

# Centennial Lacrosse Association Board and Coordinator Job Descriptions

## **Girls Director**

Required to be at all board meetings, both in person registration sessions and any other scheduled meetings.

### The Girls' Director is responsible for:

- Manage the Girls program for CLA.
- Participate in the board decision regarding number of CLA girl's teams.
- Responsible for the recruiting of coaches at all levels.
- Have various responsibilities for coach selection for this level:
  - Determine coaches for the teams.
  - Be involved in the coach selection process.
  - Assist in recruiting coaches.
- Responsible for presenting coaching candidates to the CLA board for board vote of final coach assignments.
- Contact approved coaches ASAP after board vote. Contact those who were not selected as well. Do not let them hear through the grapevine.
- Create email list of coaches and team managers at each level.
- Maintain a file of coaching personnel information (evaluations, etc)
- Work with Directors to handle any problems regarding coaches.
- You are required to be at registration to field questions
- Get a copy of all team assignments to the coaches following registration ASAP
- Handle problems as they come up during the season regarding the Girls team
  - Team Disputes
  - Tryout questions
  - Coach complaints
- Work with the other Board members as required for communication with this level's teams/coaches/families.
- Make sure Coaches understand certification opportunities with USLacrosse.
- Make sure all new coaches attend CLA coaches training.
- Communicate with coaches during the season. Attend games. Observe practices.
- Inform coaches of the availability of coaching tapes, books, etc.
- Maintain a current inventory of training materials and communicate what is available to the coaching staff.
- Purchase additional training material if appropriate.
- Participate in Team Manager meeting. Use this meeting to encourage communication from teams.
- Forward Minnesota Lacrosse communication to teams.

Approved January, 2009