



CROSS-CLUB COORDINATOR POSITION DESCRIPTIONS

COORDINATOR POSITIONS

Term: One Year

Division Coordinators (300 points) (2 positions per division) – U7-U17

- Attends necessary Division Coordinator Meetings (January, February); Planning Meeting (if able) September/October; November Evaluation Meeting.
- Coordinates with Evaluation Director and oversees “A” Tryouts – U13-U17) and the evaluations of their players following the appropriate Policies and Procedures.
- Answers any questions regarding the evaluation process and throughout the season.
- Follows evaluation tasks – send emails (templates provided).
- Provide appropriate information to your families/teams/coaches throughout the season.
- Liaisons with Executive Director where required.
- Works with and Reports to the Director of Division Coordinators.

Coach Associate (200 points):

- Works with Coaching Director:
- Ensures coaching staff is trained in appropriate division.
- Provide information to coaches that need appropriate certification and follow-up with CDLA/ALA regarding attendance at clinics.
- Works with Coach Director in placing coaching staff on teams. (This may be done by Coach Director)
- Ensure all coaches attend pre-season coach meeting.
- Provides complete list of coaching staff to Executive Director.
- Liaisons with Executive Director if required.

Evaluation Associate (200 points):

- Works with Evaluation Director.
- Ensures Division Coordinators have supplies they need
- During floor times, provide appropriate drinks and /or food
- Monitor evaluation drill timing (run clock)
- Collect scoresheets (when necessary) and review with evaluators
- Enter scores then forward to Division Coordinators (when necessary)

Goalie Gear Coordinator (200 points):

- Works with and reports to Equipment Director.
- Set dates for distribution and return of goalie gear to teams and full-time goalies.
- Ensure all equipment is signed out, deposit cheques received (full-time goalies and those signing out individually).
- Make arrangements to have goalie gear cleaned (one year U13-U17; next year U9-U17).

- Provide names of volunteers that completed their volunteering to Executive Director who helped in distributing or returning of gear.
- Help with inventory in the fall if required.

Jersey Coordinator (200 points):

- Works with and reports to Equipment Director.
- Set dates for distribution and return of jerseys (medical kits, etc.) to all teams.
- Ensures all teams sign out their equipment.
- Provide names of volunteers that completed their volunteering to Executive Director who helped in distributing and returning of jerseys/equipment.
- Help with inventory in the off season if required.

Shorts Coordinator (100 points):

- Coordinates with Executive Director regarding distribution of shorts for season.
- Keeping up to date inventory of shorts.
- Communicate with volunteers and coordinate shorts distribution in March and also at Icebreaker / Photo Day in April.

Icebreaker Coordinator (300 points):

- Heads the Icebreaker Committee; Sets up Meetings; Reports to Executive Director;
- Works with Executive Director regarding volunteers for the Icebreaker Game Day;
- Obtains sponsors for food, Silent Auction, Raffle Table (Raffle Box); activities for day ie: face painting, food trucks, etc.
- Sets Volunteer Schedule for the day and days leading up to event;

Icebreaker Committee Member (6-8 individuals) (200 points):

- Works with Icebreaker Coordinator and attends committee meetings to organize event;
- Each member taking on a role and oversees it, keeping all members up to date;
- Available prior to date of event (taking items to facility);
- Available on the day of the event to oversee Raffle, 50/50, Silent Auction, Photos, Check-in, Oversee Floors, etc.

Camp Coordinator (300 points):

- Obtains floor time from Executive Director to determine what camps we can offer (August/September) with the floor we have acquired
- Provides necessary information regarding schedule to Executive Director to put on website and set up in Ramp. Determine fees for camp to cover floor and all other expenses for camps (September);
- Approach appropriate leveled coaches to help at camps (August/September);
- Attend Sessions for Fall/Winter camps with coaching staff;
- Liaison with Executive Director throughout the camps ensuring families are aware of camps, equipment etc.
- Liaisons with Vice-President 1 (Administration)

Social Media Coordinator (300 points):

- Works with Executive Director regarding Twitter, Facebook and Instagram posts through the fall, winter and spring box season;

- Attend camps, tryouts evaluations... to ensure there are pictures posted to social media and provide to Executive Director to use/post on website.
- Reviews websites for ALA, CDLA, RMLL, Junior teams (Winter Blast, etc.) and posts items that are relevant.

Volunteer Coordinator (200 points):

- Liaisons with Executive Director from January – June regarding volunteer positions filled or to be filled at Club Level;
- Obtains lists from Evaluation Director, Executive Director, Division Coordinators (in some cases), etc. regarding those that have completed their Club level commitment (U11=U17)
- Obtains lists from Team Volunteer Coordinators in early April showing those that have signed up for which team job
- Emails Team Volunteer Coordinators (mid-May) to ensure they are keeping track of hours ie: Box Volunteers
- Emails to Team Volunteer Coordinators reminding them to remind families that they need to ensure they are doing their team volunteering
- Team Lists to be received by Volunteer Coordinator by 3rd week of June.
- Update Ramp and provide report to Executive Director
- Report any families that did volunteering but paid fee up front (in order to be reimbursed or partially reimbursed)

Referee Coordinator (200 points):

- Liaison between CDLA, ALRA and club regarding any referee issues;
- Recruitment and retention of NW referees
- How can we support those referees