



**MANCHESTER HAWKS YOUTH
FOOTBALL & CHEER**

P.O. BOX 582, Lakehurst, NJ 08733-0582

ManchesterHawksyf.org |

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May 25, 2022

General Membership,

As we progress closer to the 2022 season, we are working hard to keep this season on the path too greatness. Within the last few months there have been some vacancies opened on the Manchester Hawks Executive Board, namely the Sergeant at Arms and the Football Commissioner. As we move forward with filling these vacancies, we would like to offer anyone who is interested in participating the chance to do so. This is unprecedented in MHYFC. The vacant positions are typically appointed for the remainder of their term. We have decided to allow you to nominate your selves this year!

These two vacancies will be filled by a General Election. The only rule for running is that you are in good standings from a monetary stand point. Meaning you must not owe money to the organization from previous years. Both positions are up for election this year in November.

If you are interested, please email ManchesterHawksPres@gmail.com and we will provide you a date and time to meet the board for a basic interview. Deadline is Friday June 10th 2022 to apply.

Step 1 - First step would be an interview with the Executive Board on June 13th 2022

Step 2 – Second is the elections which will be held on June 20th 2022

- Brief speech saying why you want the position and what you bring to the table

The responsibilities of the positions are below.

Sergeant at Arms - Responsibilities

- Shall maintain order at all meetings and organization events. They shall act as the secretary in their absence. They shall chair the Buildings and Grounds Committee and be responsible for set-up and clean- up of the field on game days. This Office will be up for election for odd number years.
 - Constant contact with public works regarding the schedule of games/practices for football and cheer, provide field paint, fertilizer, power for the water, anything that needs to be repaired, notify and keep in contact with the township in regards to things that they need to be aware of and/or fixed (i.e: parking lot lights, snack stand lights, hawks nest lights-etc.)
 - anything the public works needs shall be coordinated thru sergeant of arms Obtaining permits for any repairs and construction at field
 - Property is maintained and presentable at all times
 - Responsible for the clean-up of the field and surrounding areas on game days
 - Chair of Grievance Committee a) responsible to notify the person who the grievance is against and to form the grievance committee (as set forth in section 22) within 72 hours of the complaint. In addition, need to confirm with the Treasurer if the member filing the grievance is

MANCHESTER HAWKS EXECUTIVE BOARD

President: Robert Frazee **1st Vice President:** Sarah LaBore **2nd Vice President:** Tracey Phillips-Frazee

3rd Vice President: Tia Gunter **Treasurer:** Shikira Cretella **Secretary:** Annmarie Freyer

Cheer Commissioner: Timekoe Rosario **Football Commissioner:** Vacant **Sergeant at Arms:** Vacant

in good standing b) Has 7 days from the date of the letter to hold a hearing with the grievance committee. (Please refer to section 22-Grievance)

Football Commissioner - Responsibilities

- Shall coordinate player development among all franchise coaches and program continuity with and between area high school programs.
- Shall notify the Executive Board of all coaching assignments. However, coaches with a unfavorable background checks will be approved by a majority vote of the Executive Board. Commissioners may remove coaches utilizing the provisions set forth in the hearing process Section 22 until a full hearing is complete.
- Shall notify the Executive Board of all coaching assignments
 - Coaches with unfavorable background checks must be approved by a majority vote of the Executive Board.
 - Commissioner may remove coaches from the field. If a coach is removed from the field, the Football Commissioner would bring the situation to the Executive Board. The Executive Board has one (1) week to come to a decision regarding if any disciplinary actions will be taken.
- Shall maintain Property Inventory, which shall include assuring that MHYFC have ample equipment and uniforms for the programs that we offer and that said equipment and uniforms are clean, in good repair, and safe.
- Ensures team certifications
 - Updating My AYP
 - Verifying Coaches Certifications
 - Make sure the team books are in order for each level for book certification/check - Responsible for making sure all books for each level for football have passed book check.
- Responsible to provide a clear guideline for head coaches on how the team book should be set up for book check Responsible to provide a clear guideline for head coaches on how the team book should be set up for book check
 - Football commissioner is responsible to bring team book to book check – if unavailable needs to find a replacement
- Arrange all scrimmages prior to the regular season - 2 scrimmages are to be scheduled for each level prior to season
- Provide reports in writing to the Executive Board in December and March of each year regarding property inventory and condition of said inventory.
- Ensures team certifications
- Commissioners are responsible for maintaining their respective areas until their term and transition period are complete.
- Shall further be responsible for the reviewing of all first level complaints filed against any coach and/or staff member
- Arrange all scrimmages prior to the regular season.
- This office will be up for re-election for odd number years
- Prioritize Football Commissioner duties over any coaching/other activities (i.e: attending team parent meetings, and any other commissioner duties)
- Set up football field on game day - markers, etc