



CONSTITUTION & BYLAWS

CENTERPOINT YOUTH SPORTS ASSOCIATION

A Non-Profit Organization

Table of Contents

Article 1: Name, Purpose, Organization	Page 2
Article 2: Governance	Page 3
Article 3: Finance	Page 4
Article 4: Duties of Officers, Directors, and Other Key Personnel	Page 5
Article 5: Amendments to the Bylaws	Page 10
Article 6: Registration	Page 11
Article 7: Coaches & Coaching Regulations	Page 11
Article 8: Code of Conduct	Page 12
Article 9: Policies, Procedures, & Miscellaneous	Page 12
Article 10: Position Descriptions	Page 13

Article 1: Name, Purpose, and Organization

1.1 The name of the organization shall be “Centerpoint Youth Sports Association”. For purposes of abbreviation, acceptable names herein shall be the “Knights”, “CK”, “CSA”, or “CYSA”.

1.2 The team colors of the organization shall be Purple, Black, Gold Yellow, and White, and or acceptable colors approved by the CYSA.

1.3 Centerpoint Youth Sports Association is a non-profit organization exempt from taxation under Section 501C (3) of the Internal Revenue Code, and is not affiliated with Centerpoint School District. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

1.4 It is the policy of this organization not to discriminate or tolerate discrimination based on race, sex, age, religious beliefs, or physical handicap.

1.5 The mailing address shall be P.O. Box 326, Amity 71921 unless otherwise designated by the Executive Board.

1.6 Centerpoint Youth Sports Association is a member of various leagues and conferences. CYSA operates within the league rules and bylaws of the league involved in. The Centerpoint Youth Sports Association Constitution and Bylaws do not supersede said various league bylaws.

1.7 The purpose of Centerpoint Youth Sports Association shall be to promote youth boys’ and girls’ sports within the Centerpoint School District area, to further promote the development of leadership, character, sportsmanship, tolerance, discipline, and athletic ability, and to nurture youth fitness, volunteerism, and a lifelong love of sports. The organization is organized exclusively for charitable, scientific, and educational purposes, more specifically to provide sports participation and youth services for the youth inside and surrounding the Centerpoint School District. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

1.8 Mission Statement

A) Our organization will make every effort to make sure that every child with the desire to participate gets the opportunity to play or cheer, without regard to prior experience, athletic ability, or size.

B) We are committed to instilling honesty, loyalty, integrity, teamwork, discipline, sportsmanship, respect, leadership, trust, commitment, and the importance of education in our young participants. We believe these values and virtues are important to their growth and to them becoming active members of our community and society.

C) We will instill in our youth the challenge of competition, the joy of victory, the reality of defeat, the importance of commitment, and community service.

D) These goals will be achieved through organizing our dedicated volunteers, caring parents, and business associates who wish to partner with our great youth sports programs.

Article 2: Governance

2.1 The governance of the organization shall be vested in the Executive Board and Sport Directors(CYSA Board). The Executive Board of the organization shall consist of the (3) elected positions; each to serve a two-year term – President, Vice President, Secretary/Treasurer. The CYSA Board / Sport Directors will include; Football Director, Basketball Director, Baseball/Softball/Tball Director, Soccer Director, Concessions Director, and Cheerleading Director. The directors will serve as a group providing oversight to the Executive Board while maintaining interests of the CYSA community.

2.2 In all instances of governance not outlined within the constitution & bylaws of the organization, Roberts Rules of Order shall be the governing document unless otherwise noted.

2.3 The Executive Board has the authority to appoint ad hoc, standing committees or subcommittees that will aid in the administration and facilitation of the business of the organization under the direction and guidance of the CYSA Board. Volunteers or appointees to Centerpoint Youth Sports Association ad hoc subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Executive Board.

2.4 Election of Officers

A) Elections will generally be held in the month of July each year. The President, Football Director, Basketball Director, Treasurer/Secretary, and TBall/Baseball/Softball Director will be elected in even years. The Vice President, Soccer Director, Concessions Director, and Cheerleading Director will be elected in odd years.

B) Members of the CYSA Community in good standing (with no outstanding debt) will be able to submit a letter of intent to run for a particular office. Letters of intent will be due by the end of June. Notice of this process may be posted on social media, website, or around the CYSA Facilities.

