

# RESPONSIBILITIES OF THE SPORTS COORDINATOR

**Holds sign-ups for area youth who are interested in participating in a sports program.**

- Conducts sign-ups soon enough so all information can be submitted to the Youth Bureau to meet scheduled deadlines. The Youth Bureau urges all towns to conclude sign-ups prior to the recommended end date provided for each sport.
- Checks that only youth from that municipality are registered.
- Verifies youth are registered for the proper age group/level of play. Proof of age is required at the time of registration and is required prior to rosters being submitted. Primary proof is an Original or Certified Copy of the Birth Certificate. If unavailable other acceptable forms of proof are Sheriffs ID, Baptismal Certificate, School Record, Passport or Vaccination Record.
- Submits the appropriate paperwork, i.e., Coaches Code of Conduct, Team Rosters; Player Releases and/or Age Waivers, in a timely manner to the Youth Bureau to meet all deadlines.

**Forwards all pertinent program information to the Youth Bureau in time to meet all necessary deadlines.**

- Refers to the Program Time Table for all major deadlines.
- **REQUIRED** to attend, or send a representative, to the Mandatory Pre-Season Coordinators Meeting for each sport.
- Responsible for verifying **ALL** information on the rosters is accurate (i.e., date of birth and physical address).

**Acts as a liaison between coaches and the Youth Bureau and County Recreation Staff distributing all necessary information to coaches, etc. Assists the Recreation Staff/ Youth Bureau in protests, grievance decisions, waiver evaluations and may serve as a mediator between the Youth Bureau and coaches/parents.**

# RESPONSIBILITIES OF THE SPORTS COORDINATOR

**Recruits prospective coaches.**

- Makes sure they understand the philosophy of the County Programs and read the Coach's Manual.
- Makes sure each coach understands the "Code of Conduct Policy", as well as, signs and understands the "Coaches Code of Conduct."
- Provides coaches with information about the National Youth Sports Coaches Association (NYSCA) Coaches Clinics the Youth Bureau hosts throughout the year.

**Conducts training with coaches clearly explaining:**

- Program objectives.
- Conduct expected of coaches, players & parents.
- Code of Conduct Policy and Coaches Code of Conduct
- Informs coaches of rule changes, etc.

**Distributes the game schedules to coaches.**

- Adjusts game schedules when facility conflicts occur and notifies the Youth Bureau.

**Recruits potential sports officials to attend County Clinics.**

- Provides information on the time & location of Sports Officials Clinics which are required to become a County Certified Sports Official.

**Assigns sports officials from the approved list provided by the Youth Bureau to cover home games.**

- Contacts sports officials when facility conflicts occur and notifies the Youth Bureau.
- Contacts the Youth Bureau when changes to the game schedule have taken place (565-4750).

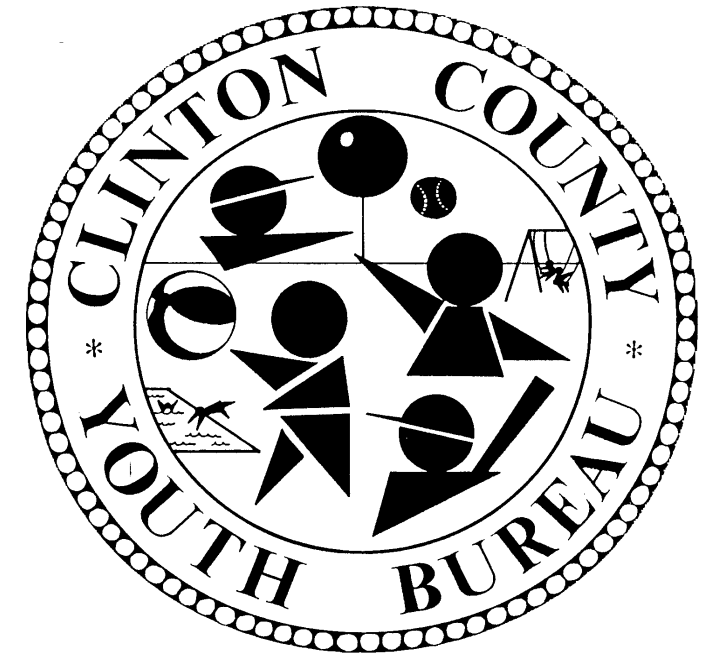
**Frequently attends games within their town/area on a regular basis.**

**Submits a Recreation Survey at the end of the season stating personal recommendations, observations, participants' suggestions for program modification.**

# CLINTON COUNTY YOUTH BUREAU

## 2025

## SPORTS HANDBOOK



# FOR: SPORTS COORDINATORS



# 2025 BASKETBALL TIME TABLE



DATE:	ITEM:
OCTOBER 13	INTENT TO PARTICIPATE DUE
OCTOBER 17	<u>MANDATORY</u> PRE-SEASON COORDINATORS MEETING(6:00 PM)
DECEMBER 3	RECOMMENDED CONCLUSION FOR SIGN-UPS
DECEMBER/JANUARY	REFEREE CERTIFICATION CLINICS
JANUARY 1	PRACTICES MAY BEGIN
JANUARY 1	TOTAL TEAM INFO, TEAM INFO, ROSTERS, PLAYER RELEASES, COACHES CODE OF CONDUCT DUE
JANUARY 17	**SCHEDULES RELEASED**
JANUARY 25- MARCH 15	3RD/4TH & 5TH/6TH BASKETBALL SEASON
MARCH 27	POST SEASON COORDINATORS MEETING (6:00 PM)

\*\*Schedules will ONLY be released if all paperwork has been received, processed and approved by the Youth Bureau\*\*

### AGE GROUP CLASSIFICATIONS

3rd/4th GRADE	<u>MUST</u> BE ENROLLED IN 3RD OR 4TH GRADE
5th/6th GRADE	<u>MUST</u> BE ENROLLED IN 5TH OR 6TH GRADE
7th/8th GRADE	<u>MUST</u> BE ENROLLED IN 7TH OR 8TH GRADE



# 2025 BB/SB TIME TABLE



DATE:	ITEM:
MARCH 13	INTENT TO PARTICIPATE DUE
MARCH 27	<u>MANDATORY</u> PRE-SEASON COORDINATORS MEETING(6:30 PM)
APRIL 14	RECOMMENDED CONCLUSION FOR SIGN-UPS
APRIL/MAY	UMPIRE CERTIFICATION CLINICS
MAY 1	PRACTICES MAY BEGIN
MAY 8	TOTAL TEAM INFO, TEAM INFO, ROSTERS, PLAYER RELEASES, COACHES CODES OF CONDUCT, AGE WAIVERS DUE
MAY 23	**SCHEDULES RELEASED**
MAY 24-25	UMPIRE ON FIELD TRAINING
JUNE 9- JULY 19	BASEBALL/SOFTBALL SEASON
JULY 10th	POST SEASON COORDINATORS MEETING (6:00 PM)

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AGE GROUP CLASSIFICATIONS		BORN ON OR AFTER	BORN ON OR BEFORE
GRASSHOPPER	AGES 7,8,9	8/1/15	7/31/18
PEE WEE	AGES 10,11,12	8/1/12	7/31/15
PONY	AGES 13,14,15,16	8/1/08	7/31/12

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# 2025 SOCCER TIME TABLE



DATE:	ITEM:
JUNE 20	INTENT TO PARTICIPATE DUE
JULY 10	<u>MANDATORY</u> PRE-SEASON COORDINATORS MEETING(6:00 PM)
JULY 18	RECOMMENDED CONCLUSION FOR SIGN-UPS
AUGUST	REFEREE CERTIFICATION CLINICS
AUGUST 1	PRACTICES MAY BEGIN
AUGUST 8	TOTAL TEAM INFO, TEAM INFO, ROSTERS, PLAYER RELEASES, COACHES CODES OF CONDUCT, AGE WAIVERS DUE
AUGUST 15	**SCHEDULES RELEASED**
AUG 23 - OCT 4	SOCCER SEASON
OCT 16th	POST SEASON COORDINATORS MEETING (6:00 PM)

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AGE GROUP CLASSIFICATIONS		BORN ON OR AFTER	BORN ON OR BEFORE
MITES	AGES 6 & 7	11/1/17	10/31/19
PEE WEE	AGES 8, 9, 10	11/1/14	10/31/17
BANTAM	AGES 11, 12, 13	11/1/11	10/31/14

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