

Coordinator Responsibilities:

- 1) Select coaches based on interest and qualifications-priority being given to coaches that have their community coaching certification and have previously coached in the league with good standing reputation.
- 2) Create Teams:Create fair Teams based on Coaches Provided and Evaluations if applicable, passed experience from previous coaches, schools etc (U7, U11, U9) Need 2 coaches per team at least OR Create Teams based on Draft process (U13, U15, U17/19) Be sure to contact coaches if needed to decide teams and ensure that they are happy with their paired coaching partner assigned.
 - a) If the coordinator creates teams, ensure they are circulated to the board ahead of the board meeting. Roster list should be hosted on a word/google doc form
 - b) If the Draft Process is used; follow the General Operating Rules hosted here: [Agenda MJMJGF Board Meeting \(rampinteractive.com\)](https://www.rampinteractive.com)
- 3) Contact Coaches via Email and give them Team contact list with Emails and or phone numbers
 - a) This should be done as quickly as possible after the team has been formed.
- 4) Plan a coaches meeting.
 - a) Set expectations in regards to equipment pick up, jersey pick up -
 - b) Relay the plan for the season Game schedule, practice diamond bookings, tournament, playoffs etc
 - c) Set up follow up meeting date for mid-season, in order to identify any pressing issues
 - d) Act as a conduit for the coaches to the board.
- 5) Request Criminal Record checks from coaches if they haven't had one in the last 2 years.
- 6) Request Respect in Sport number
- 7) Request NCCP coaching number

Coaches will be required to sign up via RAMP. Through the registration process, the system will require the coaches to provide NCCP number, RIS & we can discuss using RAMP to collect the Criminal Record checks. I believe its a \$50 cost for RAMP to conduct the record check.

- 8) Relay Make up games if applicable, relay cancellations to Umpire coordinator.
- a) At initial coaches meeting discuss potential scheduling conflicts ie) Ice players leaving for an out of town tournament, Team playing twice at the same time, teams that do not play each other.

- 9) Be available and working home tournament of your division

- a) Set up a tournament (with Event connect?). **Potential Action Item* Create SOP for coordinators, outlining how to set up a Tournament through Event Connect.*
- b) In order to ensure consistency; for us as well as the umpires, we should create a template to use for tournament rules. ****Action Item*** Discuss what rules template should be used & create/host on website League documents tab.*
- c) Contact out of town team managers & act as a liaison for our league
- d) Coordinate with the ice team that is volunteering for that tournament.

****Action Item***Possibly there should be 2 board members per tournament. 1 being the coordinator****

- 10) Relay playoff information

- a) Be available for finals to hand out medals or have someone appointed to do this in your place.
- b) Ensure that the scores from the games have been captured into RAMP; follow up with the Umpire Coordinator if there is an issue
- c) Understand how the standings are calculated; tie-breakers, forfeitures and relay this info onto coaches when required to do so.

- 11) Jersey and Equipment Collection: Collect jerseys and equipment at the end of the season and return them to Uniform and Equipment Coordinators. Instruct coaches to document which jersey numbers were assigned to each player and forward that information to the Jersey Coordinator.

- 12) End-of-Season Tasks: Document the 2 main coaches for each team and note when equipment and jerseys are returned. Communicate information about honorariums for coaching to Scott for crediting to the account or issuing a check.

- 13) Honorarium Policy: Note that coaches can only receive one honorarium per year, even if they coach more than one team.

