

Roles and Responsibilities

1. Officers. FHSAA Officers shall be the President, Secretary, and Treasurer of the Corporation. The Board of Directors elects all Officers and may also elect a Vice President and one or more assistant secretaries and assistant treasurers. The Board may appoint such Officers as it shall deem necessary. Officers are elected by majority vote of the Board of Directors, serving in one-year terms or until their successors are appointed and qualify in their stead. Officers may be reappointed without limitation as to the number of terms they may serve. Officer roles and responsibilities are described below:

A. President

- Provide leadership to the Board of Directors.
- Strategic Planning.
- Prepare the Board Meeting agenda.
- Preside at Board Meetings, ensuring they run smoothly.
- Ensure Board members have the information needed to make informed decisions.
- Lead communication with families from the Board.
- Oversee contracting for the storage facility.
- Manage the FHSAA Staff Background Check program.
- Lead interactions with legal counsel for appropriate issues including 501c3 status.

B. Vice President

- Preside at Board Meetings in the President's absence.
- Assist the President with strategic planning.
- Oversee special projects including coordination with other Board Members.
- Assist with communication with families from the Board.
- Help resolve conflicts or issues brought before the Athletic Director, coaches, and the Board.
- Manage coach and assistant coach Training and Coach Evaluation programs.
- Receive and prepare coach and volunteer applications for presentation to the Board.
- Notify coaching applicants of Board decisions following interviews.

C. Treasurer

- Maintain FHSAA accounting records.
- Present monthly financial reports to the Board.
- Oversee annual financial review and statement.
- Work with the Athletic Director and head coaches to prepare team budgets, receive and deposit team payments, and disperse funds for team and league expenses.
- Pay Bills.

- Oversee the Annual Federal 990 and Virginia tax filing.
- Weekly mail checks at the FHSAA P.O. Box

D. Secretary

- Record minutes for all Board Meetings, Annual Member Meetings, Sports Interest Meetings, Coach / Manager Training Meetings.
- Organize and store FHSAA documentation in an accessible electronic medium (i.e., DropBox) including the following documents:
 - Board Meetings including the Agenda, Athletic Director Report, Treasurer Reports, Minutes and any other documentation presented to or generated by the Board
 - Bylaws updates
 - Policy and Procedure updates
 - Insurance Policies
 - Archive any paper FHSAA documents received or generated during the year

2. Agents. The FHSAA Board of Directors appoints Agents for various roles to assist in the execution of sports activities. Agents are elected by majority vote the Board of Directors, serving in one-year terms or until their successors are appointed and qualify in their stead. Agents may be reappointed without limitation as to the number of terms they may serve. Agent roles and responsibilities are described below:

A. Athletic Director

- Oversee team participation in practices, games, and tournaments.
- Secure facilities for practices and games
- Schedule in-league and out-of-league games for all teams
- Arrange for referees/umpires to officiate home games
- Provide support for FHSAA participation in league and other tournaments
- Provide input to the Board regarding policies, procedures, and practices of the organization, its teams, and member families.
- Assist with the nomination and vetting of coaches and training assistants.
- Offer feedback on issues raised by the Board
- Bring questions and concerns of member families to the attention of the Board
- Report to the Board on violations of the FHSAA or League Codes of Conduct and make recommendations to the Board regarding appropriate follow-up
- Provide support to head coaches and assistant coaches and serve as a liaison between coaches and the Board.
- Offer guidance to coaches, parents, and players regarding FHSAA and league policies and practices
- Assist in resolving questions and concerns by coaches, parents, and players and, as appropriate, bringing these to the attention of the Board

- Provide assistance and support to coaches and team managers in the procurement of uniforms, team equipment, safety and first aid items, and trophies
- Support coaches in recruiting and players, team managers, and other volunteers
- Represent FHSAA on the NVIAC Board and in other leagues in which FHSAA is a member. Provide the official interface between FHSAA and Athletic Directors and coaches of league and non-league schools / organizations.
- Attend quarterly NVIAC Board meetings and, as appropriate, regular meetings of leagues in which FHSAA is a member
- Handle administrative issues related to league participation (e.g. submitting award nominations, ensuring league fees are paid, confirming FHSAA standings and tournament participation, etc.)
- Bring questions and concerns of the FHSAA Board to the NVIAC Board for resolution
- Ensure that FHSAA is in compliance with the regulations and requirement of NVIAC and other leagues in which FHSAA is a member

3. Coaches. The Board vets, interviews and approves head coaches and assistant coaches. All coaches are approved by majority vote the Board of Directors, serving for one season at a time. Coaches may be reappointed for subsequent seasons with Board approval. All coaches are required to complete a background check. Additionally, coaches must complete the Staff Registration at the FHS website. Specific coach roles and responsibilities are described below:

A. Head Coach

- Provide godly direction to the players in accordance with FHSAA Mission Statement, Core Values, and Statement of Faith to help players, coaches, and families, “press on toward the goal for the prize of the upward call of God in Christ Jesus.” (Philippians 3:14)
- Abide by and ensure that assistant coaches adhere to the FHSAA Coach / Staff Code of Conduct.
- Participate in coach- and sport-specific training as designated by the Board. All coaches must complete the mandatory Concussion Training as well as the Sexual Abuse Awareness Training. All coaches are strongly recommended to complete the Fellowship of Christian Athlete Coach 360 Training course and the 3D Institute Essentials Training course.
- Participate in semi-annual coach/manager training sessions to outline resources and opportunities to help use the team experience to build the character and faith of players.
- Clearly communicate coaching philosophy, expectations, team policies and additional team-related information to players and parents.
- Conduct try-outs and select team members, as appropriate.
- Provide training, skill development, and guidance to all players during practices and games.

