



Local Program Leadership Roles

Local Program Coordinator (LPC) | 4-5 hours/week

Manages all aspects of his/her local program with help and support from a local program leadership team.

- Create a vision for your Local Program
- Understand finances of your Local Program
- Ensure program is represented at meetings and trainings by leadership team members.
- Communicate regularly with Leadership Team, athletes, families, and SONH
- Recruit athletes and volunteers. Encourage Local Program growth within your community.
- Be familiar with the [SONH Program Manual](#) (all resources)

Communications & Technology Manager | 3-5 hours/week

Serves as the voice of the local program through communications and manages Agon for the local program.

- Keep folks in your program engaged, informed and on the same page.
 - Utilize communication methods that make the most sense for your program.
 - Email, social media, communication through Agon
 - Keep an open line of communication in & out to athletes/families/program volunteers & SONH
- Manage Agon
 - Webpage content, event registration/intent/scratch
- Be familiar with the [SONH Program Manual](#) in addition to [branding guidelines](#), social media guidelines, Agon User Guide

Compliance Manager | 3 hours/ week

Works with athletes and local program volunteers to be up-to-date to compete and volunteer.

- Communicates with athletes, coaches, families, local program volunteers and Unified Sports partners to keep them in compliance.
 - Annually or regularly remind all athletes and their families to bring application when they go to the doctors
- Reaches out to those out of compliance / soon-to-be out of compliance to keep them engaged and works with them to remain / gain compliance.
 - LP Athletes need to be compliant before practicing
 - Let athletes and families know when information expires
- Works with new athletes, local program volunteers and Unified Sports Partners to ensure paperwork is correctly submitted.
- Be familiar with the [SONH Program Manual](#) & [Useful Forms](#)

Sports and Training Manager | 2-4 hours/ week

Manages the sports piece of the local program.

- With local program, determine sports offered and determine cross training opportunities
- Secure sufficient practice locations appropriate to each sport that will allow for quality training
 - Secure space for 10 weeks minimum
- Support coaches; do they have necessary equipment & resources to run quality practices
- Monitor that each sport is starting their training a minimum of ten weeks prior to competition; secure venues & communicate with coaches to do so
- Ensure coaches are encouraging athletes to incorporate other healthy activities into their daily routines.
 - Offer guidance on additional enriching and healthy activities.
- Be familiar with the [SONH Program Manual](#)

Finance Manager | 2-4 hours/week

Organizes raising funds for the local program.

- Review and understand finance and fundraising resources for allowable and non-allowable fundraising opportunities.
- Support coaches; do they have necessary equipment & resources to run quality practices
- Assist in purchasing and ordering high-quality uniforms and equipment for the local program.
- Understand the Expenses and Net Funds tools in Agon to make sure local programs have adequate Net Funds to support the program throughout the year.
- Be familiar with the [SONH Program Manual](#)