



Date: 11/6/2006

Hartford Soccer Club

Coordinator of Coaches and Teams (Recreational)

Position Responsibility:

- Ensure the Hartford Soccer Club has adequate number of teams per all division (U6- U14 Recreational) for all players who register either on-line or in person within the stated deadlines.
- Ensure there are coaches assigned to every team formed within the Hartford Soccer Club (U6-U14 Recreational). These coaches will be volunteers and will be volunteering for both the fall and spring season of the registration period.
- Hold at least two general coaches meetings (about one week prior to the beginning of the official starting date for practices for each season) and one “Team Draft” night per year.
- Assist the Director of Team Directors to gather individual team directors by soliciting the team coach.
- Assist the Director of Registration in distributing the player’s emergency information to the player’s assigned coaches.

Note: This position does not distribute, collect or coordinate (for either individual player or team group) literature, handouts or club required material from teams or coaches i.e. pizza order forms, picture information/forms/pictures, registration information/birth certificates, uniforms, shed keys, etc.

Deadlines for Coordinator of Coaches and Teams (Recreational):

May 30th – Get the number of registered players per age level from the Director of Registration to determine number of teams and coaches needed. Allow for openings on teams to add new residents and some late registrations.

July 1st – Number of teams per age division with their team name, coach’s name and coach’s phone number submitted to KMSA Scheduler for fall game schedules.

January 31st - Confirm either the fall season information of number and team names has not changed or provide KMSA Scheduler with changes, additions or deletions for the spring season.

“Team Draft” and Player to Team Assignment Procedure

“Team Draft” Night will occur sometime between June 15th and June 30th. All coaches (or a designated representative) will be there to draft their team for both the fall and spring seasons.

- Coaches of same age divisions will group together and assemble their team by using the registration forms from either on-line or in-person registration. These forms will then be kept by the coaches for emergency contact information only. Some consideration for picking players can be:
 1. Player/parent request on registration form.
 2. Coached players in previous years.
- After items 1. and 2. in the previous bullet is complete, the coaches will then assign the remain players to teams keeping the number of players equal for all teams.
- The coaches will then complete a team roster form provided by the Coordinator of Teams and Coaches to include:
 1. Coach, Assistant Coach and Team Directors’ information (name, address, phone and email).
 2. Player’s name, phone number, birth date
- The coach will turn in this completed form BEFORE leaving the meeting. The coach will keep players registration form (copy) for their records and emergency information.

Addition Player to Team Assignment Procedure

Any player that registers either on-line or in person with a board member AFTER the “Team Draft Night” will be placed on a team with the following consideration at the discretion of the Coordinator of Coaches and Teams.

The considerations are:

- If the player is a return player from last year with Hartford Soccer Club, the player will be put on a waiting list and will be assigned to a team one week prior to the beginning of the season providing there is opening on a team in their age group. The emergency contact paperwork will be forward to the coach before the first team practice.
- If the player is a first time player to Hartford Soccer Club, the player will be immediately placed on a team providing there is opening on a team in their age group.

NOTE: This procedure needs to be followed to ensure there are enough coaches and teams for the new Hartford residents moving into the area after “Team Draft Night” to get their children on teams.

- The Coordinator of Coaches and Teams will call the coach he/she is assigning the player to with the name and phone number. The coach can then contact the player regarding schedule. All emergency contact paperwork will be forward to the coach before the first team practice.