- Provide personal care to players, coaches and families and alert the coach to critical issues that could affect his or her team.
- Appoint a team manager and make recommendations to the Board regarding appointment of assistant coaches, and to the Athletic Director regarding appointment of trainers.
- Meet with team staff (coaches, manager, and trainers) at the start of each season to assist in the development of a character and faith plan for the team's season.
- ❖ Conduct pre-and post-game voluntary devotional meetings or prayers for players and coaches.
- ❖ Build appropriate relationships with and pray for FHSAA players, coaches, and families.
- Manage assistant coaches, trainers, and the team manager.
- Attend – or ensure that a qualified assistant coach attends – all practices and games.
- Ensure safety of all players at practices and games.
- Ensure that appropriate rules and regulations are adhered to at all games and practices.
- Maintain open communication with the Athletic Director about problems or concerns that may arise regarding players, parents, or opposing teams.
- Ensure that all players have paid their sports fees by the FHSAA required deadlines. Follows up with parents that are delinquent in paying their fees.
- ❖ These roles can be the responsibility of the head coach or may be assigned to a willing assistant coach.

B. Assistant Coach

- Provide godly direction to the players in accordance with FHSAA Mission Statement, Core Values, and Statement of Faith to help players, coaches, and families, “press on toward the goal for the prize of the upward call of God in Christ Jesus.” (Philippians 3:14)
- Abide by the FHSAA Coach / Staff Code of Conduct.
- Participate in coach- and sport-specific training as designated by the FHSAA Board. All coaches must complete the mandatory Concussion Training as well as the Sexual Abuse Awareness Training. All coaches are strongly recommended to complete the Fellowship of Christian Athlete Coach 360 Training course and the 3D Institute Essentials Training course.
- Participate in semi-annual coach/manager training sessions to outline resources and opportunities to help use the team experience to build the character and faith of players.
- Under the direction of the head coach, provide training, skill development, and guidance to all players during practices and games.
- Meet with team staff (coaches, manager, and trainers) at the start of each season to assist in the development of a character and faith plan for the team's season.

- ❖ Conduct pre-and post-game voluntary devotional meetings or prayers for players and coaches.
- ❖ Build appropriate relationships with and pray for players, coaches, and families.
 - Attend practices and games as required by the head coach.
 - Ensure safety of all prayers at practices and games.
 - Ensure that appropriate rules and regulations are adhered to at all games, practices, and facilities.
- ❖ These roles can be the responsibility of the head coach or may be assigned to a willing assistant coach.

4. Team Volunteers. Head coaches identify, interview and select trainers and managers, both of which serve with the approval of the Athletic Director. Trainers and managers may be reappointed for subsequent seasons with Athletic Director approval. Trainer and manager roles and responsibilities are described below:

A. Trainer. Trainers are responsible to the head coach and assistant coaches for all direction and behavior. They will perform all duties as assigned and serve at the pleasure of the head coach and Athletic Director. They must adhere to FHSAA principles and policies, the Coach / Staff Code of Conduct, and observe the applicable rules and regulations for practices, games and facilities.

Trainers can assist in practices in any number of ways, from training athletes in an area of particular expertise or serving as an extra adult presence on the field, court, or track. A coach or assistant coach is required to be present when a trainer is assisting with FHSAA activities. Trainers must complete a Staff Registration at the FHS website, and are permitted on the sidelines or on the bench during games only when approved by the head coach.

Note: Individuals with particular areas of expertise may be invited by the head coach to provide single event trainings to an FHSAA team or members of an FHSAA team. As guests, these individuals are not considered FHSAA staff and are consequently not required to complete an FHS Staff Registration or a background check. Additionally, these individuals must be supervised by an FHSAA staff member at all times when they are interacting with FHSAA athletes.

B. Team Manager. Team managers assist with team organization and administrative support for the head and assistant coaches. They must adhere to FHSAA principles and policies, the Coach / Staff Code of Conduct, and observe the applicable rules and regulations for practices, games and facilities. Team managers must complete the FHS Staff Registration at the FHS website. They are responsible to coordinate volunteers to assist with team responsibilities, including:

- Field / facility preparation, set-up, and clean-up
- Scorekeeping

- Provision of rosters or other team documents at games and tournaments
- Timekeeping
- Line judging or ball retrieval
- Storage and transportation of team equipment.
- Team Photography
- Team VEO Videography (as applicable – high school soccer, basketball and volleyball).
- Season-end party and awards
- Oversee management, maintenance, and care of team and safety equipment at all practices and games.
- Assist head coach in team communications.
- Oversee distribution, collection, care, and inventory of team uniforms.