



DIVISION COORDINATOR

ROLE &

RESPONSIBILITIES

(Mosquito – U26 Juniors)

January 2022





1. Recruit coaches for the season. Communicate with coaches what is required, such as application and NCCP certificate. Coordinator may advise their recommendations to the Executive Committee. Final decision will be made by Executive and selected coaches names given to the division coordinator. Coordinator will advise coaches.
2. Confirm coaches for each team.
3. Confirm all coaches have completed an updated CRC (Executive will validate list)
4. Receive registration list from registrar. Coordinator will be involved in the tryout/draft process. Confirm tryout dates and advise players.
5. Advise coaches of protected payers, usually coaches' son/daughter. **Head coach only**
6. Provide a rating sheet and make sure the list is returned to coordinator. Meet with coaches to draft players where/when necessary.
7. Make sure one coach from each team is available for tryouts to help. You can also reach out to other division coaches to help.
8. Advise coaches of uniform process and when/where to pick up.
9. Advise Coaches of the deposit required for their equipment and what this deposit represents. Confirm when and where to pick up equipment and drop off deposit check. Coaches are to report damaged equipment ASAP.
10. Coaches will be supplied keys and explained what is expected before and after each game.
11. Provide coaches with a list of the rules for that division and go over each rule with your coaches.
12. Advise coaches which steps to take if there is a problem, First: Division Coordinator, Second: 1st Vice President, Lastly: President.
13. Provide coaches with medical forms to be completed by parents. Coaches are to keep forms with them on the field at all times in case of injury.



14. Provide coaches with appropriate forms i.e.: Conflict Resolution, Player Code of Conduct and Coaches Code of Conduct.
15. Advise coaches how field should be kept after each game or practice. i.e.: bags/equipment put away, dug outs and bleachers cleaned.
16. Schedules for practice times will be provided by coordinator.
17. Park clean up should be set up with coaches and parents. A list of what is expected will be provided.
18. All coaches should be aware of opening day and that each player must attend in full uniform. This also applies to closing Ceremonies.
19. All Coaches should be aware of the All-star Season (Summer) and when and how to apply for coaching. Provide coaches with information on what qualifications are required to coach an All-star team. Coordinator may give their recommendations to the Executive Committee. Final decision will be made by the Executive and selected coaches names given to the division coordinator. Coordinator will advise coaches.
20. Coordinator will attend all meetings for there division with BCMBA and advise the Executive of any minutes.
21. Coordinator will provide information to coaches regarding Provincials, Westerns and Nationals.
22. Coordinator will work with Uniform/Equipment coordinator to set up return of equipment and uniforms.