C) The Executive Board will review all letters and will narrow the applicants down to two (2) candidates per office. The narrowing process will be based on the reputation, experience, and level of commitment of the applicants. The names of the selected candidates will be posted on social media, website, or around the CYSA Facilities, along with the election date. After the conclusion of the election, the newly elected officials will be posted on social media, website, or around the CYSA Facilities. They will serve a two-year term.

2.5 Officers may only be removed from office by a unanimous vote of the CYSA Board, but officers being considered for removal from the board may not take part in a vote for his/her removal from office.

A) Any other board member may be removed by a majority vote of the CYSA Board whenever the best interest of the organization would be compromised by that individual being detrimental to the growth, reputation, or overall benefit of the organization.

B) Board members missing three meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from the board by a majority vote of the Executive Board.

C) Said board member will be notified in writing of the suspension/removal vote.

D) In the event of death, resignation or removal, a successor shall be selected by the remaining Executive Board who shall serve the remainder of the vacant term.

2.6 Quarterly meetings (More if needed) of the CYSA shall be held at the Amity gym or in any other reasonable public meeting facility. Notice to the CYSA Board may take place via the Organization's Official Web Site, via e-mail, U.S. Mail, facsimile, or any other reasonable and accessible mode of communication. Board meetings will be scheduled by the President or Vice President.

A) A quorum (2/3) of all board members must be in attendance to vote on any matter, except when otherwise noted herein, at all regular, special or emergency board meetings.

2.7 Minutes of meetings shall be kept on file and archived by the Secretary.

2.8 To protect the integrity of the organization no related members of the Executive Board shall hold similar positions during the same fiscal year (i.e., husband/wife or brother/sister hold the President, Vice President, Treasurer, or Secretary positions).

2.9 The officers of this organization shall serve without compensation.

ARTICLE 3: Finance

3.1 A business checking account will be maintained. It is the main depository for all CYSA funds. The president, vice president, and treasurer shall serve as executors of the CYSA checking account. The CYSA executive board shall oversee the dissemination or usage of funds.

3.2 The signatures of the President, Vice President, or Treasurer must be on each check. Funds of the Organization for approved expenses, may be withdrawn from the bank by the President, Vice President, or Treasurer. Any expenditures that are not within the normal operating expense shall be signed off on or approved by the president and/or vice president.

3.3 Savings accounts may be established to prepare to replace, or purchase known and unknown sports equipment and supplies as needed.

3.4 The Fiscal year of the Organization shall be the calendar year January 1 through December 31

3.5 The Treasurer shall present at each Board Meeting a current set of financial reports to be reviewed and approved.

3.6 Any proposed expenditure over \$1,000.00 should require more than one bid presented to the CYSA Board (e-mail is acceptable) prior to expense approval.

3.7 Upon the close of each fiscal year the treasurer will prepare all financial documents for tax filing purposes. A qualified certified public accountant shall be utilized for tax filing purposes. Tax documents will be reviewed by all board members.

ARTICLE 4: Duties of Officers, Directors, and Other Key Personnel

4.1 The President of the Centerpoint Youth Sports Association shall:

- A) Represent the organization in the general public and must facilitate all CYSA regular meetings .
- B) Shall prepare each July an election ballot for all officers; All terms of officers will be for two fiscal years.
- C) Ensure coordination of all functions (i.e., home games, fundraising activities, volunteer efforts, etc.) or events and serve as the supervisor of said functions or events.
- D) Address disputes/complaints from the general public and refer to the CYSA Board / Sports Director if and when necessary.
- E) Enforce league policies and principles.
- F) Protect the use and dissemination of all official CYSA property (i.e., equipment, merchandise)
- G) Ensure that sports directors are ensuring that fields are secured and have coordinate the practice and game schedule with the appropriate delegates or officials.
- H) Ensure that the organization's Constitution and By-laws are employed and enforced.
- I) Maintain youth program oversight, working with the Directors to ensure policies and schedules comply with the organization's Constitution and By-Laws.
- J) Complete whatever duties are given to him/her by the Executive Board.
- K) Attend or designate someone in his position on all mandatory Centerpoint Youth Sports Association meetings.
- L) Call for an audit at any time if the majority of the board of director's deems it necessary, to be completed by an independent CPA not affiliated with the CYSA.
- M) Responsible for community communication via all CYSA media sources (i.e. web based, social media).

