

Division Coordinator Duties

Getting Ready

The Registrar will email you copies of all player's registration forms for your division. Review registration forms for names of parents willing to coach or assist Call perspective coaches and inquire:

- a) Are they still interested in coaching?
- b) Are they able to coach on the days you play?
- c) Did they coach before?
- d) What coaching commitment did they have in mind? Assistant? Co coach?

Note all divisions should have a coach and an assistant coach. It is not mandatory however if a coach can't make it out to a practice or a game there should be someone to take their place.

You can inform all coaches we will be holding a coaching clinic before the start of season.

We are asking all coaches to obtain a criminal records check. You will be contacted in the future with more information.

Selecting Teams all divisions except 5U & 6U

- 1. Place coaches children on their team unless they have requested not to.
- 2. Siblings should be placed on the same team (unless they request not to play on same team)
- 3. Each team should have a goalie assigned to their team
- 4. Distribute Hockey players evenly among all the teams as Hockey may conflict with Soccer you could do this for dance and other activities
- 5. Try to put special requests for children that are carpooling

If rating players then all the players of that rating should be picked blindly

Each team is given a letter e.g. Team A Team B etc. When we get underway each team is to pick a team Name. If a name is not submitted for a team the coordinator will pick one for them.

After teams are picked the Coaches are to call or email parents with the Team letter that their child is on and the date and time of first practice.

Make sure coaches are aware of their responsibilities while in the Fieldhouse. AMSL has to pay for any damage that occurs when we use of the Fieldhouse. Don't let the kids play with the balls off the field. After the last game of the night, coaches need to put away all balls and nets if applicable and to check the change rooms.

Provide a list of coaches contact information to Scheduler.

Provide the Registrar with a list of players on each team.

Uniforms will have to be picked up and distributed to coaches. The registrar will email or call you when they are ready for pick up.

5U & 6U Divisions

Players in the 5U & 6U divisions are **not** assigned to teams. These divisions are for skills development. The children will be taught the fundamentals of soccer. There will approx. 50 children in each of these division. We have found in the past many children won't be in attendance for all sessions.

Coordinator's will go through the registration forms and find at least 3 head coaches. The head coaches will coordinate amongst themselves the Sundays they will lead the practice. If in the event of a coach not be able to attend the session they are to contact one of the other head coaches. It is very important that there is a coach in attendance each session.

Coaches should have a practice prepared for each session. Be sure to ask parents in attendance to assist the head coaches. The children could be put in small groups with a parent assigned to each group. The parents will follow the lead of the head coach. The first part of the practice should be used for teaching passing etc. The later part could be used for scrimmages.

Coordinators of these divisions will call or email each parent with the date and time of first practice.

The coordinator will hand out the uniforms to the players.

Provide a list of coaches contact information to Scheduler.

Throughout the Season

Attend Executive meetings when possible so that you can keep your coaches advised of events, issues etc. You will act as the main point of contact for your coaches.

Coaches are responsible for advising their players of anything that they need to know.

End of season

Plan year-end tournament. Will be held Mar 10, 11 and 12th 2017. This is a week before Spring Break begins.

Coordinators should be present at the year-end tournament to deal with any issues that might arise. Check to be sure refs have entered the final scores of each game on the result's board. They will also have to pick up medals and present them.

As teams are done coordinators must collect AMSL equipment coaches have been given, if any, and return it to equipment manager.