

# Canby Junior Basketball (CJB) Board Position Descriptions

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## President

The President provides strategic leadership and overall direction for Canby Junior Basketball, ensuring that operations remain aligned with the organization's mission and goals.

### Key Responsibilities:

- Organize and lead monthly board meetings; delegate meeting leadership to the Vice President when unavailable.
- Coordinate with OAB and HoopSource to secure tournament links and collaborate to host a tournament in Canby.
- Oversee the planning and execution of the Cougar Classic tournament, including referee scheduling.
- Act as the primary representative and voice for CJB.
- Facilitate issue resolution through additional board meetings as needed.
- Manage the tryout process.
- Collaborate with high school coaches and the Coach of Coaches to ensure consistent coaching philosophy across all levels.
- Foster community engagement and involvement.
- Address conflicts that cannot be resolved by other board members.
- Work closely with the Treasurer and Vice President to develop and manage the seasonal budget.

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## Vice President

The Vice President supports the President and plays a key role in operations, especially during the President's absence.

### Key Responsibilities:

- Assist the President with organizational and operational tasks.
- Lead board meetings in the absence of the President.
- Manage insurance claims and related documentation.
- Participate in the planning and execution of local tournaments.

# Treasurer

The Treasurer is responsible for all financial operations of CJB, ensuring accurate accounting and tax compliance.

## Key Responsibilities:

- Manage accounts receivable, including payment deposits and credit card processing for tournaments.
  - Handle accounts payable, including vendor and referee payments.
  - Perform monthly reconciliation of accounts using QuickBooks.
  - Collaborate with the CPA to file annual taxes and distribute tax forms to referees.
  - Develop and maintain the organization's annual budget.
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# Registrar

The Registrar manages player registrations and financial transactions through the SportsEngine platform and provides ongoing reporting to the board.

## Key Responsibilities:

- Create and maintain accurate seasonal registrations and related sales items in SportsEngine.
  - Process invoicing, refunds, and account adjustments as needed.
  - Generate detailed reports for evaluations, events, and team rosters.
  - Maintain and update database records with attention to detail.
  - Utilize Excel to manage and report registration data.
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# Secretary

The Secretary is responsible for recording and maintaining accurate documentation of all board meetings.

## Key Responsibilities:

- Record and compile minutes from all monthly and ad-hoc meetings.
- Organize and maintain meeting records.
- Distribute meeting minutes to the board for approval.
- Assist the President with clerical and administrative tasks.

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## **In-Town Coordinator**

The In-Town Coordinator oversees the 1st/2nd grade co-ed league and the boys' 3rd/4th grade league.

### **Key Responsibilities:**

- Participate in pre-season evaluations and create balanced teams.
- Assign coaches and distribute team rosters and season details.
- Maintain communication with coaches throughout the season.
- Plan and manage the end-of-season 3rd/4th grade tournament.

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## **Recreational (REC) Coordinator**

The REC Coordinator manages the Recreational program, ensures league compliance, and supports coaches and families throughout the season.

### **Key Responsibilities:**

- Attend monthly SMRL meetings and represent CJB interests.
- Conduct player assessments and form balanced teams.
- Recruit, assign, and support coaches; distribute coaching materials and resources.
- Set up all teams in GameChanger per league standards.
- Maintain communication via a dedicated REC email account.
- Support teams during tournaments and events, including the West Linn mid-season tournament and end-of-season jamboree.
- Handle game score reporting, gym issues, and parent/coach inquiries.
- Coordinate cheerleading scheduling with Allegro.
- Perform administrative duties and general REC program support.

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## **Girls Competitive Coordinator**

The Girls Competitive Coordinator oversees the boys' competitive teams and serves as the liaison between coaches, families, and the high school program.

### **Key Responsibilities:**

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- Organize and manage tryouts, including evaluator coordination and parent communications.
  - Support team formation and respond to parent inquiries throughout the season.
  - Maintain regular communication with coaches.
  - Facilitate alignment between youth and high school girls' basketball programs by participating in planning and communicating joint activities.
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## **Boys Competitive Coordinator**

The Boys Competitive Coordinator oversees the boys' competitive teams and serves as the liaison between coaches, families, and the high school program.

### **Key Responsibilities:**

- Send welcome and expectation emails to coaches.
  - Assist coaches with tournament registrations throughout the season.
  - Maintain communication with parents and coaches, including check-ins.
  - Support tryout organization, including evaluator coordination.
  - Coordinate with the high school coach to ensure alignment in coaching philosophy and preparation.
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## **Scheduler**

The Scheduler manages all practice and game scheduling for CJB programs and coordinates facility use.

### **Key Responsibilities:**

- Communicate with district personnel and coaches to schedule gyms for practices and games.
  - Create and maintain schedules for in-town, recreational, and competitive teams.
  - Update schedules regularly and ensure timely communication to coaches.
  - Coordinate gym use and reservation for local tournaments.
  - Include all tournaments and events in the season schedule.
  - Plan and schedule the end-of-season in-town tournament.
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## **Equipment Coordinator**

The Equipment Coordinator oversees the purchase, distribution, and maintenance of all CJB equipment.

**Key Responsibilities:**

- Procure equipment for all teams and programs.
  - Distribute equipment at the start of the season and ensure its return at season's end.
  - Address equipment needs and maintain the storage unit throughout the season.
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## Communications Coordinator

The Communications Coordinator manages internal and external communications for CJB.

**Key Responsibilities:**

- Respond to inquiries submitted via the CJB website.
  - Maintain CJB's social media presence on platforms such as Facebook and Instagram.
  - Distribute updates and announcements to members throughout the year.
  - Manage and update website content.
  - Coordinate the distribution of promotional signs during open registration periods.
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## Referee Coordinator

The Referee Coordinator is responsible for organizing, scheduling, and supporting referees for all Canby Junior Basketball (CJB) games and tournaments. This individual ensures that all games are officiated according to league rules and that referees are trained, equipped, and supported throughout the season.

**Key Responsibilities:**

- Recruit and maintain a pool of qualified referees for in-town, recreational, and tournament games.
- Develop and manage the referee schedule in coordination with the Scheduler and relevant program coordinators.
- Communicate schedules and expectations to referees in a timely and professional manner.
- Provide rule updates, resources, and training opportunities to ensure consistency and professionalism among officials.
- Act as the main point of contact for referees during the season and tournaments, including on-call support during game days.
- Address and resolve any issues related to referee conduct, performance, or game incidents.

- Ensure referees receive payment in coordination with the Treasurer.
  - Assist in coordinating referees for the Cougar Classic and other CJB-hosted tournaments.
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## **Coach of Coaches Coordinator**

The Coach of Coaches Coordinator provides leadership, guidance, and resources to all CJB coaches to ensure a consistent and positive coaching experience across all levels. This role serves as the primary liaison between the board, coaches, and high school coaching staff to align developmental goals and foster coaching excellence.

### **Key Responsibilities:**

- Collaborate with the President and high school coaching staff to align coaching strategies and philosophies across all age groups.
- Support coaches by providing coaching tools, resources, and training opportunities throughout the season.
- Organize and facilitate pre-season coaching meetings, clinics, and workshops.
- Serve as a mentor and point of contact for coaches with questions, challenges, or conflicts.
- Promote a positive coaching environment and help maintain standards of conduct and sportsmanship.
- Evaluate coaching performance through observation and feedback from players, parents, and fellow coaches.
- Assist in resolving issues or concerns that arise between coaches, players, or families.
- Help identify and recruit new coaching talent and support their onboarding and development.