

Basketball Coordinator

Role:

Organize and coordinate community basketball in cooperation with Saskatoon Minor Basketball Association.

Responsibilities:

1. Determine an online registration date and supply to website coordinator and newsletter coordinator.
2. Coordinators must attend city wide registration. This is supposed to be the final registration.
3. If your numbers are low or you cannot form whole teams, contact other associations to join teams.
4. Retrieve registration list from website, recruit coaches for teams, and create team lists.
5. Ensure that all details regarding times, dates and locations have been established. Register teams with Saskatoon Minor Basketball Association.
6. Distribute Criminal Record Check form to waive admin fees with Saskatoon Police (provided)
7. Arrange practice times via online booking system with public and Catholic schools in consultation with the Indoor Bookings Coordinator and the appropriate school personnel.
8. Maintain annual inventory of Association equipment.
9. Prepare and submit annual budget to the treasurer. Purchase equipment as approved in the budget.
10. Prepare written year-end report for presentation to the Executive.
11. Save a copy of all team lists, including coaches, assistant coaches and helpers in Google Drive.
12. Set up a hall monitoring schedule for each program for parents to supervise during their child's activity or ensure the coach can manage the supervision.

Time Commitment: Moderate

- Term of office is two years.
- Monthly Executive Meetings.

Skills Preferred: Organization Diplomacy
 Scheduling Commitment