4.2 The Vice President of the Centerpoint Youth Sports Association shall:

- A) Assist the President in all activities and responsibilities outlined above
- B) Shall become the President's successor in the event of his/her death, removal or resignation from office until the next regular election or a special election is called.
- C) Perform the duties and tasks as assigned by the President
- D) Responsible for community communication via all CYSA media sources (i.e. web based, social media).

4.3 The Treasurer/Secretary of the Centerpoint Youth Sports Association shall:

- A) Maintain a day-to-day record of all financial transactions pertaining to CYSA funds and accounts.
- B) Keep, maintain, and secure all CYSA official documents and financial records.
- C) Prepare and submit monthly financial reports at all board meetings
- D) Oversee all banking functions and communications, electronic or otherwise.
- E) Collect and deposit all income funds for the organization.
- F) Prepare a year-end financial report for the organization and coordinate with a CPA to review and complete the required state and federal tax returns.
- G) The Treasurer shall perform other duties as assigned to him/her by the Executive Board.
- H) Document, oversee and manage all minutes of all Executive Board meetings and any other duties affiliated with minutes of meetings.
- I) Ensure that all board members are notified of the release of minutes in official or draft format via any reasonable mode of communication, including e-mail notification.
- J) Maintain a player and coach database.
- K) Help coordinate player registration.
- L) In the event of the absence or disability of the Secretary/Treasurer, the Executive Board may designate another Board Member to the perform duties.
- M) Responsible for community communication via all CYSA media sources (i.e. web based, social media).

4.4 The Soccer Director of the Centerpoint Youth Sports Association shall:

- A) Uphold and enforce the organization's operating code and policies.
- B) Work with the President and Vice President on all issues pertaining to all programs within the organization.
- C) Screen and recommend coaching recommendations for all age/grade classes and present them in a timely manner to be voted on by the Executive Board. (If multiple volunteers are requesting to coach a parent vote should be conducted)
- D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season.
- E) Recommend, in writing, policies and guideline changes pertaining to the soccer program to the Executive Board for approval by a majority vote.
- F) Organize, coordinate, and propose, to the Executive Board for approval, participation in special events, tournaments, competitions, and bowls associated with the soccer program.
- G) Maintain a thorough knowledge of league rules.

- H) Make recommendations to the Executive Board of any equipment needed.
- I) Coach any sports team as long as it does not interfere with his/her duties.
- J) Perform other duties as assigned to him/her by the Executive Board.
- K) Attend Centerpoint Youth Sports Association meetings.
- L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
- M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.
- N) Order and distribute all soccer equipment/uniforms, using required and approved team equipment forms, with the approval of the Executive Board.
- O) Soccer Director will coordinate with all coaches in scheduling practice times and locations for each team.

4.5 The Football Director of the Centerpoint Youth Sports Association shall:

- A) Uphold and enforce the organization's operating code and policies.
- B) Work with the President and Vice President on all issues pertaining to all programs within the organization.
- C) Screen and recommend coaching recommendations for all age/grade classes and present them in a timely manner to be voted on by the Executive Board. (If multiple volunteers are requesting to coach a parent vote should be conducted)
- D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season.
- E) Recommend, in writing, policies and guideline changes pertaining to the football program to the Executive Board for approval by a majority vote.
- F) Organize, coordinate, and propose, to the Executive Board for approval, participation in special events, tournaments, competitions, and bowls associated with the football program.
- G) Maintain a thorough knowledge of league rules.
- H) Make recommendations to the Executive Board of any equipment needed.
- I) Coach any sports team as long as it does not interfere with his/her duties.
- J) Perform other duties as assigned to him/her by the Executive Board.
- K) Attend Centerpoint Youth Sports Association meetings.
- L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.

M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.

N) Order and distribute all football equipment/uniforms, using required and approved team equipment forms, with the approval of the Executive Board.

O) Football Director will coordinate with all coaches in scheduling practice times and locations for each team.

4.6 The Cheerleading Director of the Centerpoint Youth Sports Association shall:

A) Uphold and enforce the organization's operating code and policies.

B) Screen and recommend coaching recommendations for all age/grade classes and present them in a timely manner to be voted on by the Executive Board. (If multiple volunteers are requesting to coach a parent vote should be conducted).

C) Maintain a thorough knowledge of league rules.

