

Hidden Valley Community Association

Sports Director Position Description	Date Drafted <u>May 27, 2013</u> Date Approved <u>September 20, 2013</u> Date Revised _____
---	--

The role of Sports Director is to responsibly develop and maintain Sports Programming within the community association.

Specific Responsibilities of Sports Director

In addition to the general duties and responsibilities of all Directors, the Sports Director has these additional duties:

- Chairs the Sports Program Committee, maintain records of committee minutes for the Secretary and provide information to the Board on committee business
- Prepare and review policy and procedures related to sports programs
- Responsible for the operation and development of Sports programming (i.e. Soccer, Baseball, Hockey)
- Arranges Facilities, Fields (line marking), Timetable/Scheduling, Equipment hand-out and return
- Recruit Coordinators, Coaches, Assistant Coaches, Referees and other volunteers
- Establish Coaching Training programs and /or ensure coaches become qualified under existing programs
- Organize Registration; times and system
- Forward volunteer names accumulated during Registration, to Volunteers Director
- Ensure Registration of all teams in accordance with league rules upon completion of registration for each team
- Sets and collects sports programs fees
- Chairs the Sports Committee, maintaining records of minutes for the Secretary and providing information to the Board on committee business; attends city-wide Sports and Facility related meetings as appropriate
- Work closely with Communications Director to promote each Sports Program
- Writes a Sports related column in our community newsletter and surrounding areas.
- Responds to questions from members and residents on Sports related matters
- Organize and order pictures and awards, distribute accordingly
- Summarize each completed event, documenting planning procedures to use as a reference for future events; including a list of suppliers, sponsors and event details
- Prepare report for Annual General Meeting
- Liaise with other community associations in developing joint community Sports programs in the community; in particular - increase hockey program, offer a Can Skate / Power Skate program
- Establish a Sports budget with advice from the Treasurer
- Submits all receipts to Treasurer within one week of completion of each Sports Program

Authority and Accountability

- The Sports Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Sports Director serves as a Committee Director.

Term

- The Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting