

# Division Coordinator Duties

## East Side Soccer

Division Coordinator term includes Fall Session and Spring Session (one “Season”).

Division Coordinators:

- Are typically a parent volunteer and should not also be a coach in that division as duties can potentially conflict.
- **Team formation:** Prior to Fall Session, assign all registered players to teams. The overarching objective when making teams is for teams to be balanced in skill (using player evaluation information from prior seasons), diverse (in all aspects, including school player attends), and with an objective to have even matches. Assign any late registrants to existing teams when practical. Communicate team assignments to Registrar or SportsEngine Manager.  
If initial team assignments are made by SportsOffice, approve and adjust teams as necessary in accordance with above objectives.
- **Uniforms:** Coordinate with Equipment Manager to arrange for coaches to pick up uniforms and equipment prior to the start of Fall session.
- **Schedules:** Establish and communicate schedules for games and field assignments. If schedules are created by SportsOffice, coordinate with them on communication with coaches.
- **Communicate** regularly or as needed with the families of the Division.
- **Communicate** regularly or as needed with coaches for the Division.
- **Informally monitor** games for fairness of play, encourage sportsmanship, and ensure respect among players, coaches, and parents.
- Toward the end of Spring Session, solicit formal input from Division coaches on players’ skill levels, to be used in creating balanced teams in the Fall. Provide that information to appropriate coordinators.
- At the conclusion of the Spring Session, direct coaches where to return equipment and extra uniforms.

Division Coordinators are eligible to receive reimbursement for one Recreation Registration.