D) Coach any sports team as long as coaching does not interfere with his/her duties.

E) Ensuring high standards of instruction and ethics are maintained by coaches and participants during the course of the season.

F) Recommend, in writing, policies and guideline changes pertaining to the cheerleading program to the Executive Board for approval.

G) Organize, coordinate and propose in writing to the Executive Board for approval, participation in special events, tournaments, competitions and bowls associated with the cheerleading program.

H) Make recommendations to the Executive Board of any equipment needed.

I) Perform such other duties as assigned to him/her by the Executive Board.

J) Work with the President and Vice President on all issues pertaining to cheerleading programs within the organization.

K) Attend Centerpoint Youth Sports Association meetings.

L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.

M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.

N) Nominate an appropriate individual to serve as associated Board of Trustee member, and vote with other Executive Board members to fill vacant Board of Trustee positions.

O) Cheerleading Director will coordinate with all coaches in scheduling practice times and locations for each team.

4.7 The Baseball/T-Ball/Softball Directors of Centerpoint Youth Sports Association shall:

- A) Uphold and enforce the organization's operating code and policies.
- B) Work with the President and Vice President on all issues pertaining to all programs within the organization.
- C) Screen and recommend coaching applicants for all age/grade classes and present them in a timely manner to be voted on by the Executive Board.
- D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season.
- E) Recommend, in writing, policies and guideline changes pertaining to the baseball program to the Executive Board for approval by a majority vote.
- F) Organize, coordinate, and propose, in writing, to the Executive Board for approval, participation in special events, tournaments, competitions, and bowls associated with the baseball program.
- G) Maintain a thorough knowledge of league rules.
- H) Make recommendations to the Executive Board for any equipment needed.
- I) Coach any sports team as long as it does not interfere with his/her duties.
- J) Perform other duties as assigned to him/her by the Executive Board.
- K) Attend Centerpoint Sports Association meetings.
- L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
- M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.
- N) Order and distribute all baseball equipment/uniforms, using required and approved team equipment forms, with the approval of the Executive Board.
- O) Baseball/T-Ball/Softball Director will coordinate with all coaches in scheduling practice times and locations for each team.

4.8 The Basketball Director of the Centerpoint Youth Sports Association shall:

- A) Uphold and enforce the organization's operating code and policies.
- B) Work with the President and Vice President on all issues pertaining to all programs within the organization.
- C) Screen and recommend coaching applicants for all weight/age/grade classes and present them in a timely manner to be voted on by the Executive Board.
- D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season.

- E) Recommend, in writing, policies and guideline changes pertaining to the basketball program to the Executive Board for approval by a majority vote.
- F) Organize, coordinate, and propose, in writing, to the Executive Board for approval, participation in special events, tournaments, competitions, and bowls associated with the basketball program.
- G) Maintain a thorough knowledge of league rules.
- H) Screen and recommend coaching recommendations for all age/grade classes and present them in a timely manner to be voted on by the Executive Board. (If multiple volunteers are requesting to coach a parent vote should be conducted)
- I) Make recommendations to the Executive Board for any equipment needed.
- J) Coach any sports team as long as it does not interfere with his/her duties.
- K) Perform other duties as assigned to him/her by the Executive Board.
- L) Attend Centerpoint Youth Sports Association meetings.
- M) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
- N) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.
- O) Order and distribute all basketball equipment/uniforms, using required and approved team equipment forms, with the approval of the Executive Board.
- P) Basketball Director will coordinate with all coaches in scheduling practice times and locations for each team.

ARTICLE 5: Amendments:

5.1 The power to adopt, alter, amend or repeal the bylaws is vested in the Executive Board.

- A. Bylaws should be reviewed for amendments no less than annually at the June/July Board Meeting or during the course of a special meeting that meets the quorum standard or anytime deemed necessary.
- B. All CYSA Board members must be given a minimum 24 hours notice to attend a Special Meeting; said Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members.
- C. Board members present at annual meeting or special meeting will be responsible for submitting amendment changes (if any). If a board member is unable to attend via teleconference or in person, they can submit their suggested changes via email to the President no less than 24 hours prior to the annual meeting or special meeting.

ARTICLE 6: Registration:

6.1 All registration is on a first come, first serve basis. Registration will end according to the respected league & or the program director's discretion.

