

Age Division Coordinator Core Duties and Responsibilities:

Pre-evaluations:

- Coordinate session evaluators with Evaluations Director
- Coordinate on field helpers and sign in volunteers with Evaluations Director

Evaluations:

- Attend each session for your division
- Ensure sign in table is setup, sign in sheet is on hand and volunteer are informed of their duties
- Ensure field setup is completed in a timely manor
- Get "black box" from storage and distribute contents as required
- Assemble evaluators and distribute evaluations sheets
- Collect sign in sheets once on field session starts
- Collect completed evaluations sheets immediately after the session concludes (no completed forms are to be left in the open for public view)
- Collect all "black box" material and return to storage

Post-evaluations:

- Compile data and submit to the Evaluation Director
- Contribute to coach selection decisions
- Contribute to division decisions relating to team size, import players, age up players, etc
- Attend team selection draft when required
- Provide coaches with team information when required
- Division liaison for FSA members and board