



ERAA VB Board Positions

Director

3.1 Director

The Director shall be subject to the control of the ERAAVB Board. The Director shall supervise all business and affairs of the organization; preside at all meetings of the membership and the ERAAVB; sign all official documents of the organization; and appoint committees as needed; serve as ex-official member of all committees, both standing and special except the nominating committee.

The Director of Volleyball shall be responsible for developing and shaping the vision and structure of the Volleyball program for the ERAAVB. The Director's responsibility will cover the Junior Olympic (JO) and Rec volleyball programs. The Director will be responsible for developing an annual scope and plan for the ERAAVB program to be shared at the Annual Membership Meeting.

Responsibilities:

- Oversight of ERAAVB Recreational and JO programs; specific duties to be determined in collaboration with Assistant Director and Coaching Coordinator.
- Attends Monthly ERAA Executive Board Meetings
- Recruits coaches for Fall & JO seasons
- Issues ERAAVB coaching contracts for JO season so coaches & assistant coaches get paid
- Arranges background checks/training and ensures completion occurs-completed through JVA
- Facilitates coaches safety training requirements
- Builds Fall in-house VB team rosters
- Registers teams for JO season tournaments and leagues with Asst Dir of SportsEngine & Technology and Assistant Director, Tournament Management
- Ensures ERAAVB Club's Junior Volleyball Association (JVA) compliance.

*** Knowledge of volleyball, skill development, game rules, positional & system play would be extremely helpful.**

*** Attends pre-tryout training session and multi-day tryouts**

*** All position responsibilities are for both Rec and JO leagues**

Assistant Director, Sports Engine & Technology

3.2 The Assistant Director (AD) shall perform the duties of the Director in the event of the inability of the Director to act and when so acting, shall have all the powers of and be subject to all the restrictions upon the Director. In the event of a vacated Director position, the Assistant Director shall assume the vacated Director position for the remainder of the Director's term. The Assistant Director shall act as liaison between committees and the full ERAA Board. The Assistant Director shall also perform other duties as may be assigned by the Director or the ERAAVB Board; works closely with the Director to ensure all JO and Rec season responsibilities are completed.

The Director and Assistant Director work collaboratively to ensure the following seasonal duties are completed:

Rec League responsibilities:

- Builds digital registrations for Fall league [in-house and competitive]
- Ensures JVA, legal doc compliance are included in those digital registrations.
- Keeps headcount numbers by age groups so complete teams can be formed.
- Has primary responsibility for Rec league
- With Director, coordinates and creates teams for rec league
- Collaborates with coach coordinator to identify and recruit parent coaches
- Coordinates and creates teams for Rec league
- Works with other VB associations to create game schedule and site hosts
- Collaborates with coach coordinator to conduct parent coach training
- Communicates the league's needs to Director and Board

JO Responsibilities:

- Builds digital registrations for JO season: sets up up pre-tryout and tryout schedule and registrations for these activities in SportsEngine
- Ensures JVA, legal doc compliance, DIBS requirement terms, tryout t-shirt sizing selection are included in those digital registrations.
- Keeps headcount numbers by age groups so complete teams can be formed.
- Works with Director and Coach Coordinator to decide on teams
- Communicates team placements to families and arranges for payments through SportsEngine
- Uploads digital JO team schedules monthly as provided by ERAAVB Scheduler
- Handle SportsEngine inquiries from coaches/parents in getting connected to their team schedule.
- Facilitates new Board members getting <name>@eraamn.com email alias from Big ERAA Board.

JO League play and Tournament Enablement Responsibilities:

- With Director, sets up teams in AES

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Assistant Director, Tournament Management

3.2 The Assistant Director (AD) shall perform the duties of the Director in the event of the inability of the Director to act and when so acting, shall have all the powers of and be subject to all the restrictions upon the Director. In the event of a vacated Director position, the Assistant Director shall assume the vacated Director position for the remainder of the Director's term. The Assistant Director shall act as liaison between committees and the full ERAA Board. The Assistant Director shall also perform other duties as may be assigned by the Director or the ERAAVB Board; works closely with the Director to ensure all JO and Rec season responsibilities are completed.

