

DUTIES AND RESPONSIBILITIES - COORDINATOR

1. Make sure all coaches are prepared to coach their team.
2. At least one coordinator must be present the entire time your league is playing.
3. Ensure all teams in league have coaches every game.
4. Ensure coaches follow rules particularly regarding playing time and sportsmanship. Remind them that each player is to play the same length of time. Ensure that all coaches use the player rotation schedule that they received at the first of the year.
1. Encourage individuals who should not be present in the field house to leave. If you have difficulty, ask for assistance. (Replace with roles and eliminate individual names)
2. Distribute information sheets and coordinate all contests and special events for your league.
3. Obtain names of contest winners from each team during the last week of February.
4. Inform (replace with roles and eliminate individual names) of any difficulties with refereeing.
5. Distribute basketballs.
6. Keep a record of each team's record which you will use to set up the tournament pairings.
7. Remember that during the regular season the games are 60 minutes long. This means to play a full 40 minute game, i.e., eight - 5 minute segments, there is only a two (2) minute half-time and the teams have to be ready to start on time.
8. Prior to the start of each season, the coordinator will communicate with the coaches to review expectations, procedures and coach responsibilities. The committee strives for exemplary coaching, and may suspend or remove any coach who is not acting in the best interest of the players and the town of Belmont. (source: Bedford documents)
9. Coordinator receives listing of enrolled players from BYBA Officials After the deadline for enrollment ends.
10. Coordinators must make themselves available for the skills' contest.
11. Researches and makes recommendations to the committee regarding improving the quality and competency of coaches.

