



**DIVISION COORDINATOR**

**ROLE &**

**RESPONSIBILITIES**

**(Blastball – Tadpole)**

**January 2022**





1. Recruit coaches for the season, confirming each prospective coach has completed an application – it is usually a parent or parents volunteering. Final decision will be made by Executive and selected coaches names given to the division coordinator. Coordinator will advise coaches.
2. Confirm coaches for each team in your division.
3. Confirm all coaches have completed an updated CRC – Criminal Record Check (Executive will validate list).
4. Receive registration list from registrar. Coordinator will be involved in the assessment process (mostly for Tadpole). Confirm assessment dates and advise players and coaches.
5. Advise coaches of protected payers, usually coaches' son/daughter. **Head coach only**
6. Provide a rating sheet and make sure the list is returned to coordinator. Meet with coaches to draft players where/when necessary.
7. Coaches from the division are encouraged to participate in assessments. You can also reach out to other division coaches to help out (players in higher divisions have helped).
8. Advise coaches of uniform process and when/where to pick up (confirm pick up dates with uniform coordinator).
9. Advise Coaches of the deposit required for their equipment and what this deposit represents. Confirm when and where to pick up equipment and drop off deposit check (confirm pick up dates with equipment coordinator). Coaches are to report damaged equipment ASAP.
10. Coaches will be supplied keys (from equipment coordinator) and explained what is expected before and after each game.
11. Provide coaches with a list of the rules for that division and go over each rule with your coaches.
12. Advise coaches which steps to take if there is a problem, first: Division Coordinator, second: 2<sup>nd</sup> Vice President, lastly: President.
13. Provide coaches with medical forms to be completed by parents. Coaches are to always keep forms with them on the field in case of injury.



14. Advise coaches how field should be kept after each game or practice. i.e.: bags/equipment put away, dug outs and bleachers cleaned.
15. Schedules for practice times will be provided by your division coordinator.
16. Park clean up should be set up with coaches and parents. A list of what is expected will be provided.
17. All coaches should be aware of opening day and that each player must attend in full uniform (pictures after). This also applies to closing Ceremonies.
18. Coordinator will work with Uniform and Equipment coordinators to set up return of equipment and uniforms.