Odell Sports Coordinator Role

# Outling task and Roles of a sports coordinator

* Update and maintain soccer rules
* Create and maintain budget
* Registration Coordinator helps with:
	+ Compiling Assessment and Draft documents with player information
	+ Access online registration system for reporting, process refunds, transfers, player updates, send communications
	+ Assign Coaches to teams after draft and email rosters
	+ Collect and Track Background Check forms to submit to county and photos for badges
	+ Place order for Uniforms
	+ Respond to questions and/or concerns raised by coaches, parents and others before the draft/season begins
* Assign players to teams for 3/4 and 5/6 age groups (Registration Coordinator will then update in system and email roster out to coaches)
* Coordinate with Head Referee/Umpire for game schedule coverage and make up games
* Coordinate with Grounds Committee for field painting
* Order paint for field (special colors if needed. Example: Pink for October, Normally 2 times a year)
* Order equipment as needed (nets, zip ties, balls, etc)
* Distribute uniforms
* Create and distribute game schedules
* Reschedule games as time allows
* Communicate weather delays and/or cancellations (email/text)
* Communicate notices to coaches and parents as needed
* Maintain record of team wins/ties/losses for season end tournament
* Order medals (ages 3/4 and 5/6) and tournament trophies (1st and 2nd place per age group participating in tournament)
* Create Tournament bracket schedules (normally this does itself with season standing, and is only for 7/8 and above and age groups with 4 or more)
* Attend county meeting for sport your coordinating once at start of season (usually at Frank Liske Park for 1 hour)

**Note**: A committee could be created to help assist with certain activities above (uniform distribution, scorekeeping, checking fields after rain, help creating schedules, assistance with assessments/draft, etc).

**Skills:**

* Detail oriented
* Basic excel skills
* Comfortable using an online computer system
* Ability to communicate with parents, coaches and officials
* Time management/Sense of Urgency