

## Recreational Directors Policies & Responsibilities

### Policies

1. Recreational Directors of U8 and above cannot be a head coach nor have a spouse coaching the age group for which they are director.
2. Recreational Directors will adhere to all HSA policies including, but not limited to, HSA Registration Policies.
3. All Recreational Directors must complete a KidSafe Form.

### Responsibilities

1. Assign Coaches and Players to teams.
2. Review requests to "play up" one division. Approval from **both** directors is **required** for this to occur. **THIS IS NOT A COACH'S ISSUE.**
3. Supply number of teams, team names, and coach's names to the H.S.A Scheduler by assigned time for schedule book purposes.
4. Turn in roster list to registrar at the assigned time (to be decided).
5. Recruit Coaches if needed.
6. If needed, meet with recreational coaches and represent them in H.S.A matters.
7. Attend spring and fall Coaches Meeting.
8. Distribute Roster Lists to Coaches.
9. Ensure all coaches receive and complete KidSafe Forms.
10. Hand out picture envelopes and pictures to the coaches.
11. Field parent, player, and coach problems. If needed, involve the VP of Recreation.
12. Report any problems to the VP of Recreation.
13. Volunteer for flag duty one day per season.
14. At the completion of the season, return ASAP the registration forms to the VP of Recreation (to be filed for 3 years).
15. Attend H.S.A Board Meetings (optional).
16. Attend Directors Meetings (if needed).