

Division Coordinator Duties

Getting Ready

Obtain list of all players registered in your age group from registrar.

Review registration forms for names of parents willing to coach or assist

Confirm gym times and ensure you have enough time.

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?

Selecting Teams

Experienced coaches can advise on how teams were selected the previous year, if there were any problems with teams being competitive, team selection methods and experience levels of returning players.

You will need to hold a preliminary coaches meeting to determine team selection method or to pick teams. Review the registration forms with the coaches and assess skill levels of players. Assign coaches to teams and start selection. Make teams are balanced by ensuring each team receives an equal number of power, strong and average players. It is a good idea to identify players who will play in goal and assign them first. Try to give each team at least two players that will play in goal.

Coaches will have to call kids that are on their teams and advise of start of season. Make sure all coaches have access to the web to print off schedules.

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

Provide team lists with coaches contact information to Scheduler and Registrar so website schedules can be updated.

Obtain team jerseys etc. and distribute to teams. If there is an issue with colours just have them pick from a hat.

Throughout the Season

Book referees for the games. A list of available referees will be provided by AMSL. Games to practices ratio is determined by the AMSL Executive, generally this ratio is 2 to 1.

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. Speak/meet with coaches and decide on the days times. Most years this occurs on Easter weekend, if wish different dates you need to work on this early, as gym time is limited.

One option is to play some of your round robin games during your last couple of regular game times to facilitate a Saturday completion of your tournament. You normally divide each group into two Pools (A&B) and have round robin games to determine placing within the pool. Then you play down; for example with 8 teams it would be Game 1 - 1st (Pool A) against 4th (Pool B) and Game 2 - 2nd (Pool B) against 3rd (Pool A) and then two games with the reverse. The winners of games 1 and 2 would play down in Game 5 and the winners of games 3 and 4 would play down in Game 6. The losing teams are done. Then you would have the winners of Games 5 and 6 play for Gold/Silver. In years where we are presenting a bronze medal then we would have the losers of Game 5 and 6 play for bronze. This game would be before the gold medal game.

It is important to have clear instructions posted on what procedure is to be followed in the event of a tie game.

Coordinators must be present at the year-end tournament to deal with any issues that might arise. As well, you again have to ensure you have referees. Coaches can be asked to each provide a parent for all round robin and play down games to keep score. Coordinators will have to ensure that there is a table there for them. Score sheets are available from the AMSL executive.

Coordinators need to solicit any fair play awards they wish to award.

AMSL Executive members can be invited to present medals.

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