Responsibilities:

JO League play and JO season tournament responsibilities:

- Plans and registers teams for JO season tournaments (local & out of town) based on researching AES options.
- Arranges hotel blocks for JO tournaments
- Works with treasurer to provide payment for tournaments

In order to keep overall JO program fees reasonable, for the 2023 and 2024 JO seasons ERAAVB has been a host site for a couple tournaments (ERAA keeps gate fee & concession profits). ERAAVB is hosting their own 1-day 11's tournament (there are limited 11s tournaments locally, so this MAY fill a development need) and the Kokoro President's Day tournament.

Host-site tournament responsibilities:

- Ensures proper gym space can be secured for the proper dates
- Liability waivers are complete,
- DIBS/ERAAVB staffing is arranged,
- Ensures on-site trainer provided for injuries,
- Leads communication between Kokoro VB or other Tournament organizations for site coordination
- Ensures District 833 risk compliance.
- May consider/evaluate also being a host site for other tournaments for additional fundraising as need/availability allows.
- Is on-site ERAAVB point of contact for ERAAVB hosted site(s)
- Works closely with Tournament Planning and Concession Coordinator to ensure all logistics of tournaments are attended to and all Volunteer/Board people are assigned as needed.
- Work with Treasurer to track DIBS hours, per family are completed. If not, bill families based on terms agreed upon by Board.

* Attends pre-tryout training session and multi-day tryouts

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Secretary

3.3 Secretary shall perform all duties incident to the office of Secretary, subject to the control of the ERAAVB. Minutes of the meetings will be recorded and maintained by the Secretary. Upon completion of term of office, the Secretary shall deliver all books, papers and reports as appropriate to the new incumbent.

- Schedules board meetings and sends invites to the board
- Arranges location for in-person meeting and sets up virtual meetings
- Prepares and dispenses meeting minutes
- Creates and updates athlete contacts list for communication purposes
- Coordinates fundraisers and give back events in conjunction with the Communications role(s)
- Assists with Rec League planning and coordination as needed
- Assists with coordination of JO uniform fitting event
- With Scheduler, plans team photos and disperses photos to coaches and players
- Responsible for ensuring regular review & update to ERAAVB Bylaws document (Board approval required for changes). *If changes are made, provide new updated PDF of Bylaws to Communications, Media, & Fundraising Co-leads to update VB Bylaws link on website*
- Maintains Google Drive ownership of all ERAA VB digital files & transfers Shared Folder ownership as appropriate to the new incumbent.

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Treasurer

3.4 Treasurer shall have charge and custody of and be responsible for all funds of the organization; receive and give receipts for monies due and payable to the organization from any source whatsoever, and deposit all such monies in the name of the organization in a financial institution insured by the Federal Deposit Insurance Corporation. The Treasurer shall, in general, perform all duties incident to the office of Treasurer and other duties as may be assigned by the Director of the ERAAVB Board.

Responsibilities

- Acts in partnership with Assistant Director, Sports Engine & Technology (AD-SE&T) to validate funds are hitting the ERAAVB account after AD-SE&T, creates payment process in SportsEngine for all leagues which may include include payment collection for league participation, tryouts, and /or pre-tryouts
- Makes check/payment request for vendors, coaches, suppliers
- Keeps financial records updated
- Updates Director of monthly financial balance
- Creates and manages yearly budget
- Provides a Monthly balance sheet of profit and loss
- Provides a projected forecast of profit, loss, expenses for the current year
- Forecasts cash flow positions
- Confirms payments in SportsEngine and make sure they match with income
- Collects and submits w-9s to bookkeeper
- Orders replacement equipment in collaboration with equipment/uniform coordinator
- Collects checks for jackets or other attire and deposits in bank
- Receives anticipated refund amount guidance from Assistant Director, Sports Engine & Technology (AD-SE&T) to ensure any issued refund amounts are correctly tracked for Monthly financial documentation
- Work with Assistant Director – Tournament Management and Tournament Planning and Concession Coordinator to track DIBS hours, per family are completed. If not, bill families based on terms agreed upon by Board.

