**Expectations of all board members**

* Promote and support the mission and core values of HRBBA
* Escalate concerns to appropriate party
* Identify and recruit new board members
* Create and maintain specific position documentation with details and information needed to complete duties
* Assist in transition of position to next member
* Attend and contribute to all HRBBA events, including:
  + Tipoff Night
  + Tryouts
  + HRBBA Winter Tournament
  + HRBBA End of Season Year-end Celebration
* Attend monthly board meetings (minimum attendance is required)

**President:**

* Lead HRBBA Board
  + Prepare monthly meeting agenda
  + Facilitate monthly meeting
* Executive duties
  + Approve invoices for payment
  + Handle code of conduct issues
  + Monitor try-out selection with coaches
  + Serve as site director during tournament
* Promote HRBBA brand and vision
  + Conduct parent meeting at try-outs
  + Speak at and emcee Tip-Off night
* Serve as member of Executive Committee

**Vice President:**

* Work with President on all elements of organization
* Serve as Site Director during tournament
* Maintain organization documents (by laws, policies, code of conduct)
* Serve as member of Executive Committee

**Secretary:**

* Secure meeting locations for board meetings
* Responsible for recording board meeting minutes
* Submit meeting minutes to board for review within two weeks of monthly meeting
* Track board attendance
* Serve as member of Executive Committee

**Treasurer:**

* Responsible for facilitating the establishment of annual budget
* Track revenue and expenses
* Provide monthly financial reports to board
* Manage tax responsibilities
* Research and facilitate insurance for organization
* Handle all board finances
* Distribute Coach Stipends
* Expense Reimbursement
* Assist Southwest League as needed (from a treasurer position)
* Prepare change and monitor cash flow for Tryouts and Winter Tournament
* Serve as member of Executive Committee

**Coaching Director(s)**

* Responsible for identifying potential coaches and securing coaches each season
* Along with Player Development Director, manage and participate in player evaluation process of Tryouts each year
* Ensure coaches are holding proper practices and following minimum required format
* Assist with coaches training and applicable communication
* Monitor and follow-up with coaches to ensure adherence to HRBBA standards (including playing guidelines)
* Tabulate the coaches survey results and address findings
* Handle/address issues that arise involving coaches during the season
* Responsible for ensuring each team has proper equipment, including:
  + Bag, balls, pump, scorebooks, clipboard, first aid kits, pennies, whistles, etc.)
* Serve as member of Coaching Committee

**Player Development Director:**

* Along with Coaching Director(s), manage and participate in player evaluation process of Tryouts each year
* Work with Coaching Director(s) to:
  + Identify practice format and drills that work to develop players and follow HRBBA vision
* Assist Coaching Directors in evaluation of coaches and practices
* Organize and promote skills development opportunities
* Facilitate the collection of coach’s feedback on players each season
  + Review, and provide for following season tryout/evaluation process
* Serve as member of the Coaching Committee

**Team Parent Coordinator:**

* Identify team parents for each team
* Maintain communication channel with team parents
* Facilitate team parent involvement with events and activities, including:
  + Picture night, distribution of uniforms, volunteering event, etc.
* Coordinate and disseminate Rochester Tournament information
  + If applicable, organize Rochester Event
* Coordinate and disseminate State Tournament information

**Event Coordinator:**

* Plan and coordinate (including the participation of board members) in the following events:
  + Tipoff Night
  + Picture Night
  + HRBBA Volunteering Event
  + End of Season Year-End Celebration

**Volunteer Coordinator:**

* Schedule parent volunteers for shifts at HRBBA Winter Tournament
* Handle all aspects of volunteer requirement fulfillment, including:
  + Questions, tracking hours, determining checks to cash, etc.
* Solicit parent volunteers for other HRBBA events as needed (e.g., tryouts)

**Sponsorship Director:**

* Responsible for securing sponsors to add to the organizations income
  + Creation and dissemination of sponsor letter
  + Facilitate the various levels of sponsorship offered
* Aid Fundraising Coordinator with obtaining prizes and donations for various HRBBA events including, Tipoff Night, Winter Tournament and End of Season Year-end Celebration

