

Jr. Sports
League Coordinator
Role and Responsibilities

The League Coordinator plays a vital role in the success of FBC's Jr. Sports Ministry by volunteering to serve the league in many aspects of the administrative and logistics process. Key elements of his/her role are as follows:

- **Before the Sports Season**

- ✓ Meet with Sports Coordinator prior to the start of the season to review the season schedule.
- ✓ After Registration is complete, put teams together.
- ✓ Host the Coach/Parent meeting. This meeting is to communicate rules, the season schedule, coordination of snacks, and other logistics of the season.
- ✓ Work with Team Parents to coordinate the preliminary logistics of snacks.
- ✓ Assist Sports Coordinator in planning Awards Day.
- ✓ Coordinate any communication with regard to special events to teams via Team Parents.

- **During the Sports Season**

- ✓ Attend practices and games to ensure everything runs in line with FBC policies ie: no liquor, no smoking, and no dogs on FBC property; begin each practice and game with prayer, etc. the League Coordinator can recruit a Team Parent to help with this.
- ✓ Coordinate the distribution of team equipment (if any), uniforms, and other materials either directly or through the Team Parents and/or any other items that need to be handed out to all players or Coaches.
- ✓ Photo Day - Assist the Photo Coordinator as needed in preparation of and during Photo Day.
- ✓ Snacks – keep in touch with the Team Parents to ensure that the snacks process is going as planned.
- ✓ Awards Day - Coordinate with the FBC Sports Coordinator the set up of Awards Day, work with Team Parents with special snacks/drinks. Distribute picture CD's, and Award medals (all provided by Jr. Sports Administrator) to Team Parents.
- ✓ Emergencies - Provides assistance as needed/as able during any 'at practice' or 'at game' emergency by facilitating information flow as appropriate for the circumstance.
- ✓ Some coordination with regard to the above may be required with other League Coordinator(s).
- ✓ Provides feedback to Jr. Sports Coordinator and/or Administrator regarding league needs, improvements, or issues.