, including arrangement of replacements as needed.
- ❑ Follow-up with Coaching staff and Fields Coordinator to ensure team needs are met.
- ❑ Ensure players for teams are CIPP compliant (register as needed) and utilize tracking forms for player compliance with Club policies.



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- ❑ Provide individual CIPP and dues compliance updates to the President and Treasurer.
- ❑ Coordinate with Youth Representative and Team Coordinators to develop, bid, and purchase BBRFC merchandise.
- ❑ Appoint Team Coordinator for each senior-level team. In the absence of a Team Coordinator, assume the responsibility until a new Team Coordinator can be appointed.

### ***Youth Representative*** (*Elected or Appointed By Board*)

- ❑ Coordinate with Senior Representative to assist in fostering cohesion between Youth and Senior teams.
- ❑ Actively participate at regular Board meetings.
- ❑ Communicate regularly with Team Administrators for status updates.
- ❑ Communicate youth program needs to the Board.
- ❑ Coordinate annual Highway Clean-Up activities for the youth program. Each team must participate once each year.
- ❑ Provide regular updates on youth events.
- ❑ Notify youth teams of club functions and visa versa.
- ❑ Notify and encourage youth to participate in club functions.
- ❑ Encourage graduation of youth players to senior teams.
- ❑ Participate whenever possible in club functions.
- ❑ Coordinate with Senior Representative and Team Coordinators to develop, bid, and purchase BBRFC merchandise.
- ❑ Coordinate with the Treasurer to develop annual budget and reporting requirements for the IRS and 501(c)(3) compliance.



## *B U D D B A Y R U G B Y F O O T B A L L C L U B*

### *Officers of Budd Bay*

#### *Team Coordinator (Elected or Appointed By Board)*

- ❑ Communicate regularly with Senior/Youth Team Representative to ensure needs of team are met and recommend Board actions as necessary.
- ❑ Coordinate with other rugby clubs for the purpose of scheduling matches.
- ❑ Coordinate recruitment activities on a continual basis.
- ❑ Coordinate with Fields Coordinator to reserve game and training locations.
- ❑ Communicate detailed match information to visiting teams and referee, by the Wednesday prior.
- ❑ Coordinate with Treasurer about eligibility of players and procurement of team needs.
- ❑ Communicate location of game (and social, if possible) with directions to players via email at least 48 hours prior, &/or at practice before scheduled match.
- ❑ Relay match results to Club Secretary for posting and press release no later than Monday morning following the match/event.
- ❑ Collect membership forms, signed liability waivers, and dues payments from players. Return all materials to Team Representative for processing on a regular basis.
- ❑ Coordinate with Senior and Youth Representatives to develop, bid, and purchase BBRFC merchandise.

#### *Team Events Coordinator (Appointed By Team Coordinator and/or Board)*

- ❑ Coordinate with other team officers to communicate where social will be located.
- ❑ Work to aid in meeting members dietary restrictions (i.e. - religious beliefs, allergies, etc.).
- ❑ Communicate with team and Club officials regularly regarding social events (i.e. - Banquet, etc.).
- ❑ In special circumstances, utilize club support for the greatest gain.
- ❑ Coordinate, implement, and/or delegate at least one fund raising per season and one charitable event per year.
- ❑ Coordinate, implement, and/or delegate one team social event per season.
- ❑ Coordinate with Treasurer for event funding.
- ❑ Secure location for all social events.

#### *Youth Treasurer (Appointed By Board)*

- ❑ Communicate regularly with the Senior Treasurer and Team Coordinator.
- ❑ Maintain team accounts, expense and revenue tracking, and sponsorship contributions, coordinating with Senior Treasurer as needed.
- ❑ Provide profit and loss statements to the Senior Treasurer for each Board meeting, detailing sources of revenue and expenditures.
- ❑ Coordinate with the Senior Treasurer and Board to develop annual operating budgets and update dues structure as necessary.
- ❑ Provide the Team Coordinator information regarding members in good standing.
- ❑ Provide data necessary for club compliance with 501(c)(3) requirements.

#### *Coach (Appointed By Board)*

- ❑ Coordinate with Team Management to ensure needs of team are met.
- ❑ Develop practice and game plans as set forth in Coaching Policies.



## *BUDD BAY RUGBY FOOTBALL CLUB*

- ❑ Communicate regularly with team players and Club officials regarding player/team expectations and goals.
- ❑ Ensure selections for games following criteria set forth in By-Laws and Board Policies.
- ❑ Be able to assess the game plan and make changes as necessary.
- ❑ Responsible for overall discipline of individual players.
- ❑ Responsible for ensuring training equipment is accounted for and available for trainings.
- ❑ Maintain USARFU Certification.
- ❑ Provide Club officials with coaching certification statements.



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### ***Budd Bay Rugby Ambassadors***

#### ***Ad-Hoc Committees*** (*Volunteered or Appointed By Team Coordinator*)

- ❑ Appointed by the Team Coordinator or Coach to fulfill a specific need for the Team.

#### ***Captain*** (*Appointed By Coach*)

- ❑ Voice player concerns to Team Coordinator and/or Coaching staff by acquiring feedback from players
- ❑ Liaison between Team Management and players.
- ❑ Provide on-field leadership during practices and games.
- ❑ Coordinate with Coach for practice and game plans.
- ❑ Be a respectful leader as the team voice to the referee.
- ❑ Responsible for naming replacement captain when needed.
- ❑ Provide/coordinate assistance in setting up fields.
- ❑ Responsible for making sure team is ready for practice and games at designated times.
- ❑ Coordinate with Coach for selections.

#### ***Players***

- ❑ Arrive and prepare for trainings, on-time, as directed by the Coach and/or Team Coordinator.
- ❑ Arrive and prepare for scheduled matches as directed by the Coach and/or Team Coordinator
- ❑ Participate in, at a minimum, one charitable or Budd Bay RFC fund raiser per year.
- ❑ It is the player's responsibility to notify the Coaching staff and/or Team Coordinator of any issues preventing them from arriving to scheduled trainings and/or matches.
- ❑ Be respectful of your fellow teammates, supporters, other players, and the regulations of the venue.
- ❑ Adhere to the Club By-Laws and Club policies set forth by the Board.