**Fundraising Director:**

* Organizes initiatives/programs/events to solicit funding
* Responsible for identifying donors
* Aid Sponsorship Director with obtaining prizes and donations for various HRBBA events including, Tipoff Night, Winter Tournament and End of Season Year-end Celebration

**Website and Communications Director(s):**

* Serve as webmaster
* Manage communication of organization news
* Build and maintain online registration sessions
* Keep online league calendar current
* Build team pages, post rosters
* Update team calendars with practice schedule
* Coordinate team page administrators

**HRBBA Royal Rumble Tournament Director:**

* Responsible for all aspects of Winter tournament - including:
  + Prepare registration form
  + Receive and track registration of teams
  + Communicate to teams on openings
  + Provide all information and documents (including when brackets are ready) to Webmaster to be posted on HRBBA website
  + Provide tournament information to MYAS
  + Team seeding – determine if tournament will be brackets or pool play
  + Work with vendor to produce and distribute brackets
* Tournament Director as needed and handle issues which arise at tournament
  + Secure officials
  + Secure first responder
  + Manage tournament signage needs
  + Trophy selection and dissemination
  + Responsible for securing HRBBA-provided items for concessions at Winter Tournament
  + Work with Royal Cuisine on concession menu and daily deposits at Winter Tournament
* Manage Tournament Concessions
* Serve as site director during tournament

**External Tournament Director:**

* Responsible for scheduling and timely registering (including payment) for all outside tournaments
* Responsible for securing hotel rooms for out-of-town tournament

**Registration Director:**

* Manage and facilitate administrative needs of HRBBA Tryouts
* Create registration form
* Work with webmaster to offer online registration
* Provide registration information to evaluators and coaches
* Maintain registration records
* Manage scholarship process and awards

**Uniform/Spirit Wear Coordinator:**

* Source vendors for uniforms and spirit wear
* Facilitate uniform and spirit wear selections
* Manage all aspects of annual uniform order, including:
  + Samples, sizing, collecting player orders, distributing, troubleshooting
* Coordinate Spirit Wear campaign/ordering

**Marketing and Social Media Director:**

* Manage marketing efforts for annual registration and tryouts
  + Advertising, distribution of flyer/info in schools, etc.
* Manage and administer HRBBA’s social media outlets (e.g., Facebook, Twitter)
  + Market and promote events
  + Strive for an equal representation of all HRBBA teams in social media

**Facilities Director:**

* Responsible for securing gym space for all HRBBA needs, including:
  + Practices
  + Events needing gym/school space (tipoff, tryouts, picture night, Year-end Celebration, etc.)
* Timely dissemination of practice information to coaches and webmaster

**Non-voting/Liaison Positions**

**Ad-Hoc Positions (2-4)**

* Assist various Board Members with tasks and / or specific events as needed or where skills allow
* Learn the Board operating procedures, potentially ready to take on a Board position in future years.

**Southwest League Liaison** –

* Responsible for all aspects of running the Southwest League, which include:
  + Setting try-out date
  + Securing uniforms
  + Securing officials
  + Communicating needs to Facilities Director

**Appendix A – Change History**

|  |  |
| --- | --- |
| Date | Description of Changes |
| September 9, 2015 | Approved by board. |
| October 7, 2015 | Updated to add Dana Johnson as Vice President, Amara Chesson as Volunteer Coordinator, and Brad Lane as Marketing and Social Media Director. |
| November 11, 2015 | Updated to add Tim Omdahl as Assistant Tournament Director and Conrad Chin as Uniform/Spirit Wear Coordinator. |
| March 3, 2016 | Added Gregg Schaefer as Sponsorship Director. Moved Tim Omdahl from Assistant Tournament Director to Tournament Director. |
| July 12, 2016 | Removed David Hilleshiem. |
| July 29, 2016 | Added Joan Frenz as Development Director. Removed Joan Frenz from Registration Director. |
| October 17, 2016 | Added Justin White as Coaching Director 4-5. Removed Steve Kohen from Southwest League Co-Director. |
| December 15, 2016 | Added Nicole Schachtman as Events Coordinator and Lydia Kabaka as an At-Large Board member. |
| June 14, 2017 | Removed Bobby Ciatti, Andrea Rauser, Brad Lane, Conrad Chin, Jean Preimesberger. Added Tim Omdahl as President, Curtis Smith as Marketing and Social Media Director, and Lydia Kabaka as Secretary. Added Fundraising Coordinator position and description. Added Coaching Committee. Removed Discipline Committee. |
| June 19, 2020 | Removed names from positions. Made Website and Communications position(s). Added Ad-Hoc Board Positions |

