

Recreational Commissioner

The role of Recreation Commissioner is to perform as indicated in cooperation with the Executive Officers, otherwise known as President and Vice President, and/or at the direction under action so approved by the Board of Directors, including but not limited to:

Assist Executive Board with organizational and planning needs
Assist Operational Boards with organizational and planning needs

- Provide leadership, direction, and vision for the Recreation Program
- Work with the Board and Director of Coaching to develop and implement training programs for players and coaches on a regular and on-going basis
- Oversee the Recreation Coordinators and its daily operation
- Work with Treasurer and committee to acquire and budget required supplies
- Work with Travel and Advanced Commissioner and committees to develop feeder program into Advanced and Travel
- Acts as liaison between coaches and Board of Directors
- Maintain a database of all currently registered players as well as past players.
- Coordinate resolution of incomplete registrations with the Registrar and the Board.
- Coordinate processing of mail-in registrations with the Registrar and the Board.
- Coordinate Age Group wait lists with Coordinators (and with the Registrar and the Board).
- Provide Board and Registrar and each Age Group Coordinator with the latest Age Group registration information.
- Develop a list of volunteers from the registration forms data and maintain a current list of volunteers at all times. Provide the list at the Board's request.
- Verify rosters for the each player and maintain a list at the CSL Fields Bldg each season.
- Attend all meetings of CSL as well as annual and special or general meetings of the membership.
- In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by the Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.
- Perform Board/Staff duty, as scheduled, on game days in order to have a Board/Staff member present at all times.

The term of office shall be on year.

The Board of Directors may have non-voting subcommittee chairs under their direction as follows:

Age Group Coordinators (U4, U5, U6, U8, U10 and U12 & Up)

Responsible for recruiting coaches, assistant coaches and referees for their age division

Create fair and balanced teams for age group from registered players
Host a pre-season coaches meeting to distribute uniforms, equipment, field allocations and schedules
Distribute age appropriate practice and game information
Schedule all practices and games and notify coaches of cancellations and make-ups.
Be available to all age group practices and games with first aid and cell phone
Notify Recreational Commissioner of any problems
Reports to the Recreation Commissioner

Age Group Coordinator (AGC)

The Age Group Coordinators (AGCs) have the primary responsibility for assisting the Recreation Commissioner with forming recreational teams per the Boards approval/plan. Each may be responsible for both boys and girls or a single gender. AGCs may be recommended by the Recreation Commissioner or another Board member but must be approved by the Board. The AGCs work closely with the Recreation Commissioner, Board and Administrative Staff such as registrar, who provide the player registration information and wait list information. Recreation Commissioner and AGC may communicate with AGCs in other areas of CSL to develop the best mix of team sizes and players or to transfer players to a different area of play, per the approval of the Board and based on CSL's policies.

Recreation Commissioner and AGCs generally have the following responsibilities, including but not limited to (based on Board recommendation and stipulation):

- Determining team counts
- Uniform recommendation and purchase (per Board's approval) in coordination with Operations Director/Uniform Coordinator
- Selecting team coaches
- KidSafe compliance of all team staff PRIOR to the start of any team event (practice/games, etc..)
- Assigning registered players to teams
- Accepting players from the wait list to fill teams
- Distributing rosters to coaches
- Distribution of CSL Rules and Regulations and/or informing members where such documents may be obtained
- Assisting with obtaining further training if desired
- Distributing information per the Board's request/approval of any league activity such as field closures, changes, concession schedules, training, etc...
- In addition, AGCs may also be delegated responsibility for assigning team practice times and distributing equipment and/or schedules to coaches. Recreation Commissioner shall identify the specific responsibilities of the AGCs within his/her program and any changes will be made as recommendations to the Board for approval.

The term of service shall be on year.