



# RBYB BOARD POSITIONS

RBYB - PO Box 692 Redondo Beach, CA 90277-0692

[www.RBYB.org](http://www.RBYB.org)

## PRESIDENT

The President shall be the Chief Executive Officer of RBYB and shall, subject to the control of the Board of Directors, have general supervision, directions, and control of the business and affairs of RBYB.

## VICE-PRESIDENT

In the absence of the President, the Vice-President shall perform all the duties of the President, and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the President

## TREASURER

The Treasurer shall received all monies and funds and keep records for the receipt and disbursement of same. The Treasurer shall generate the annual budget for Board approval. Also responsible for making all payments as necessary from allotted funs. Provides financial reports to the Board. Manages all accounting functions.

## COMMUNICATIONS DIRECTOR

The Communications Director shall keep, or cause to be kept, a book of minutes of all meetings of the Board of directors, with the time and place of holding, whether general or special, and if special, how authorized and notice thereof given, the names of those present at meetings, the number of members present at general meetings and the proceedings thereof.

## REGISTRAR

The Registrar shall conduct the registration process, including signup of all player candidates as directed by the Board. Prepare and maintain an official RBYB player roster in the RBYB system database. Maintain records of all player documents including birth certicates, proof of grade, as well as other required player documents. The Registrar shall followup with player/parents to ensure all required documents have been received to establish eligibilty for draft and team selection. The Registrar will provide any necessary reports and documentation to the Board, Athletic Directors, and coaches as needed. The Registrar will collect all scholarship applications for presentation to and approval by the Board.

## ATHLETIC DIRECTOR COORDINATOR

In coordination with the President, the Athletic Director Coordinator (AD Coordinator) shall be responsible for coordinating the duties and responsibilities assigned to the Division Athletic Directors. Shall provide assistance and direction to the AD's to ensure that coaches are identified and selected for each division, ensure parity and balance between teams. The AD Coordinator shall communicate issues and concerns as they arise ane work with the AD's to insure solutions are identified and implemented that are consistent with RBYB Standing Rules and By-laws.

## ATHLETIC DIRECTORS

In coordination with the the AD Coordinator, Athletic Directors (AD) shall identify potential coaches and make recommendations to the Board for approval. AD's shall set up and conduct the draft of registered eligible players ensuring parity between teams as they are formulated during the draft. AD's will also work to ensure player special requests are reviewed and accomodated as appropriate. AD's will work directly with assigned division coaches to insure player issue and concerns are handled in a timely manner and that solutions are fair and equitable and adhere to RBYB rules and by-laws. AD's will monitor coaches throughout the season to ensure they are focused on teaching the fundamentals of basketball while learning teamwork, fairplay, and sportsmanship consistent with RBYB's founding philosophy. Athletic Director positions are:

CLINIC DIVISION AD (Boys Grade 3-4)	BREAKERS DIVISION AD (Boys & Girls Grade K-2)
AMERICAN DIVISION AD (Boys Grade 5-6)	GIRLS DIVISIONS AD (Wave Gr. 3-4 , Pacific Gr. 5-6, Ocean Gr. 7-8)
NATIONAL DIVISION AD (Boys Grade 7-8)	HIGH SCHOOL DIVISION AD (Coed Grade 9-12)

## PLAYER DRAFT COORDINATOR

The Player Draft Coordinator shall be responsible for the preparation of all player evaluations and draft information provided to the Athletic Directors. The Player Draft Coordinator shall coordinate the player evaluation and tryout process in order to gather appropriate player information to effectively evaluate each player's skill level for the purpose of drafting balanced and equitable teams in each division. The PDC shall diseminate the information to the AD's and division coaches in order to facilitate the draft process as outlined in the RBYB Standing Rules.

## TOURNAMENT DIRECTOR

The Tournament Director shall coordinate all post-season competition, including establishment, marketing, communication, and management of the Boys and Girls All-Star tournaments hosted by RBYB.

## SCOREKEEPER

The scorekeeper shall be responsible for preparing the scorebooks for each week's upcoming games. The scorekeeper shall review the scorebooks for adherence to playing time rules and communicate any play-time issues and infractions to the AD and affected coaches. Shall update weekly scores and division team standings to be posted on the RBYB website.

## EQUIPMENT MANAGER

The Equipment Manager shall be responsible for all purchases of new equipment and uniforms as approved by the Board. The equipment manager shall be responsible for the distribution of all uniforms and equipment to and from individual teams, including All Star teams.

## SCHEDULER

The Scheduler shall be responsible for scheduling all basketball games, including preseason, regular, playoff, and post season subject to the approval of the Board. In addition, the Scheduler shall be responsible for coordinating team practice assignments (days, times, location). The Scheduler will also provide the scheduling for gym coverage by RBYB Board members, and work with the Tournament Director to provide game schedules for all RBYB Home Tournaments.

## TEAM PARENT COORDINATOR

The Team Parent Coordinator shall be responsible for the organization and coordination of all RBYB team parents and team parent activities. Responsibilities include regular communication and preseason meeting with all team parents to review team parent duties.

## SPECIAL PROJECTS COORDINATOR

The Special Projects Coordinator shall be responsible for the selection of a photographer to provide player and team picture packages to RBYB registered players. The Special Projects Coordinator will organize RBYB picture day and picture make-up day including scheduling and working with volunteers to provide appropriate staff coverage on picture days. Additionally, the Special Projects Coordinator will be responsible for the purchase of player participation and championship trophies and/or awards to be distributed during division presentations on awards day and at the conclusion of RBYB Home Tournaments.

## REFEREE COORDINATOR

The Referee Coordinator shall be responsible for obtaining quotes for Assignors for Senior CIF Officials and present contracts to Board for approval. The Referee Coordinator shall be responsible for training all Junior Officials (including floor, book, and clock positions) and monitoring their adherence to RBYB game rules. Additionally he/she will ensure senior and junior officials are assigned as needed per RBYB game schedules.

## WEBSITE COORDINATOR

The RBYB Website Coordinator shall be responsible for maintaining the functionality of the RBYB website and keeping posted information current as directed by the Board. The Website Coordinator shall work with the Board to identify and implement improvements and modifications to the leagues system software. He/She will setup the season records and import necessary data from the previous season.

## SPONSORSHIP COORDINATOR

The Sponsorship Coordinator shall be responsible for all media publicity as directed by the Board. Additionally, the Sponsorship Coordinator shall solicit league sponsors and team sponsors to meeting the league's financial goals as budgeted. He/She shall maintain a list of all league and team sponsors and be responsible for their official recognition.

## SNACK BAR MANAGER

The Snack Bar Manager shall be responsible for the efficient and profitable operation of the snack bar during the RBYB season and post season tournaments. The Snack Bar Manager will be responsible for purchasing inventory, stocking levels, and pricing of all items to be sold. He/She also schedules snack bar coordinators, paid student helpers, and parent volunteers to provide appropriate coverage during the regular and post seasons.

## SNACK BAR COORDINATOR

The Snack Bar Coordinator shall be responsible for assisting the Snack Bar Manager by coordinating coverage and supervision of the snack bar during game weekends. The Snack Bar Coordinator will be scheduled to assist with setup and/or take down of the snack bar each weekend as well as general supervision of snack bar helpers and parent volunteers.