

Leadership Team	Responsibilities	Persons
RXCSF Youth Skiing Committee	<ul style="list-style-type: none"> • Responsible for general governance issues, selection of head coach and other leaders, coordination with governing/sanctioning bodies, and general policy/structure issues. • Committee membership: <ul style="list-style-type: none"> ○ Cmte Chair = Program Leader (current skier parent) ○ Head Coach ○ 3-5+ Current Skier Parents ○ Former Skier Parent (if available) ○ Former Program Leader (if available) 	Bill Broderick Krista Jones Sonja Thorley Donna Hickling Mark Annunziata Maureen & Steve Moreau Stephanie Carpentier Kim Douglas Kathy Pogharian Bob & Diane Witkowski Bill Broderick
Program Leader	<ul style="list-style-type: none"> • Chair of the RXCSF Youth Skiing Board. • Responsible to assure execution of annual programs & events per Youth Skiing Cmte decisions & 1/3/10 Year Plans. • Represents the program's interests at regional and/or national sanctioning organization meetings/forums as needed. • Assures Youth Skiing Pgm is conducted w/ sufficient liability protection. • Point person for finding & coordinating volunteers for events and miscellaneous duties including: <ul style="list-style-type: none"> • Marketing, Partnerships, Sponsorships & Grants • Opening parent meeting & Ski Swap • Winterfest/Ski Festival/End-of-Season Banquet • Non-skiing aspects of club activities (e.g. registration, food, prizes, starting line volunteers at races, answering parent Festival registration questions, bib distribution, lodging details, etc). • Establish activities with other clubs, programs or districts • Filling leadership positions as noted below • Requirements: Youth sports program leadership and events management experience; coaching experience and ability to represent club objectives and interests desirable. <p><i>Note: The Program Leader is not expected to personally lead & execute all GVBKYS actions. The primary responsibility of the position is to find parents and others who will do so in a distributed manner, assuring planned actions & events are executed per the decisions of the Youth Skiing Cmte. The Leader works with the Head Coach & Communications Coordinators to delineate the organizational structure and needs of the events, then handles or delegates the off-snow aspects.</i></p>	
Head Coach	<ul style="list-style-type: none"> • Design, scheduling, and running of practices IAW the curriculum determined by the Youth Skiing Cmte, including responsibility for safety during all activities and events. • Coaches & instructors recruitment & development (share with Program Leader). • Coordination with RXCSF, Bristol Mtn & other teams to assure adequate grooming & scheduled venue availability for all activities. • Chief of course and chief of race for home races • Monitoring wax inventory and placing wax orders • Finding and training waxmeisters (shared with Program Leader). • Responsible for oversight of ski and training equipment (skis, poles, training support materials, ski prep materials, etc.) • Requirements: Detailed familiarity with modern ski technique; enthusiasm for coaching and for coach development; ability to commit to being at almost all practices. 	Bob Witkowski
Treasurer	<ul style="list-style-type: none"> • Maintain participant lists and liability waiver paperwork. • Monitoring and manage annual budget achievement. • Maintain RXCSF Youth Skiing Account (w/ RXCSF Treasurer) including checking and debit card expenditure authorization. • Requirements: spreadsheet skills, basic financial/budget skills 	Stephanie Carpentier

