

# COORDINATOR YOUTH VOLLEYBALL 7th and 8th GRADE

The duties of the 7th and 8th grade youth volleyball coordinator are as follows.

- Work with the Community Sports/Recreation program Director and Assistant.
- Oversee the program and the coaches.
- Coaches meeting before the season.
- Include the Director and the Assistant in all communications.
- Communicate with the Community Sports/Recreation program assistant. On dates and times of practice and games. The CS/CR assistant will make all the gym reservations.
- Attend practices. Attend all games. Travel is involved.
- Check off each athlete the first week of practice to make sure they are cleared to play before they can be on the court: Registered, sports physical, Take attendance first week. The Community Sports/Recreation Program Asst. will provide you with a roster. Collect any forms and mark off on the document that it was received. Turn everything into the Community Sports/Recreation Program Asst.
- Gear check out: work with the Director and Assistant to schedule a check out date. Parents must sign the uniform/equipment document before any uniforms/equipment is checked out to the athlete. Document the uniform checked out to the athlete on the document and initial the document. The Community Sports/Recreation assistant will provide you with the document. Give all documents to the Community Sports/Recreation Program Asst.
- Uniform/equipment check in: work with the Director and Asst. to schedule check in date. Document each athlete as they return uniform/equipment and mark it off on the document.
- Make sure parents, athletes, spectators, coaches are following expectations and District policies. Handle any issues that might occur. Keep the Director and assistant up to date with any issues.
- The Community Sports/Recreation Program Asst. will send you information on which athlete's are eligible to participate dailey. You will follow up with those parents whose athletes are not eligible.
- End of season coaches evaluations: meet and go over their performance and document on the form.
- Complete inventory at the end of each season. Document all inventory/sizes on the document.
- Meet with the Community Sports/Recreation Program Asst and the Director and go over inventory and what may be needed for the following year..
- All Forms and documents will be provided by the Community Sports/Recreation Asst.
- Complete any task that might be assigned during the season.
- The Community Sports/Recreation asst. Will provide each coach with a coaches binder. The binder will consist of a roster, Covid attendance tracing form, emergency contact information, Parent/athlete uniform/equipment checkout form.
- All flyers/posters are the responsibility of the CS/CR Assistant.

- COVID- New procedures. TBD

Signature: \_\_\_\_\_ Date: \_\_\_\_\_