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Tournament Planning & Concession Coordinator

Host site tournament responsibilities:

- Works with Assistant Director – Tournament Management to coordinate concession plan for tournaments
- Contact & work with vendors (Sam's Club, ChikFilA, Papa John's, Culver's ice cream, etc)
- Identify & assign all tournament staffing needs including: setup, pickups, volunteers, Board members, paid workers (if needed), cleanup, tear down
- Works closely with Assistant Director – Tournament Management to ensure all logistics of tournaments are attended to
- Set up DIBS signup & ensure all slots are filled
- Plan timing of deliveries/pickups
- Plan for additional staffing for gate fee collectors, concession pricing, payment processing (cash, Venmo, Square, etc), setup/tear down roles.
- Work with Treasurer to: a) obtain petty cash, if needed b) have proceeds deposited back to ERAAVB account after event
- After event, communicate to Assistant Director – Tournament Management and Treasurer to verify DIBS hours per family are completed. If not, bill families based on Terms previously agreed upon by Board & stated in registration.

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Scheduler

Responsibilities:

- Works with Community Education to create gym time practice schedules for all teams
- Acquires permits and reserves gyms
- Continuously communicates with coaches and Director to adjust gym time and practice schedule as needed.
- Plans and reserves gym or other space for other activities such as skills nights, tryouts, ERAA hosted tournaments, and team photos
- Schedules team photos and disperses photos to coaches and players with help from Secretary
- Assists director with tournament or other site scheduling as needed
- Deliver data entry of all tournaments, events, practices to Asst Dir of SportsEngine & Technology for upload into SportsEngine
- Manages volunteers and keeps track of volunteer hours

* Attends pre-tryout training session and multi-day tryouts

**** All position responsibilities are for both Rec and JO leagues***

Player & Program Development Lead

Tryout responsibilities for Fall 5th/6th grade Competitive league tryouts & JO Season:

- Organizes & designs pre-tryouts and tryouts with help from the Director, Assistant Director and other board members as needed.
- Determines number of gyms needed for tryouts based on registrations numbers, age levels, skills being assessed.
- Uses and/or develops quantitative measures by which all participants will be rated.
- Secures objective tryout evaluators (e.g. Coaches for that upcoming season).
- Determines time length of tryouts, if multiple nights are needed, the exact skills to be measured, how any subjective criteria is handled in a fair manner.
- Works with Uniform Coordinator to orders and assign tryout numbers
- Creates and maintains player list for tryouts

Program development responsibilities:

- During JO season, checks in on each team's practices 2-3 times during season to ensure quality of coaching and player development.
- Acts as point person for Coaches or community member's needs/questions about skill/program development plans or concerns.
- Evaluates VB Programming need for additional skills nights, or additional in-season training & makes recommendation to Board for approval.

*** Knowledge of volleyball, skill development, game rules, positional & system play would be extremely helpful.**

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*** All position responsibilities are for both Rec and JO leagues**

Equipment and Uniform Coordinator

Responsible for outfitting the club in stylish modern uniforms and spirit wear. Organize and deliver balls, carts, pumps, first aid kits to coaches. Keep inventory of equipment and determine replacement needs

Uniform Coordination Responsibilities:

- Finds the club quality uniforms
- Collects athlete sizes for ordering purposes
- Orders uniforms
- Coordinates dispersing the uniforms to the teams.
- Ensures athletes have all their correct items and sizes.
- Ensures the quality of items, handling issues, or malfunctions of uniform.
- Works with Board to identify & secure any Coach/Board attire or gear that may be provided (paid or gratis).

