

Tredyffrin Summer Recreation Basketball League

Director's Responsibilities

He/she will be paid a lump-sum salary in return for assisting Tredyffrin Township with the administrative responsibilities that are involved with operating the Tredyffrin Summer Recreation Basketball League. Half of this salary will be paid at the start of the season, the other half following its successful completion and submission of a satisfactory year-end report (described below).

The following is an explanation of the director's responsibilities:

- He/she will be responsible for soliciting the sponsorships necessary for operating the league. To assist in this effort, a list of previous sponsors will be made available and administrative assistance will be provided by the Recreation Coordinator.
- He/she will be responsible for the recruitment, selection and direction/supervision of the volunteer league coaches, and for providing them with letters of reference (if requested) at the end of the season. A list of coaches must be submitted to the Recreation Coordinator and the Park & Recreation Board for final review.
- He/she will be responsible for the hiring and scheduling of the referees for all the summer games. All referees must meet the requirements of the Recreation Coordinator and be at least 15 years of age and familiar with the rules of basketball.
- He/she will be responsible for creating the game schedule, including the playoff format and schedule, depending on the number of teams and divisions formed through registrations. He/she will also be responsible for directing the distribution of the schedule to all coaches and players/families.
- He/she will be responsible for making the determinations, both prior to the start of a night's activity and while it is occurring, of when game(s) must be postponed due to bad weather or other reasons. He/she will also be primarily responsible for directing timely and clear communication to all coaches, players and families about all changes from the original schedule, including communication about rescheduled games. He/she must also keep the

Township Hotline and Web site updated with such information (through coordination with the Recreation Coordinator).

- He/she will be responsible for ensuring that all games are played under Township regulations, that the mandatory playing time rule is enforced, and that all coaches, referees, players and parents/fans promote good sportsmanship and demonstrate proper conduct at all times. He/she will also be primarily responsible for ensuring that Teegarden Park (and any other Township parks/locations that may be used for the program) is kept clean and trash-free and that no damage occurs to any park facilities while they are being used for the basketball program.

- He/she is responsible for providing the Recreation Coordinator and Park and Recreation Board with an end-of-the-year report, including players, coaches & referees' names, team rosters and budget information. He/she is also responsible for keeping the Recreation Coordinator informed throughout the season of any pertinent information about unforeseen situations or needed in-season adjustments to the pre-season operating plan.

- He/she will be responsible for taken any other steps needed to ensure that the Tredyffrin Summer Basketball League is operated in a fashion that will achieve the objectives of this mission statement:

“The Tredyffrin Township summer basketball league is a “recreational” program for girls and boys. The opportunity to participate is extended first to Tredyffrin Township residents; other Township residents will be given the opportunity to participate on a first come, first serve basis, if spots remain open after the registration deadline for Township residents.

A paid, part-time director under the supervision of the Township Recreation Coordinator and the Park and Recreation Board coordinates the league.

The emphasis of the league is on participation. Team rosters will be made up through random distribution of registration received by the Township Recreation Department. Mandatory playing time requirements will be in effect for each registered player.”