**Appendix B – Event Participation**

Event Leads

* Tryouts:
  + Registration Director (Administrative)
  + Coaching Directors (On-Court Evaluation)
  + Player Development Director (On-Court Evaluation)
  + Uniform & Spirit Wear Director (Uniform Samples & Sizing)
  + Marketing & Social Media Director (Marketing)
  + President (Parent talks, pre-tryout meeting with parents)
  + Facilities Director (Schedule space)
  + Treasurer (Finances)

**\*\* All board members must help where needed \*\***

* Tipoff Night:
  + Event Coordinator (Project manage)
  + Uniform & Spirit Wear Director (Spirit Wear Samples)
  + Fundraising & Sponsorship Director (Secure prizes)
  + Facilities Director (Schedule space)
* Picture Night:
  + Event Coordinator (Project manage, schedule event with photographer)
  + Team Parent Coordinator (distribute information to team parents/teams)
  + Uniform & Spirit Wear Director (Organize uniforms for distribution)
  + Facilities Director (Schedule space)
* HRBBA Winter Tournament:
  + Tournament Director (Site Director)
  + Assistant Tournament Director (Site Director, Royal Cuisine/Concessions)
  + President (Site Director)
  + Vice President (Site Director)
  + Treasurer (Cash needs, deposit of proceeds)
  + Facilities Director (Schedule space)

**\*\* All board members must help where needed \*\***

* Volunteer Event
  + Event Coordinator (Project manage, schedule event)
  + Team Parent Coordinator (distribute information to team parents/teams)
* End of Season Year-end Celebration
  + Event Coordinator (Project manage, organize event)
  + Facilities Director (Schedule space)

**\*\* All board members must help where needed \*\***

**Appendix C - Committees**

**Executive Committee**

(Membership inherent to the individuals in the board positions listed below.)

* Members
  + President
  + Vice President
  + Secretary
  + Treasurer
* Duties
  + Address timely, unique issues
  + Address issues related to parents (e.g., Code of Conduct)
  + Address issues related to board members
  + Serves as an escalation step for the Coaching Committee

**Coaching Committee**

(Membership set at the beginning of the fiscal year and voted in by the board annually.)

* Voting Members
  + Coaching Director (Grades 4, 5)
  + Coaching Director (Grades 6, 7, 8)
  + Player Development Director
  + Board member representative
  + Board member representative
* Non-voting Consultant
  + Hopkins HS Boys Varsity Head Coach (or staff representative)

It is the Board’s responsibility to vote in a diversified mix of HRBBA representation on the Coaching Committee. For example, if there are committee members with no players in the program, then there needs to be other members that do have players in the program. For the members with players, there should be a representation of the lower grades (with potential volunteer coaches) and upper grades (with potential paid coaches). Decisions and actions of this committee need to be made with the best interest of the greater HRBBA organization (and families) in mind.

* Duties
  + Review and recommend coach selection and team placement of coaches to the board
  + Provide a fair, logical and ethical forum to vet and address issues that arise related to teams, coaches, or players, such as:
    - Coaching concerns
    - Playing time concerns
    - Adding or removing players (roster changes)
    - Behavior issues (player or coach)
    - Policy, guideline or Code of Conduct violations (player or coach)
  + Provide ongoing communication/updates to the Board on issues the committee is addressing.