RXCSF Youth Skiing Organization Structure & Staffing – 2009/10

October 2009

Staff Position	Responsibilities	Persons
Internal Communications Coordinator	<ul style="list-style-type: none"> Point person for parent Q&A in conjunction w/ head coach (critical during registration period & at initial practices). Responsible (in conjunction with Head Coach) for practice, activity and event-related content on Website and weekly email updates regarding upcoming practices and activities. Distribute pictures and videos, etc. Primary maintainer of the Youth Skiing website and developer of other electronic media for enhanced communication. Include regular news, photos and announcement updates. Maintain historical information, pictures, non-financial records, etc. Requirements: Quick writer, facility with email, willingness to reach out to parents with questions, able to update website. 	Stephanie Carpentier
External Communications Coordinator	<ul style="list-style-type: none"> Develop and transmit external marketing communications to assure sufficient Youth Skiing program participation and good standing in the community. Assist the Program Leader with development of Partnerships, Sponsorships & Grants. Assist with website content. Issue press releases before and after Youth Skiing events. Requirements: General marketing experience especially with youth sports and/or non-profit organizations, excellent writing skills, ability to update website and utilize modern media. 	Elizabeth Judd
Coaches / Assistant Coaches	<ul style="list-style-type: none"> Support head coach in teaching proper ski technique Lead Sport Group 3 and Recreational Groups 1 & 2, developing unique curriculum and specific weekly activities with Head Coach and tailored to the skiers individual and group needs including responsibility for skier safety. Responsible to be knowledgeable in the NENSA BK methods and activities, staying current with skiing trends as applicable. Requirements: Detailed familiarity with modern ski technique; enthusiasm for coaching and self development; ability to commit to being at almost all practices and select travel events. 	Bob Witkowski – Group 4 Steve Moreau – Gr 4/3 Supplementary Training Bill Broderick – Gr 3 John Dykes – Gr 3 Krista Jones – Gr 3 Kim Douglas – Various Dianne Witkowski – Gr 1/2 TBD Gr 2 TBD Gr 1
Ski Group Coordinators	<ul style="list-style-type: none"> Gather children into groups to facilitate on-time start of practices. Ski with designated group to support coaches with drills, instructions, demonstrations, etc. Help ensure groups stay together; assist with issues/stragglers. Take attendance; update goals and skills tracker progress. 	Sonja Thorley – Group 4 Richard Thorley – Gr 3 Maureen Moreau – Gr 3 TBD Gr 2 TBD Gr 1
Waxmeisters	<ul style="list-style-type: none"> Primary basic grip waxing at classic practices. Responsible for wax and waxing hardware during the season. Teach parents (and older kids) that yes they can do this too; provide hands-on instruction and support. Assist with grip & glide waxing for competition as applicable. 	Kelvin Wildman Richard Thorley Mark Annunziata Steve Moreau Others?
Clothing Coordinators	<ul style="list-style-type: none"> Collecting and filling orders for team uniforms, hats, jackets, T-shirts and miscellaneous items (stickers, etc.). Uniform delivery to occur before school holiday break. Develop/source the above items w/ Program Leader & Head Coach 	Donna Hickling & Dianne Witkowski
Healthy Snack and Drink Coordinator	<ul style="list-style-type: none"> Plan, purchase and bring healthy snacks and drinks for practices and races. Solicit donations for same. Setup and distribute drinks and snacks. 	Krista Jones

Staff Position	Responsibilities	Persons
RXCSF Youth Ski Festival Event Leader	<ul style="list-style-type: none"> • Responsible for detailed planning and execution of the annual Youth Ski Festival including: <ul style="list-style-type: none"> • Establish list of activities and event schedule. • Secure activity venues. • Working with the Communication Coordinators, assure Festival is adequately promoted with sufficient participants. • Working with the Leadership Team, secure sponsorship to offset operational costs/maximize Festival Quality; cash neutral goal. • Identification, recruitment and leadership of required volunteer staff. 	Open
Photography and Video	<ul style="list-style-type: none"> • Take photos and video at Youth Skiing activities & events, including specific support for Holiday Camp video analysis. • Distribute photos and video to participants. • Forward photos and video for posting on website. 	Richard Thorley Other?
Club Equipment Coordinator	<ul style="list-style-type: none"> • Responsible for coordination of Youth Skiing ski equipment (skis, poles, ski prep materials, etc.) including: <ul style="list-style-type: none"> • Keep inventory of equipment • Store and maintain equipment • Manage distribution of equipment 	Open
Biathlon Program Coordinator	<ul style="list-style-type: none"> • Lead biathlon activities for GVBKYS / RXCSF Youth Skiing. • Secure adequate trained volunteers to support biathlon activities. • Support biathlon equipment coordinator as needed. 	Kim Douglas
Biathlon Equipment Coordinator	<ul style="list-style-type: none"> • Store and maintain biathlon equipment. • Bring biathlon equipment to designated events. • Support biathlon coordinator as needed. 	Mark Annunziata
Ski Orienteering Coordinator	<ul style="list-style-type: none"> • Lead Ski-O activities for GVBKYS / RXCSF Youth Skiing. • Secure adequate trained volunteers to support Ski-O activities. 	Rob Stevens
First Aid Support	<ul style="list-style-type: none"> • Have and maintain current First Aid Training. • Help ensure correct level of first aid supplies is maintained. • Provide First Aid support to program participants. 	Dianne Witkowski Steve Moreau Other?
Trip Coordinators	<ul style="list-style-type: none"> • Coordinate travel times and arrangements for GVBKYS / RXCSF Youth Skiing activities outside of the Rochester area. • Promote car pooling for GVBKYS events & activities. • Acquire overnight accommodations as necessary . 	Sonja and Richard Thorley