

Key Responsibilities for USAI Leaders

President

Also referred to as the CEO, Managing Director, General Manager, Club President, the President's role is both challenging and rewarding, requiring a blend of visionary leadership, operational management, and community engagement. As the driving force behind the club's mission and vision, the President plays a pivotal role in shaping the culture, policies, and long-term success of the organization. From strategic planning to advocating for youth sports within the community, the President's responsibilities are extensive and integral to the Club's overall effectiveness and sustainability. In a non-for-profit, the President typically reports to the Chairperson of the Board. Tier 1 Executive Leadership report to the President.

Key Responsibilities of President

1. **Strategic Planning:** Develop and implement the club's strategic goals and objectives, ensuring alignment with its mission and vision.
2. **Policy Development:** Establish and enforce club policies, procedures, and bylaws to maintain consistency and uphold standards.
3. **Budget Oversight:** Collaborate with the Finance Director to prepare and manage the club's annual budget, ensuring financial stability and sustainability.
4. **Financial Oversight:** Monitor income, expenses, and financial reports to ensure sound financial management.
5. **Compliance:** Ensure the club complies with all legal requirements and local, state, and federal financial regulations.
6. **Record Keeping:** Oversee the maintenance of accurate records of club activities, meetings, and financial transactions.
7. **Staff Supervision:** Hire, supervise, and evaluate leadership staff performance, fostering a positive and productive work environment.
8. **Management Team Appraisal:** Maintain a direct connection with direct reports through an annual review process.
9. **Leadership Development:** Lead the development of key staff, ensuring they are equipped with the skills and knowledge to take on future leadership roles within the club.
10. **Board Liaison and Support:** Assist and advise the board of directors in governance matters, providing regular updates on club activities.
11. **Meeting Coordination:** Prepare agendas and materials for board meetings and ensure timely communication with board members.
12. **Reporting and Evaluation:** Regularly assess and report on program effectiveness and participant satisfaction, using feedback to drive improvements.
13. **Data Analysis:** Utilize data to inform decision-making and enhance club operations.
14. **Youth Sports Advocacy:** Advocate for the club and youth sports participation within the community and at the policy level, building strong external relationships.
15. **Club Representative:** Represent the club at State and League meetings and events, ensuring the club's voice and interests are effectively communicated.
16. **Culture Architect:** Establish a club culture by setting the tone, values, and expectations that guide the organization's mission, ensuring alignment across all levels of the club
17. **Visionary Leader** – Shape the long-term direction of the organization, inspiring innovation and guiding the team toward a shared future vision. Once established sell the vision at every opportunity.
18. **Champion of Core Values** – Actively model and promote the club's core values through interactions with staff, members and the community, ensuring these principles are consistently upheld across all aspects of the organization.
19. **Chief Problem Solver** – Identify challenges, devise strategic solutions, and ensure smooth operations to achieve the club's mission and goals.
20. **Chief Decision Maker** – Evaluate complex situations and make difficult decisions that align with the organization's long-term vision and values, even when these decisions may be unpopular or challenging.
21. **Strategic Partnerships and Sponsorships** – Identify and evaluate revenue-generating partnerships that are strategically beneficial.

Operations Director

The Operations Director plays a pivotal role in the success and effectiveness of a Youth Sports Club, serving as the leader of day-to-day operations and ensuring that the club's activities run smoothly. This executive-level position is responsible for implementing safety and compliance policies, managing facilities and equipment, and coordinating logistics. By leading strategic initiatives and operational planning, the Operations Director supports the club's mission and ensures a positive, organized experience for athletes, coaches, parents, and the community. The Operations Director also oversees the scheduling and maintenance of club facilities, ensuring they are safe and accessible for all participants. This role is essential to the club's overall performance, balancing the demands of both leadership and management to create an environment where young athletes can thrive.

Operations Director Roles: Facility Management and Maintenance Operations Director Roles: Land Acquisition and Facility Construction

Roles and Responsibilities

1. **Lead, Manage, and Hold Staff Accountable** – Oversee operational staff, set expectations, and ensure accountability through regular performance reviews and feedback.
2. **Staff Operations** – Ensure all staff maintain necessary certifications, such as CPR/First Aid and mental health awareness (e.g., QPR certification), to uphold club safety standards.
3. **Operational Assessment and Implementation** – Continuously assess and analyze current operations to identify areas for improvement and implement best practices.
4. **Standard Operating Procedure Development** – Create and maintain comprehensive SOPs for all operational activities, ensuring consistency and efficiency.
5. **Policy Development and Enforcement** – Implement and enforce club policies and procedures, maintaining a safe and compliant environment for all club activities.
6. **Regulatory** – Ensure club operations comply with local, state, and national regulations, particularly in areas concerning youth sports and child safety.
7. **Emergency Action Planning, Compliance, and Risk Management** – Maintain accurate records, including safety inspections, training certifications, and operational audits.
8. **Leadership Reporting** – Report on facility usage, uniform procurement, equipment status, event outcomes, and other operational activities.
9. **Budgeting and Procurement** – Create and manage the operations budget in concert with the Executive Director. Lead the procurement of equipment and apparel and negotiate with vendors for cost-effective solutions.
10. **Facility Oversight** – Oversee the maintenance, scheduling, and utilization of sports facilities to ensure optimal use and coordinate with maintenance staff for repairs, upgrades, and routine inspections.
11. **Facility Safety** – Ensure facilities meet safety and operational standards, including emergency plans and first aid accessibility.
12. **Facility Planning and Development (Capital Needs)** – Assess and plan for future facility requirements, upgrades, and expansions to meet the club's growth and operational needs.
13. **Oversee the Operations of All Club Sites and Locations** – Manage the operational logistics and ensure consistency in standards across multiple sites.
14. **Facility Rentals** – Establish an appropriate fee structure for facility rentals and actively market rental opportunities. Collaborate with local county parks, recreation departments, and schools to secure and schedule additional facility needs.
15. **Contract Development** – Draft and review contracts related to rental agreements and partnerships, ensuring terms meet the club's needs and compliance standards.
16. **Events** – Organize and oversee club events, including tournaments, fundraisers, and community activities. Manage logistics, including transportation, equipment, and venue setup, ensuring smooth operations.
17. **Coordinate Team Travel Arrangements** – Organize travel logistics for teams, including transportation, accommodations, and meal planning for out-of-town events.
18. **Scheduling** – Develop facility schedules for practices and games.
19. **Office Management** – Manage the administration office, overseeing daily operations and supporting staff as needed. Maintain accurate records of attendance, incidents, and other operational data.