



SITE DIRECTOR RESPONSIBILITIES

Preparation for Season

- Contact last year's head coaches to see if they are returning this year.
- If you need a new head coach, contact coaches who have coached the group in the past and see if they are interested in head coaching. Head coaches should have one year of experience in coaching with Junior Nordic before taking over as head coach. Explain to prospective head coaches what the responsibilities for head coaching are (responsibility list is online).
- Give Head Coach email addresses to Program Director.
- NSAA Office will send periodic updates with numbers of skiers signed up for each session; monitor these numbers so your head coaches know how many assistant coaches they'll need:
 - Polar Cubs: 5 skiers per coach
 - Otters: 6-8 skiers per coach
 - Wolverines & Hawks: 7-10 skiers per coach
- Encourage head coaches to come to the coaches meeting, usually set in mid-November.
- Attend coaches meeting and assist Program Director in communicating responsibilities to coaches. Meet new people at the meeting and help direct them to head coaches who still need coaches.

Last Two Weeks Before Practice Starts

- Assemble other supplies: 3x5 cards for cookie tours, pencils, markers, pads for lesson plans and names on the wall, hand warmers for cold nights, check through fanny packs to see if supplies need to be replaced, and make signs for your groups. Either notify Program Director what's missing, or buy and get reimbursed through NSAA office.
- Introduce coaches at parent meeting, held on the first of practice.

Weekend Before Jr. Nordic Starts

- Check with head coaches to see if they have all their slots filled in. Refer names to them if they still need help. Ask them to call or email their coaches to remind them about startup date, hotline number, and getting texts sent from remind.com.
- Communicate with director about cookie tour and who will pick up cookies, usually easier if each Site Director picks up cookies.

- Update Remind App with Cookie Tour and first week instructions.

First Week

- Do a Cookie Tour the second night of practice, or when there is sufficient snow.
- Communicate with each head coach about cookie tour: route, numbers of children for each group, meeting in age groups before cookie tour.
- Decide where to have cookie tour and mark trail. Ask some faithful parents to man any intersections. Help direct traffic or delegate traffic control to a parent who's been around for a couple years. Have parent handout cookies at finish.
- Hand out 3x5 cards and pencils to head coaches, have head coach at finish.
- Maintain coaches sign in sheets.

Ongoing Responsibilities

- Send a text via remind.com. You'll be monitoring weather if temperatures, conditions are changing or questionable. Cancel practice if need be.
- Arrive by 6:05 p.m. to put up signs, distribute wax boxes, fanny packs and other occasional things. After practice, make sure all coaches are signed in. Check with head coaches at least once a week to make sure things are going smoothly.
- Let Program Director know if supplies are needed. Check with head coaches about once a month to see if wax boxes need to be replenished. Make sure Head Coaches are not going through too much wax remover.
- Kincaid Site Directors – ask a parent before each practice to close side door where wax is stored after the groups leave. This is VERY important to Chalet staff.
- Troubleshoot problems.
 - If a group is late, find out if anyone has seen them and, if needed, send out search party.
 - Confer with parents who have concerns.
 - Deal with discipline problems.
 - Talk to coaches who consistently show up late or don't make practice without finding a replacement.
- Turn in coaches sign in sheets every two weeks to director.