

RAYBA Roles/Descriptions

Please note: this list is intended to show a high level look at what goes into most of the RAYBA board member roles, but it is by no means an exhaustive list.

Executive Team (requires at least one year of experience as a board member)

President

- Oversight for all RAYBA programs/positions
- Set monthly board meeting agenda/facilitate meetings
- Travel coach interview/selection panel
- Create annual RAYBA calendar
- Co-signer for any bank accounts
- Organization-wide communications as needed
- Administration of scholarship program
- Administration of board member interviews

Travel Directors

- Administer coach applications/interviews/selection
- Work with Webmaster to create league registrations
- Travel walkthrough oversight
- Oversight for travel team tryouts/team selection
- Provide team roster information to coaches
- Work with Tournament Director to establish/maintain reciprocity agreements
- Coordinate background checks, code of conduct forms, concussion training, etc
- Travel coach kickoff meeting
- Work with coaches to create tournament schedule/submit registrations
- Work with Facilities to create practice schedule
- Work with Directors of Coaching as needed
- Parent meeting at Hoop It Up event
- Work with Tournament Director to update rules for travel tournaments
- Significant presence at hosted travel tournaments (Winter Warmup & Blizzard Breaker)
- Administration of midseason and postseason surveys
- Facilitation at coach dinner

Facilities

- Work with Tournament, Travel and House Directors to request tournament/eval/tryout/event dates
- Liaison with Community Education for any facilities needs/requests/issues
- Work with Community Education to reserve appropriate gym space for all leagues/events
- Provide information to Webmaster for any Dibs practice times
- Distribute permits to applicable users
- Review permit invoices

Secretary

- Take minutes for monthly board meetings and distribute to the board
- Post approved minutes to RAYBA web site
- Reserve space for monthly board meetings
- Coordinate photo sessions for RAYBA teams

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House Director

- Oversight for all House programs
- Work with Webmaster to create league registrations
- Work with league coordinators to secure coaches
- Work with league coordinators to administer evaluations/team selection
- House league kickoff meetings
- Work with Directors of Coaching as needed
- Assist league coordinators throughout the year as needed
- Coordinate end of season tournament
- Significant presence at end of season tournament
- Administration of RAYBA board work schedule for house tournaments
- Work with league coordinators to review rules each season and update as needed
- Administration of postseason surveys
- Facilitation at coach dinner

Treasurer

- Prepare/present annual budget
- Provide monthly financial updates at board meetings
- Provide financial recap for hosted tournaments
- Ensure annual tax/insurance/business forms are filed
- Administration of vendor invoices/reimbursements
- Process payments for RAYBA referees as needed
- Handle any payment issues
- Work with Travel Directors for tournament registrations
- Handle cash box procedure for hosted tournaments

Tournament Director

- Work with Travel Directors on reciprocity agreements
- Work with Travel and Facilities Directors to select tournament dates and submit permits
- Advertisements for MYAS tournament book
- Work with MYAS for scheduling services
- Secure trainers, officials, vendors as needed
- Create/administer Dibs for volunteer hours
- Create game schedule and provide to Community Education, officials and teams/coaches as needed
- Update web site with applicable tournament information
- Print tournament brackets
- Secure awards (trophies/shirts)
- Post information/openings to MYAS web site
- Handle incoming registrations and communication with teams
- Work with Travel Directors to update rules for travel tournaments
- Administration of RAYBA board work schedule for travel tournaments

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Other Standard Board Member Roles

House League Coordinators

- Work with House Director to determine how many teams will be formed
- Secure coaches for teams
- Coordinate background checks, code of conduct forms, concussion training, etc
- Administrate evaluation and team formation
- Provide team roster information to coaches
- Attendance at house league kickoff meeting
- Enter game/skill scores each week
- Prepare skills sheets for tournament weekend
- Attendance at house tournaments
- Facilitation at coach dinner

Webmaster

- Work with vendors/board members as needed to create registration forms
- Update web site as needed
- Create/maintain permissions groups/team pages

Equipment/Apparel

- Put together coach bags for all travel/house teams
- Distribute bags to each team
- Storage of equipment/apparel in RAYBA storage facility
- Annual inventory/assessment of equipment/apparel
- Work with vendors for any equipment/apparel issues
- Distribution of uniforms as needed
- Provide equipment/apparel budget forecast to Treasurer
- Collection of equipment/apparel as needed at end of season
- Maintenance of RAYBA totes at gym locations

Fundraising/Sponsorships

- Administration of annual sponsorship efforts
- Maintain sponsorship board for RAYBA events
- Coordination of RAYBA fundraising efforts (Chipotle, Malmborg's, etc)

Referee Scheduler

- Work with Webmaster to create referee registration
- Work with Referee Trainer to execute preseason training sessions
- Coordinate concussion training
- Create/maintain contact list for referees
- Create work schedule for referees during House seasons

Referee Trainer

- Coordinate preseason referee training sessions
- Ongoing support and evaluation during the season

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Other Ad Hoc Board Roles

NWSBL

Serve as RAYBA point of contact for teams participating in the NWSBL
Attend league meetings as needed

Little Hoopsters

Work with Facilities Director to secure gym space for Little Hoopsters sessions
Work with Webmaster to create Little Hoopsters registration
Secure Little Hoopsters instructor and assistants as needed

RRTOC

Serve as RAYBA point of contact with the high school basketball booster club
Attend RRTOC meetings as needed

Concessions

Secure necessary permits
Ensure necessary equipment/supplies are in place
Coordinate concessions ordering/execution for travel tournaments

Coach Dinner

Secure location for event
Work with Webmaster to create registration form
Communicate event information to coaches/board

Hoop It Up

Create event committee/team
Work with Facilities to secure permit
Work with Webmaster to create registration form
Secure DJ, applicable prizes/giveaways
Coordinate board coverage, execute event

Social Media

Administration for RAYBA social media presence

Timberwolves/Lynx Liaison

Maintain relationship with Timberwolves/Lynx representative
Present clinic/camp opportunities to board
Work with Facilities to secure gym space/permits for approved clinics/camps

Summer Shots Program

Work with Webmaster to create registration/enrollment
Communicate program to RAYBA community
Track completion
Work with vendor for award