

WASA-General Duties

Job Title: Director of Recreation Program	Date: February 18, 2011
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Position Overview

This Director will recommend to the President and the Executive Committee the rules & regulations by which the Recreation Program will operate. The Director will be responsible for their participating team's compliance with the rules & regulations. The Director will work closely with the Secretary to assure timely and accurate registration with WASA.

Constitutional Job Functions

- May appoint those individuals necessary to assist in meeting his/her duties.

Other Job Functions

- Pay insurance on players, coaches and assistant coaches each season.
- Insure that all coaches fill out Kids Safe and Coaches Code of Conduct forms.
- Order and distribute jerseys and medals.
- Schedule pictures; distribute when received.
- Make sure all rosters and schedules are completed and posted; make any necessary changes.
- Hold a coaches meeting, handing out all necessary information to coaches.
- Secure referees for the U7/U8 divisions; hold referee clinic to distribute schedules and go over rules and regulations; reschedule referees as needed.
- Work with Director of Coaching & Player Development for coaching issues and player offerings
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