6.2 Registration forms will be made available from our website/social media whenever the sports director request.

6.3 There will be at least one In-person registration for each sport prior to the first day of practice. (In person sign ups must be coordinated with the Secretary/Treasurer) Location, dates, and times of in-person registration will be announced via website/Facebook or handouts at the school.

6.4 Each family must register their child(ren) under their household. A Registration fee and the Code of Ethics form is due at this time.

6.5 Each player will be responsible for a deposit for their uniforms. When uniforms are turned in at the end of season the deposit will be returned. (Deposits are preferred as a check that will be held and not cashed unless the uniform is not returned. Checks will be shredded, cash deposits will be issued a CYSA check) The deposit amounts will be set by the program director for each sport, and should cover the cost of replacing the equipment/uniform the player is putting the deposit up for.

6.6 Withdrawal from the program;

A) If a parent/guardian withdraws their child(ren) after the first game, no refund will be provided; however, all CYSA issued equipment must be returned. (This may be addressed on a case-by-case basis if special circumstances apply.

6.7 As a general guideline if a coach has worked with a team the prior year, that team will stay intact the following year. If new participants sign up they will be dispersed between the prior year teams.

ARTICLE 7: Coaches & Coaching Regulations

7.1 Selection of head coaches and coaching staffs:

A) Individuals who wish to coach a Centerpoint Youth Sports team must notify the sports director of that sport.

B) Assignment of head coaches shall be made at the sole discretion of the program director; the program director must consider a prospective coach's overall support of the organization, leadership of his team and staff, interaction with his players parents, his technical competence and dedication to the program and its goals.

C) Convicted felons may not coach unless approved by a majority vote of the Executive Board.

D) As a general rule, if a head coach wishes to return as the head coach in the same position in an ensuing season, he/she will be given the right of first refusal to serve in that same position granted he/she remains in good standing with the organization.

E) Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge and past coaching experience.

F) Coaches who receive parental complaints, verbal or otherwise, must report said complaints to the Program Director within a reasonable amount of time after the receipt of said complaint; it may be necessary and is recommended that the head coach document player attendance, performance, behavior, etc. in this context; head coaches shall handle all complaints, comments, or other communications from parents of players; any attempt by parents to circumvent dealing with a head coach regarding complaints, etc. by addressing them with a staff member, other parents, board members or any other volunteer shall be subject to violation of the CYSA Code of Conduct.

G) The chain of command to handle complaints from parents shall be as follows: Head Coach, Sport Director, CYSA Board, and Executive Board. (Complaints should be addressed in a timely fashion with no more than 5 days having a response back to the complainant.)

H) Coaches **SHALL** complete the required safety training prior to the first practice.

Article 8: Code of Conduct

8.1 All players must sign and have countersigned by their parents (both), parent (if single) or legal guardian(s) the CYSA Official Code of Conduct during the registration period. Failure to do so may result in suspension or removal from team.

8.2 All coaches, CYSA volunteers, Sport Directors, and Executive Board must sign and return the Code of Conduct.

8.3 Allegations or evident violations of the Code of Conduct shall be reported to the Sports Director for review; if further action is required this will be forwarded to the CYSA Board. (If a Sports Director is involved in the complaint the complaint may then be forwarded to the Vice-President. If not resolved there it will be forwarded to the CYSA Board, then to the Executive Board.)

8.4 Penalties for violation of code of conduct will be addressed on a case-by-case basis depending on the severity of the violation.

Article 9: Policies & Procedures (Miscellaneous)

9.1 General procedures and policies:

- A) No Centerpoint Youth Sports Association Executive Board member shall affect policy or procedural changes, rule alterations, offer edicts or mandates or otherwise deviate from the general context of the management of the organization without it first being discussed at a regular board meeting, unless said policy or procedure change is deemed an emergency.
- B) Only pre-approved volunteers may be on the practice or game fields at any time, for any reason. Permitted, pre-approved ancillary personnel shall include but not be limited to: EMTs, law enforcement officials, essential game day volunteers, CYSA representatives, Executive Board members, credentialed members of the media, yardage and down marker volunteers, gate and concessions volunteers, official team mom or dad, team mascot, cheerleaders, and coaches.
- C) No parents or unaffiliated personnel or persons may enter the playing field or practice field, regardless of prior involvement with the program, at any time, for any reason other than to attend to an injured player said parent or guardian is directly related to.
- D) All affiliates, members, coaches, officers, and volunteers of the organization must be of good character and high moral standing; any violations of the Code of Conduct or Bylaws may result in immediate dismissal by the Executive Board or its designees.
- E) Centerpoint Youth Sports Association is a private, non-profit charitable organization and reserves the right to reject or admit any application of any volunteer or player for any reason and may dismiss either, with cause, at its own discretion; however, CYSA will never discriminate against any volunteer, officer, coach, player, or affiliate based on gender, age, creed, race or sexual orientation.
- F) Playing time in games will be determined by the coaches depending on attendance in practices, effort, and skill level. Any rules set by the league will take precedence.
- G) Any player that misses due to an injury **shall** bring a doctor's release before being able to resume play in practices and games.

