NYSSRA NORDIC
ORGANIZATIONAL OUTLINE
(Revised 2023)

NYSSRA EXECUTIVE DIRECTOR

Bob Underwood

The NYSSRA Nordic Executive Director has the following responsibilities:

1) To identify and obtain ways to financially support the work of sanctioned nordic clubs and incentivize ways for local ski clubs to become more active.
2) To coordinate with the 2nd VP to implement an effective PR strategy.
3) To work with Bill Koch clubs in NY to reach elementary age kids and introduce them to the sport of nordic skiing. This involves financial support and promotional support.
4) Bi-annually redevelop a system of accountability for the Executive director with the executive board.
5) If possible help clubs boost trail and infrastructure around NYS through grant writing and financial assistance
6) If necessary to serve as the communicator between NENSA and the NYSSRA Executive Board

NYSSRA Executive Board

NYSSRA President, Mark Chmielewicz
Responsibilities:

- Represent NYSSRA to the membership. Execute the decisions of the board.
- Head the XC committee.

- Supervising execution of the duties of NYSSRA volunteers and employees.
- In charge of the Grant/support review process. He/She is responsible for working with club leaders who submit applications for a Club Support grant on schedule.{The application and evidences must be reviewed and submitted to the NYSSRA grant review board (presidents + secretary).}
- Work with individual race organizers build and enhance their events so that they can become the regional Nordic ski event attractions for racers of all levels. This can include but is not limited to seeking out greater event prizes, sponsorships and press that will entice racers from around the state and region.
- The NYSSRA Nordic President is also responsible for scheduling, planning and creating the agenda for the Spring and Fall NYSSRA meeting.

NYSSRA 1st Vice President, Todd Rayne
Responsibilities:

- The NYSSRA 1st Vice President is responsible for communicating with NYSSRA club leaders regarding the schedule and race planning.
- This person works with the Sanctioning Coordinator to make sure that by November 1st, the NYSSRA Google race calendar is up to date and provides active registration links for sanctioned events.
- The NYSSRA bibs are held by and coordinated by 1st VP.
- 1st VP sits on the points committee.

NYSSRA 2nd Vice President, Chris Yarsevich
Responsibilities:

- Disseminating information about upcoming races and events on all NYSSRA social media platforms.
- He/She will work with the NYSSRA President to ensure that NYSSRA events are promoted as much as possible. He or she will work with the web coordinator on this effort.
- Responsible for making sure race results from a NYSSRA event are compiled and emailed to the Web Coordinator in PDF format* after an event. {The 2nd VP may choose to publish them instead of delegating to the web coordinator} *Also results to Points Committee chair in .xls format.
- All results and points should also be shared by the NYSSRA 2nd Vice President, Web Coordinator, and Points Chair so results and points can be posted on the organization's facebook and twitter platforms as soon as they are made available.

· The NYSSRA 2nd Vice President is also responsible for working with the points committee chair and will serve as a second set of eyes once a weekend race has been scored and posted to the NYSSRA website.

NYSSRA SUPPORT POSITIONS

NYSSRA Secretary, Eric J. Hamilton
Responsibilities:
· The NYSSRA Secretary role is to attend the bi-annual meetings for NYSSRA Nordic and take and publish Minutes so that they can be approved and shared with the NYSSRA Nordic Community
· The NYSSRA Secretary also maintains the corporation's records and takes on a leadership role in maintaining the status of NYSSRA Nordic as a 501(c)(3) not for profit as outlined by the IRS tax code.
· He/She must also help maintain NYSSRA - Nordic a NYS registered charity in pertinent databases and directories.
· The NYSSRA Secretary also manages the official postbox for NYSSRA Nordic.

NYSSRA Treasurer
(Jack Rueckheim)
Responsibilities:
· Managing the financial accounts for NYSSRA Nordic.
· All Sanctioning Fees, Head taxes, membership fees and donations are received by the NYSSRA Treasurer and a detailed record of deposits and transactions must be maintained.
· Insurance payments, grants and trip fees are paid out by the NYSSRA Treasurer.
· All trip fees for the Mid-A Junior National Trip, the Eastern High School Championship trip, and the U-16 Championship trip are processed through the NYSSRA Treasurer.
· Special Project Donations are handled by the NYSSRA Treasurer and all accounts are managed and updated. Detailed and current records must be made available to NYSSRA board members upon request.
· The Treasurer will mail receipts to Donors for their Tax deductible donations to NYSSRA Nordic.
Pay all salaries and file necessary tax paperwork.

NYSSRA Past President Darwin Roosa
Responsibilities:

Serves in an advisory role to the current President.

ESWG Director- Vacant
Responsibilities:

Coordinate with the Empire State Games planning committee and work with event planners to run the nordic events associated with this weekend in Lake Placid.
The planning for the Empire State Games weekend should include coordinating: The Tournado Mini Tour, the Ski-Orienteering Events, and the Biathlon events.

