



Board of Directors
Sports Chairperson
Position Description and Duties

Revised 03-15-19

Purpose of the Sports Chairperson communicate to the various sports leagues sponsored by the senior center to the membership. To work with the sport team leaders and Executive Director to ensure membership standards/requirements are met and compliance of teams with Center's sports rules and policies. This position coordinates information to and from the board and with the Executive Director. The Sports Chairperson is an appointed member of the Castle Rock Senior Activity Center's (CRSAC) Board of Directors (BOD), hereinafter referred to collectively as the CRSAC. As such assume responsibility for ensuring that the CRSAC always works within its established bylaws, any approved Mission statement, as well as any goals previously defined and approved by the BODs.

Primary responsibilities of the Sports Chairperson:

- The Chairperson will communicate with the leads of all the sports groups/leagues.
- Oversee that sport team organizers are responsible for their team's rosters; any team fees, team communication, and team organization.
- Ensure that membership standards and requirements are met of all sports players.
- Coordination of team playing locations needs to be done in conjunction with Executive Director.
- Ensure teams sanctioned by the Castle Rock Senior Center will ensure they are adhering to the guidelines stated in By-laws.
- Coordinate with the team organizers for recruitment of new players.
- Attend the yearly recruitment events for sports teams
- Coordinate with the team organizers to provide all necessary information to communicate about the program in the newsletter. (calendar dates, team events, photographs)
- Give statistics & monthly participation numbers to staff member monthly.
- Organize new sports programs if there is a need or desire for something by holding information meetings, recruiting an organizer to run the program and providing information to promote it.
- Works closely with the BOD on other duties requested by the BOD.