Article 10: Position Descriptions

10.1 Program Director

Responsibilities

- A) Develop and execute the organizations business strategies to attain the goals of the board.
- B) Provide strategic advice to the board and president so that they will have accurate view of the market and the program that is managed.
- C) Prepare and implement comprehensive program plans to facilitate achievement by planning cost-effective operations and future activities.
- D) Ensure organizational bylaws and requirements are communicated all the way from the top down in the organization and that they are always followed.

- E) Communicate and maintain trust relationships with the executive board, vendors, parents, and donors.
- F) Manage the programs cost, schedules, and budgets performance allocated by the Executive board.
- G) Delegate responsibilities and supervise the work of volunteers providing guidance and motivation to drive maximum performance.
- H) Read all submitted reports by the program staff to reward performance, prevent issues and resolve problems.
- I) Analyze problematic situations and occurrences and provide solutions to ensure program survival and growth.

Requirements

- A) Proven experience in managerial position.
- B) Demonstrable experience in developing strategic and program plans.
- C) Thorough knowledge of the program and forces that influence the program.
- D) Strong understanding of organizational budgets and measures of performance.
- E) Familiarity with organizational and management best practices.
- F) Excellent organizational and leadership skills.
- G) Excellent communication, interpersonal and presentation skills.
- H) Outstanding analytical and problem-solving abilities.

10.2 Football Director

- A) To co-ordinate all off field football activities for the organization to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- B) To provide support to the Executive Board and CYSA Board to ensure the efficient operation of the football program

Responsibilities

- A) Undertake tasks at the request of the President, Vice President.

Pre-Season

- A) Coordinate formulation of the Football Operational Plan.
- B) Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.

C) Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners, and other team support staff to ensure smooth running on game days.

During season

A) Coordinate delivery of the Football Operational Plan.

B) Liaise between players, coaches, Executive board.

C) Ensure all equipment is available as required by Coaches and/or League and that it is in good working order –includes game balls.

D) Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.

E) Oversee the maintenance and management of all training and match equipment.

F) Ensure equipment owned by program is retained by program.

Relationships

A) Reports to the Vice President and Executive Board.

B) Supports the senior coach and football support staff including team managers.

C) Liaises with official program suppliers and vendors concerning uniforms

Accountability

A) The Football Director is accountable to the Vice President, Executive board, and President.

B) Provide a report on operations at the monthly board meeting

10.3 Basketball Director

A) To co-ordinate all off field basketball activities for the organization to ensure that all players and off the court staff are provided with the highest level of support to enable them to compete and perform at the highest level

B) To provide support to the Executive Board and CYSA Board to ensure the efficient operation of the basketball program

Responsibilities

A) Assist other Committee members in their duties as required

B) Undertake tasks at the request of the President, Vice President, and Executive Board.

Pre-Season

A) Coordinate formulation of the basketball operational plan.

B) Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.

C) Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.

During season

A) Coordinate delivery of the basketball operational plan.

B) Provide documentation in consultation with the board, all player payments, and coaching fees.

C) Liaise between players, coaches, Executive board.

D) Ensure all equipment is available as required by coaches and/or league and that it is in good working order –includes game balls.

E) Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.

F) Oversee the maintenance and management of all training and match equipment.

G) Ensure equipment owned by program is retained by program.

Relationships

A) Reports to the President, Vice President, and Executive Board.

B) Supports the senior coach, match committee, basketball support staff including and team managers

C) Liaises with official program suppliers & vendors concerning uniforms

Accountability

A) The Basketball Director is accountable to the Vice President and Executive board, and President.

