NLYAA

* attend 6 of 12 regular monthly meetings
* obtain clearances on all coaches and directors of your sport before 1st practice
* provide copy of inventory to board at end of the season
* provide names of participants with unreturned equipment
* enforce NLYAA bylaws
* immediately provide names of participants who owe money
* ensure receipt of registration form for each participant
* send monthly reports in a timely manner
* prepare/update sport administrative timeline

FINANCE

* obtain NLYAA approval for all fundraisers
* oversee all fundraisers for timeliness, organization, quality
* provide an itemized budget prior to beginning of season
* budget was within 10% of proposed and carry-over was no more than 20%
* if in a deficit, recoup at least 15% of total
* set appropriate sport fee and got NLYAA approval before beginning of year
* submit all income to bank or treasurer within 5 business days of receipt of income
* submit proper paperwork for all reimbursements
* submit proper paperwork for all deposits
* submit reconciled budget at each monthly meeting until budget is closed

SPORT

* secure qualified coaches
* arrange appropriate practice and game locations
* keep accurate inventory of equipment
* provide written policies for your sport at beginning of season stating what is expected in terms of practice and playing
* attend league meetings
* communicate frequently with parents