

RAYBA Roles/Descriptions

Please note: this list is intended is show a high level look at what goes into most of the RAYBA board member roles, but if by no means as exhaustive list.

Executive Team (requires at least one year of experience as a board member)

President

- Oversight for all RAYBA programs/positions
- Set monthly board meeting agenda/facilitate meetings
- Travel coach interview/selection panel
- Create annual RAYBA calendar
- Co-signer for any bank accounts
- Organization-wide communications as needed
- Administration of scholarship program
- Administration of board member interviews

Travel Directors

- Administer coach applications/interviews/selection
- Work with Webmaster to create league registrations
- Travel walkthrough oversight
- Oversight for travel team tryouts/team selection
- Provide team roster information to coaches
- Work with Tournament Director to establish/maintain reciprocity agreements
- Coordinate background checks, code of conduct forms, concussion training, etc
- Travel coach kickoff meeting
- Work with coaches to create tournament schedule/submit registrations
- Work with Facilities to create practice schedule
- Work with Directors of Coaching as needed
- Parent meeting at Hoop It Up event
- Work with Tournament Director to update rules for travel tournaments
- Significant presence at hosted travel tournaments (Winter Warmup & Blizzard Breaker)
- Administration of midseason and postseason surveys
- Facilitation at coach dinner

Facilities

- Work with Tournament, Travel and House Directors to request tournament/eval/tryout/event dates
- Liaison with Community Education for any facilities needs/requests/issues
- Work with Community Education to reserve appropriate gym space for all leagues/events
- Provide information to Webmaster for any Dibs practice times
- Distribute permits to applicable users
- Review permit invoices

Secretary

- Take minutes for monthly board meetings and distribute to the board
- Post approved minutes to RAYBA web site
- Reserve space for monthly board meetings
- Coordinate photo sessions for RAYBA teams

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House Director

Oversight for all House programs
Work with Webmaster to create league registrations
Work with league coordinators to secure coaches
Work with league coordinators to administer evaluations/team selection
House league kickoff meetings
Work with Directors of Coaching as needed
Assist league coordinators throughout the year as needed
Coordinate end of season tournament
Significant presence at end of season tournament
Administration of RAYBA board work schedule for house tournaments
Work with league coordinators to review rules each season and update as needed
Administration of postseason surveys
Facilitation at coach dinner

Treasurer

Prepare/present annual budget
Provide monthly financial updates at board meetings
Provide financial recap for hosted tournaments
Ensure annual tax/insurance/business forms are filed
Administration of vendor invoices/reimbursements
Process payments for RAYBA referees as needed
Handle any payment issues
Work with Travel Directors for tournament registrations
Handle cash box procedure for hosted tournaments

Tournament Director

Work with Travel Directors on reciprocity agreements
Work with Travel and Facilities Directors to select tournament dates and submit permits
Advertisements for MYAS tournament book
Work with MYAS for scheduling services
Secure trainers, officials, vendors as needed
Create/administer Dibs for volunteer hours
Create game schedule and provide to Community Education, officials and teams/coaches as needed
Update web site with applicable tournament information
Print tournament brackets
Secure awards (trophies/shirts)
Post information/openings to MYAS web site
Handle incoming registrations and communication with teams
Work with Travel Directors to update rules for travel tournaments
Administration of RAYBA board work schedule for travel tournaments

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Other Standard Board Member Roles

House League Coordinators

Work with House Director to determine how many teams will be formed
Secure coaches for teams
Coordinate background checks, code of conduct forms, concussion training, etc
Administrate evaluation and team formation
Provide team roster information to coaches
Attendance at house league kickoff meeting
Enter game/skill scores each week
Prepare skills sheets for tournament weekend
Attendance at house tournaments
Facilitation at coach dinner

Webmaster

Work with vendors/board members as needed to create registration forms
Update web site as needed
Create/maintain permissions groups/team pages

Equipment/Apparel

Put together coach bags for all travel/house teams
Distribute bags to each team
Storage of equipment/apparel in RAYBA storage facility
Annual inventory/assessment of equipment/apparel
Work with vendors for any equipment/apparel issues
Distribution of uniforms as needed
Provide equipment/apparel budget forecast to Treasurer
Collection of equipment/apparel as needed at end of season
Maintenance of RAYBA totes at gym locations

Fundraising/Sponsorships

Administration of annual sponsorship efforts
Maintain sponsorship board for RAYBA events
Coordination of RAYBA fundraising efforts (Chipotle, Malmborg's, etc)

Referee Scheduler

Work with Webmaster to create referee registration
Work with Referee Trainer to execute preseason training sessions
Coordinate concussion training
Create/maintain contact list for referees
Create work schedule for referees during House seasons

Referee Trainer

Coordinate preseason referee training sessions
Ongoing support and evaluation during the season

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Other Ad Hoc Board Roles

NWSBL

Serve as RAYBA point of contact for teams participating in the NWSBL
Attend league meetings as needed

Little Hoopsters

Work with Facilities Director to secure gym space for Little Hoopsters sessions
Work with Webmaster to create Little Hoopsters registration
Secure Little Hoopsters instructor and assistants as needed

RRTOC

Serve as RAYBA point of contact with the high school basketball booster club
Attend RRTOC meetings as needed

Concessions

Secure necessary permits
Ensure necessary equipment/supplies are in place
Coordinate concessions ordering/execution for travel tournaments

Coach Dinner

Secure location for event
Work with Webmaster to create registration form
Communicate event information to coaches/board

Hoop It Up

Create event committee/team
Work with Facilities to secure permit
Work with Webmaster to create registration form
Secure DJ, applicable prizes/giveaways
Coordinate board coverage, execute event

Social Media

Administration for RAYBA social media presence

Timberwolves/Lynx Liaison

Maintain relationship with Timberwolves/Lynx representative
Present clinic/camp opportunities to board
Work with Facilities to secure gym space/permits for approved clinics/camps

Summer Shots Program

Work with Webmaster to create registration/enrollment
Communicate program to RAYBA community
Track completion
Work with vendor for award