Web Master
(Tom Moffet)
Responsibilities:

Create and perform emergency maintenance on the NYSSRA site

Web Coordinator
Responsibilities:
The NYSSRA Web Coordinator is responsible for making sure all active links on the NYSSRA web platform are up to date. This involves working with contributing entities that feed content into the NYSSRA website (NY Biathlon, Ski-Orienteering Committee, clubs)
to ensure they have up to date information available for NYSSRA members. As clubs are added or subtracted the website needs to reflect these changes. The Web Coordinator should have knowledge of updating standard html pages, php pages, and updating the NYSSRA Nordic wordpress blog. This person is also responsible for linking current results, maintaining the results archive, linking high school results and sharing images on the
Homepage.

HS Web Coordinator-(Vacant)

Formerly in charge of High School Beat portion of NYSSRA site. A section dedicated to Scholastic racing. This volunteer maintains records of High School results and creates content about Scholastic racing. NYSSRA is currently considering outsourcing this responsibility to KickZone Media, and maintaining the HS beat portion for historical purposes.

Sanctioning Coordinator
(Ed Luban)
The NYSSRA Sanctioning Coordinator accepts and files club requests for: Certificate of Insurances, Club membership, and event sanctioning.
Mails fees to the Treasurer,
Contacts race leaders for any incomplete event information

Adds fully sanctioned events to the official organization Google Calendar.
Updates the NYSSRA Clubs list

Insurance Consultant
(Sean Halligan)
The NYSSRA Insurance consultant should have a good understanding of the NYSSRA insurance policy and the provider, cost structure and policy wording. Should be able to advise the NYSSRA Board on insurance policy decisions.

High School Liason
(vacant)
The NYSSRA high school liason is responsible for reaching out to high school nordic ski coaches to make them aware of the opportunities for junior level skiers in NY. This duty will involve emailing and sharing club information with interested coaches. The high school liason should be responsible for collecting the results from high school nordic races, formatting them into pdf format and sending them to the web coordinator.

Points Committee Chair {on Points Committee with NYSSRA 1st VP, and Secretary}
(Bernadett O'Brian)
This person is responsible for maintaining the points list for the NYSSRA Nordic race season. This person possesses a working knowledge of spreadsheets and data entry. The Points Committee Chair works with the Vice President 2 and Prize committee chair, to make sure that the awards and NYSSRA giveaway items are compiled prior to the NYSSRA Club Championship Weekend. This person must also tally the points and prizes for the Wilkinson Cup Series.

Prize Committee Chair (Bob underwood)
Plan and purchase prizes and awards for the season (such as hats, jackets, medals, trophies and the Club banner/flag.- This is coordinated with Executive director.

Junior Trip Secretary- (Vacant)
The role of the Trip Secretary is to serve as a contact between the executive board and trip leaders. As a member of the Mid-A committee they are up to date on qualification standards for all trips. The secretary assists the NYSSRA Vice president in selecting trip leaders. The Secretary can field questions from the board and prospective participants about EHSC and U16 trips before the trip leaders have been chosen.

Trip Leaders

Junior trip leaders (JN's. U16 Championships, EHSC) should communicate with support volunteers and with the NYSSRA board to help promote and finance the March trips for junior athletes.

Current Trip Leaders:
JN-Jason Hettenbaugh
EHSC- (vacant)
U16-(vacant)

Committee Chairs
The chair people of the biathlon, Mid-A, X/C, BKYSL and ski-orienteering committees should work with their volunteer groups to set the race schedule for their respective interests and work with the vice president #2 to share information about upcoming camps, clinics, races and events.

The Committee Chairs should work with their volunteer membership to find new ways to boost participation and visibility of their events.

Points Committee- To plan any changes to Series scoring, and convene to hear any protests in season.

Sport Committees {Biathlon, BKYSL, Ski- O, X-C} form and plan/discuss season events and championships at bi- Annual meetings.

Currently filled by:
Jason Hettenbaugh - Mid A
Darwin Roosa - XC
BKYSL – Janine Phaneuf
Ski-O: Janet Finnley
Biathlon- Tom Moffet

The individuals who fill the NYSSRA board positions are nominated by
the NYSSRA nominating committee and then voted on in the general meeting.
The NYSSRA support positions are nominated by the NYSSRA Board Presidents are elected to 2 year terms. Other officers serve an indefinite period.

NYSSRA Stakeholders

Club Leaders

Club Leaders communicate about races and events with sanctioning coordinator and other necessary support volunteers. Club leaders should seek out the help of the web coordinator and the 2nd vice president to help promote and spread information about club events

High School Coaches
Communications should exist between high school coaches and NYSSRA Nordic.When opportunities for nordic skiing and youth development are in the community, highschool coaches often want to encourage participation from their team. It will develop better skiers and make student athletes aware of nordic skiing opportunities after they have graduated. It will also help educate skiers about opportunities in ski-orienteering and biathlon (which they may not get in school).

NYSSRA MEMBERS
NYSSRA Members should communicate with club leaders and also with NYSSRA board members about ideas or concerns. They should be willing and able to have an open dialogue about NY ski racing and be aware of the available forums to start a dialogue.
Please email nyssranordicski@gmail.com for questions