

Sport Coordinator

- Conduct registrations on the publicized dates. All monies collected will be submitted to the Director immediately following registration.
- Conduct player drafts in accordance with the Recreation Drafting procedures. Type rosters and file a copy in the Recreation Office.
- Create playing schedule with the assistance of the Director and Liaison
- Call photographer and set the picture date. Create picture schedule.
- Assemble information packet for all coaches including rosters, playing schedule, picture schedule rules, Code of Conduct etc.
- Hire & schedule officials. Payroll will be turned into the Director every two weeks.
- Order T-Shirts & Trophies and file a copy of the order in the Recreation Office.
- Distribute equipment & T-Shirts. At this time a meeting will be held with coaches, according to division level outlining rules & Code of Conduct.
- Supervision of the sport throughout the season is the responsibility of the coordinator. Coaches, Players and spectators will be supervised. Any problems must be brought to the attention of the Director immediately.
- Distribute evaluation rating sheets to all coaches. Collect at the end of the season and file in the Recreation office to be used the following year.
- Conduct awards ceremony. Collect all equipment at the end of the year.
- League information for posters to the sign up coordinator to promote sign up.