Equipment Coordination Responsibilities:

- Works with the treasurer to purchase (after Board decision) any needed supplies for the year. Examples are volleyballs, cranks, standards, nets, ball holders, and medical kits.
- Ensures each bag has identified number of volleyballs and medical kits and are in good repair for the season
- Coordinates dispersing volleyballs, ball holders or other supplies to coaches
- Intakes equipment at the end of the season to ensure equipment is returned. Ensures equipment is stored in and returned to storage facility as needed.
- Arranges for replacement of any lost or missing items at the end of the season, identifies need for any new or additional supplies as directed by the board for the next season and works with the treasurer to place orders.

* Helpful if the person in this role has a vehicle that can accommodate hauling 12-15 volleyball bags & 10-15 volleyball carts to/from that storage locker. Paid storage locker is located offsite (in Woodbury).

Other Responsibilities:

- Works with Board to identify & secure any Coach/Board attire or gear that may be provided (paid or gratis) for JO Season
- Upon Board approval, may create VB Promotional Attire Store through vendor

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*** All position responsibilities are for both Rec and JO leagues**

Communications, Media, & Fundraising Co-leads

Responsible for ensuring relevant, clear & timely communications to the Community. Manages and updates ERAAVB website and social media platforms. Organizes fundraising events, team building, sponsorships and giving back to the community events.

* Need 2 people to cover Communication & Media, would need a 3rd person to also build out community fundraising program)

Communication Responsibilities:

- Responsible for any and all communications throughout the Rec and JO seasons,
 - drafts for Director & emails to the VB Communication email inbox
 - tryout dates, calendars, etc.
- Manage & respond from VBcommunications@eraamn.com
- Manages Social Media (Facebook)
 - Determine content topics such as placement, scores, achievements
 - Works with Board members, coaches, and parents to collect photos as necessary.
 - Ensures proper releases are received.
- Manages & updates ERAAVB Website:
 - Typically updated 3x/year: Fall VB registration details (end of June), JO VB registration details (end of Aug), summer camps listings details (Feb);
 - Responsible for adding photos, events into the website and keeping all information current. Ensures proper releases are received.
 - Advertises schedules, tryouts, etc. on websites
 - Makes other changes to the website as requested by the Board or Director
 - Ensures website stays current & relevant. Remove old, outdated content.
- Facilitate & organize ERAAVB club-wide in-person meetings. Assist with planning of content & message & logistics of delivering that experience efficiently (uniform try-ons, parent meetings, coaches thank you dinner, etc).

Community Involvement & Fundraising Responsibilities:

- Identifies & coordinates fundraising opportunities to benefit ERAAVB program (e.g. Culver's night, Chipotle night).
- Organizes team building/community give back events. Examples may include: Feed My Starving Children, coaching a camp or clinic for younger kids in our Volleyball community

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Coaching Coordinator

- This position reports to the Board and is paid.
- They do not vote on Board business.

Coach Coordinator is responsible for providing direction and insight around volleyball best practices to ensure quality coaching, build robust player skill development, and generally elevate the ERAA VB program experience & outcomes.

Coaching Coordinator will keep the Director notified, in timely manner, of all actions made within this role.

Responsibilities:

Coaching leadership:

- Leads coaching recruitment, with Director, to secure knowledgeable, high quality coaches for Program
- Coach Interviewing, Hiring, Dismissals
- Develop and update curriculum for coach training for:
 - all volleyball skills, offensive and defensive systems, team communication, team/player behavioral guidelines, coach behavioral guidelines.
- Implement and lead coach training listed above
- Coach communication throughout the season
- Schedules and leads pre-season and in-season coach training meetings
- Manages coach attendance, performance, and complaints
- As identified by Player & Program Development Lead, design & implement additional skills trainings

Tryouts:

- Leads pre-tryouts and tryouts with help from the Director, Assistant Director(s) and other Board members as needed
- With Director and Player & Program Development Lead, helps develop plans for pre-tryouts and tryouts to ensure proper skills are being assessed, plan for assessment fits with decision making process in determining team placement, and verify necessary timing to adequately assess all players for tryouts.

*Attends pre-tryout training session and multi-day tryouts

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