



Travel Team Coordinator

Description

The purpose of this role is to provide direction and coordinate the AMBA Boys Travel teams to ensure a safe and inclusive season for members.

Duties

- Act as the key coordinator for coordination of coach selection, player evaluations, team formation, and maintain the integrity of this task
- Collaborate with Girls Travel Team Coordinator and Player & Coach Development Coordinator to plan and execute pre-season evaluations, and to ensure all players receive a fair evaluation.
- Attend the boys teams evaluations and develop team rosters using the evaluation results.
- Attend the pre-season coaches meeting to provide expectations, support material and guidance to coaches.
- Support the registrar to ensure players have paid fees before evaluations.
- Learn and have a good understanding of Calgary Minor Basketball Association's (CMBA) game rules and regulations.
- Address parent, player and coach concerns as needed.
- Attend the monthly AMBA Board/ Committee meetings, and the Annual General Meeting.
- Represent AMBA's boys travel teams at CMBA zones seeding meeting for final pool placements.
- Forward information about teams, tournaments, or other relevant information to the Communications Coordinator or directly to members.
- Follow the suggested timeline listed below.

Preferred Qualifications

- Have a solid understanding of basketball. Experience as a basketball player or coach is a welcomed asset.
- Be flexible, reliable, patient, and out-going.
- Strong organizational skills.
- Strong communication and interpersonal skills.
- Be willing to attend some evening practices.
- Enjoy working with youth athletes.
- Have a clean Vulnerable Sector Check.

Estimated Timeline

- August: start planning evaluation sessions with Coordinators, create evaluation schedule and recruit volunteer evaluators. Work with the Gym Scheduler to book a venue for evaluations.
- September:
 - Work with Player & Coach Development Coordinator and attend the evaluation sessions. U18 evaluations occur in the first week of September and U11-U15 occurs mid September.
 - Collaborate with Volunteer Coordinator to assign coaches, assistance coaches, team managers, gym monitors and scorekeepers.
 - Add travel team numbers to CMBA's master spreadsheet.
 - Send finalized rosters to the Registrar to add the RAMP.
 - Send welcome email to finalized teams.
- September to March: be available to support coaches and players with any questions or concerns. Work with the AMBA Committee to give feedback about the season and make decisions.
- October: follow-up with all coaches to ensure everything is on-track for the season.
- December: attend CMBA's seeding meeting to place AMBA boys travel teams in their final divisions.
- May or June: attend Annual General Meeting (AGM).