B) Provide a report on operations to the monthly Board meeting

10.4 Baseball /T-Ball/Softball Director

A) To co-ordinate all off field activities for the organization to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level.

B) To provide support to the Executive Board and CYSA Board to ensure the efficient operation of the program

Responsibilities

A) Assist other Committee members in their duties as required

B) Undertake tasks at the request of the President, Vice President, and Executive Board.

Pre-Season

A) Coordinate formulation of the baseball operational plan.

B) Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.

C) Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners, and other team support staff to ensure smooth running on game days.

During season

A) Coordinate delivery of the baseball, t-ball, and softball operational plan.

B) Provide documentation in consultation with the board, all player payments, and coaching fees.

C) Liaise between players, coaches, Executive board.

D) Ensure all equipment is available as required by coaches and/or league and that it is in good working order.

E) Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.

F) Oversee the maintenance and management of all training and match equipment.

G) Ensure equipment owned by program is retained by program.

Relationships

A) Reports to the President, Vice President, and Executive Board.

B) Supports the head coach and support staff including team managers,

C) Liaises with official program suppliers and vendors concerning uniforms

Accountability

A) The baseball, t-ball, and softball directors are accountable to the President, Vice President, and Executive board.

B) Provide a report on operations at the monthly board meeting

10.5 Cheer Director

A) To co-ordinate all off field cheer activities for the organization to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level

B) To provide support to the Executive Board and CYSA Board to ensure the efficient operation of the cheer program

Responsibilities

A) Assist other Committee members in their duties as required

B) Undertake tasks at the request of the President, Vice President, and Executive Board.

Pre-Season

- A) Coordinate formulation of the cheer operational plan.
- B) Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
- C) Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners, and other team support staff to ensure smooth running on game days.

During season

- A) Coordinate delivery of the cheer operational plan.
- B) Provide documentation in consultation with the board, all player payments, and coaching fees.
- C) Liaise between players, coaches, and Executive board.
- D) Ensure all equipment is available as required by coaches and/or league and that it is in good working order.
- E) Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- F) Oversee the maintenance and management of all training materials and equipment.
- G) Ensure equipment owned by program is retained by program.

Relationships

- A) Reports to the President, Vice President, and Executive Board.
- B) Supports the senior coach and cheer support staff including team managers,
- C) Liaises with official program suppliers and vendors concerning uniforms

Accountability

- A) The Cheer Director is accountable to the President, Vice President and Executive board.
- B) Provide a report on operations at the monthly Board meeting

10.6 Soccer Director

- A) To co-ordinate all off field Soccer activities for the organization to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- B) To provide support to the Executive Board and CYSA Board to ensure the efficient operation of the Soccer program

Responsibilities

- A) Undertake tasks at the request of the President, Vice President.

Pre-Season

- A) Coordinate formulation of the Soccer Operational Plan.
- B) Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
- C) Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners, and other team support staff to ensure smooth running on game days.

During season

- A) Coordinate delivery of the Soccer Operational Plan.
- B) Liaise between players, coaches, Executive board.
- C) Ensure all equipment is available as required by Coaches and/or League and that it is in good working order –includes game balls.
- D) Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- E) Oversee the maintenance and management of all training and match equipment.
- F) Ensure equipment owned by program is retained by program.

Relationships

- A) Reports to the President, Vice President, and Executive Board.
- B) Supports the senior coach and football support staff including team managers.
- C) Liaises with official program suppliers and vendors concerning uniforms

Accountability

- A) The Soccer Director is accountable to the Vice President, Executive board, and President.
- B) Provide a report on operations at the monthly board meeting

10.7 Concession Director

- A) To co-ordinate all concession activities for the organization.
- B) To provide support to the Executive Board and CYSA Board to ensure the efficient operation of all concession for every program.

Responsibilities

- A) Assist other Committee members in their duties as required
- B) Undertake tasks at the request of the President, Vice President, and Executive Board.

Pre-Season

A) Coordinate operational plan.

B) Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.

C) Appoint appropriate personnel, or ensure they are appointed team support staff to ensure smooth running on game days.

During season

A) Coordinate delivery of the concession operational plan.

B) Provide documentation in consultation with the board.

C) Liaise between vendors, and Executive board.

D) Ensure all equipment is available and that it is in good working order.

E) Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.

F) Oversee the maintenance and management of all training materials and equipment.

G) Ensure equipment owned by program is retained by program.

