



Advisory Group (AG)

General Structure, Policies and Procedures

What is an Advisory Group?

AG's are dedicated groups of volunteers that oversee a large portion of the facilitation of a program under ORYA's umbrella.

What does an AG do?

Manage, develop and strengthen aspects of the program it facilitates. This includes management both in and out of season.

Why are AG's Needed?

AG's are needed to support the facilitation of programming to fulfill ORYA's mission while keeping costs as much in line with traditional, fully funded town recreational departments as possible. ORYA is an independent 501(C)3 non-profit organization.

What positions are in an AG?

Each sport with an AG will have its own positions based on unique needs or size of that program. The goal is to have the smallest amount of official positions which still offer appropriate oversight of responsibilities while sharing the scope of work relatively equally between AG members.

What responsibilities do AG members have?

They are responsible for representing ORYA in the community and to coaches and participants of their sport. Specific Responsibilities are sport and AG-specific and outlined by your lead coordinator.

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AG Creation Process

- ORYA Director or Program Director selects or confirms return of Lead Coordinator.
 - Since this position is the main point of contact between the ORYA office and program this position is selected by the ORYA Director or Program Director to ensure a good working relationship, shared mission and philosophy.
- The lead coordinator and ORYA determine AG positions.
- New members are found via official [AG interest forms](#) received within an advertised 'open period'.
 - In the event AG positions become open unexpectedly they will be filled as soon as possible by current AG membership
- Upon completion of the open period the current AG membership will select new members and communicate to those selected and not selected within a 2 week period.
 - Majority vote is needed to add a member.
 - Any tie is broken by Lead Coordinator
- If the AG receives no submissions for an open position, or no applicant receives a majority vote, the process may begin again or the AG may invite candidates to submit an interest form.
- All positions are limited to 4 years unless AG and ORYA are unable to secure replacement. This includes the Lead Coordinator.
- AG roles will be posted on sport specific webpages.

Returning Members

- Prior to the addition of new members, returning members who have not yet served their 4 years have the option to return to the AG.
- The position on the AG is determined by the Lead Coordinator and other returning members.
- Open positions are determined once returning member positions are solidified
- Returning members may return to an AG after a minimum of one year or season absence (unless removed from the position) or if no new members are found following the open period process and approved by ORYA Staff.

Lead Coordinator Responsibilities

- Have an interest and passion for ensuring the advancement of the specific ORYA program he or she serves as coordinator.
- It is expected a Lead Coordinator serves in that role for at least 2 years.
- Ensure program specific goals and objectives fall in line with overall ORYA guiding philosophies and mission statement.
- Lead and manage AG members toward program goals.
- Ensures AG members are completing responsibilities on time.

- Responsible for ensuring proper communications with Advisory Group, ORYA Staff, coaches and parents.
- Communicate meeting dates, prepare agenda and properly communicate to the AG.
- Lead AG meetings or assign a replacement if unable to attend.
- Work with ORYA Staff to prepare the budget and present to the AG
- Demonstrate open and productive communication with ORYA Staff
- Supply ORYA Staff with complete coach list and support coach compliance prior to first scheduled event, or as soon as possible.
- The position is, ultimately, responsible for the decision-making process and decisions made by the AG.
- More specific responsibilities outlined in sport-specific AG roles outlines.

General AG Meeting Guidance

- Meetings should be held monthly at a minimum, both in and out of season.
- Meetings should be held at an appropriate location
- A member shall be appointed to take minutes at every meeting. Minutes should be shared with ORYA Staff.
- Minutes to be reviewed and approved at meetings
- Attendance is required at meetings – repeated absences may lead to a request to step down.
- A quorum is required to hold a vote
- Yes or no votes require a majority
- Any change that would affect the programs finances- must approved by ORYA Staff and voted on and approved by the AG.
- Email votes are acceptable when deemed necessary

Recommended Annual Meetings

- **Regular Monthly Meetings** – To keep on target for a successful season. Discuss and implement steps necessary to maintain a healthy program.
- **AG Pre-Season Meetings** – To make sure all necessary tasks are assigned to AG members and will be completed prior to the start of the season. Most likely more than once a month at times.
- **Head Coach Pre-Season Meeting** – Informational meeting for the coaches. Discuss the season, review expectations & coaching requirements. Attendance is expected for AG and Head Coaches.
- **Post Season AG Wrap-up** – Purpose is to discuss what went well and what changes might be necessary prior to the start, or during the next season. Also to prepare for AG openings and new member search process.
- **Coach Post-Season Meeting** – This is facilitated by the AG. This is a season wrap up meeting. Input from the Head coaches about their season, and to find out what changes they recommend, if any. Attendance is expected for AG and Head Coaches with all coaches welcome.

General

- Lead Coordinator will be responsible for implementing and maintaining proper communication flow (see [ORYA Communication Pathway](#)). ORYA Staff does not need to be included on all AG communications.
- ORYA Staff will direct relevant parent and coach questions and concerns to appropriate AG coordinator(s).
- ORYA Staff should be included and copied on any correspondence related to any situations outside of the scope of a volunteer position in order to address or assume responsibility for communications. (*example- bullying incident, etc.*)
- Important to instruct, and request that all coaches, parents, and advisory group members follow the communication pathway. Always try to start with the level above yours for your communications of any kind. This is not just for grievances, but for general questions and requests also.
- ORYA Staff should be copied on correspondence related to his/her job responsibilities, or information needed to keep sport running smoothly. – This is important to ensure we have the most efficient, productive and fun sports season.
- Any problems or concerns should be brought to ORYA Staff attention promptly. This should be done in addition to the AG attempting to solve the problem themselves as a self-sufficient program.
- Program specific details of division of responsibilities between ORYA and the AG group will be determined according to the specific sport.
- There may be times where ORYA Staff will overrule decisions of the AG when those decision may negatively impact the ORYA's ability to facilitate, programs, differentiate from ORYA's guiding mission or philosophy or set a negative precedent.
- At any time, ORYA Staff or Board, may remove a participant, parent, coach, AG member or Lead Coordinator for any behavior defined in our coach code of conduct agreement or deemed to the detriment of the program or organization.

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