

Age Group Coordinator Role and Responsibilities

Purpose: Know and understand the age group. Lead and coordinate activities that span and/or impact the Age Group. Facilitate interaction amongst Club Staff (Coaches, Directors, Parents, Trainers and Admins) in the Age Group. Assist the Director of Coaching with activities that they need additional organizational support.

Registration and Team Finances are Team Admin duties

Tryouts (& Supplemental Tryouts)

- Assist in Logistics; helping acquire necessary (coach) resources
- Provide input to Directors on Player rankings and placement decisions
- Organize “Player Placement” discussion sessions
- Facilitate Player “calling” process
 - Provide sheets
 - Inform Directors of progress
 - Central gathering point of status
 - Regular communication with coaches and parents if necessary to keep all informed of progress
 - Call any “Unassigned Players”
- Facilitate mid-season, mid-year Player Movement discussion/sessions
 - Facilitate any corresponding Parent sessions

Coach Selection

- Help Directors identify Parent Coaches
- Stay informed of Coach and Trainer selections for Directors

Communications

- Pre-season e-mail on Club updates
- Post-season wrap-up with team results
- Significant accomplishments by age group teams and/or players (for posting on the web-site)

Uniforms

- Manage uniform numbers within the age group
- Uniform numbers for new teams and/or new players

Parent issues

- Facilitate issue resolution – decide who needs to get involved
- Answer questions and resolve issues

Miscellaneous

- Ensure team admins understand their responsibilities, particularly those related to league registration
- Gather and disseminate winter training plans for each team
- Track age group coaches contact information including phone, email and trainer name
- Communication/interaction with parents
- Tournaments
 - Provide Tournament Information and facilitate Tournament selection