Relationships

A) Reports to the President, Vice President, and Executive Board.

Accountability

A) The Concession Director is accountable to the President, Vice President and Executive board, but works closely with all sports directors that host home games that concessions are supplied for.

B) Provide a report on operations at the monthly Board meeting.

10.8 Secretary/ Treasurer

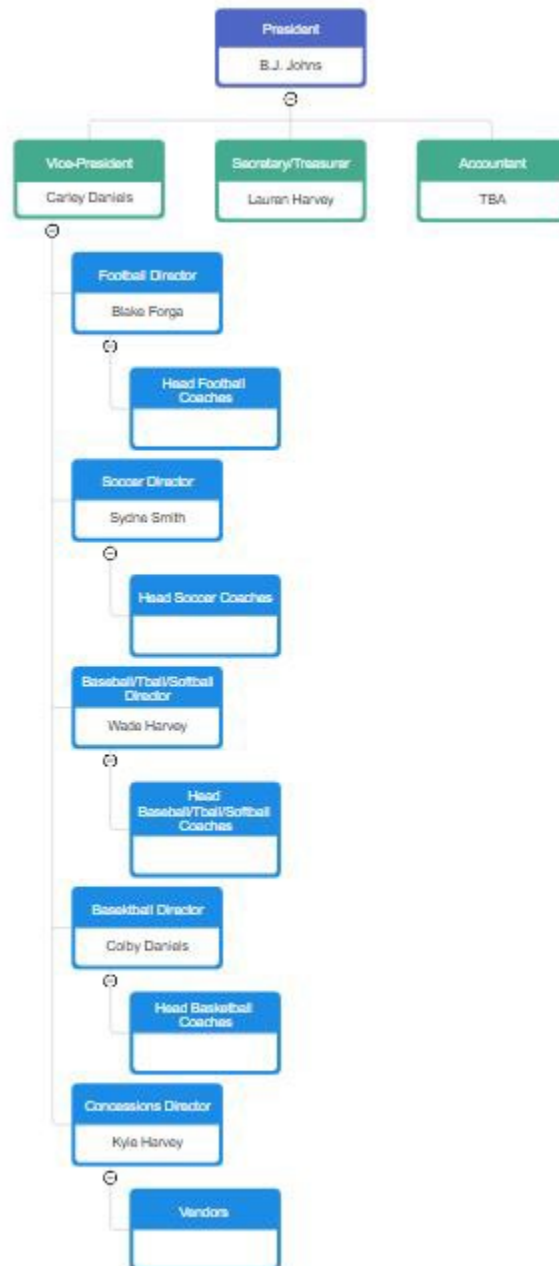
A) The secretary plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws.

B) The treasurer ensures the organization is a good steward of charitable donations and the tax-exempt status, provides oversight of the organization's fiscal integrity and assists the board in meeting its mandate to govern. The treasurer is required to attend all scheduled meetings and maintain current knowledge of the organization, its programs, bylaws, and articles of incorporation. The treasurer is required to have knowledge of nonprofit accounting practices, nonprofit tax laws and fiscal record keeping.

Responsibilities

- A) Active conduit for communication by giving proper notice of timely distribution and dissemination of information to the CYSA community via available outlets.
- B) Be knowledgeable of the organization's records and related materials, providing advice and resources to the Executive Board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties.
- C) The custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines.
- D) The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and accessible.
- E) Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- F) Organizes work by reading and routing correspondence; collecting information; initiating telecommunications. Maintains organizations schedule by maintaining calendars, arranging meetings, conferences, and teleconferences. Completes requests by greeting customers via CYSA email.
- G) Secures information by completing database backups.
- H) Provides historical reference by utilizing filing and retrieval systems.
- I) Keeps a record of accounts.
- J) Treasurer has full knowledge of all organization holdings and assets.
- K) Treasurer review monthly account records and monitor income and expenditures.
- L) The Treasurer also reviews financial reports from program staff.
- M) The Treasurer prepares reports to the board detailing income, expenditures, and asset values. The treasurer presents a financial report at each board meeting.
- G) The Treasure prepares and presents the annual financial and audit report to the board.
- H) The Treasurer prepares special financial reports addressing proposed plans for large expenditures.

Centerpoint Sports Association Organization Chart



Approved and amended this _____ day of _____, 20__.