

# 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).

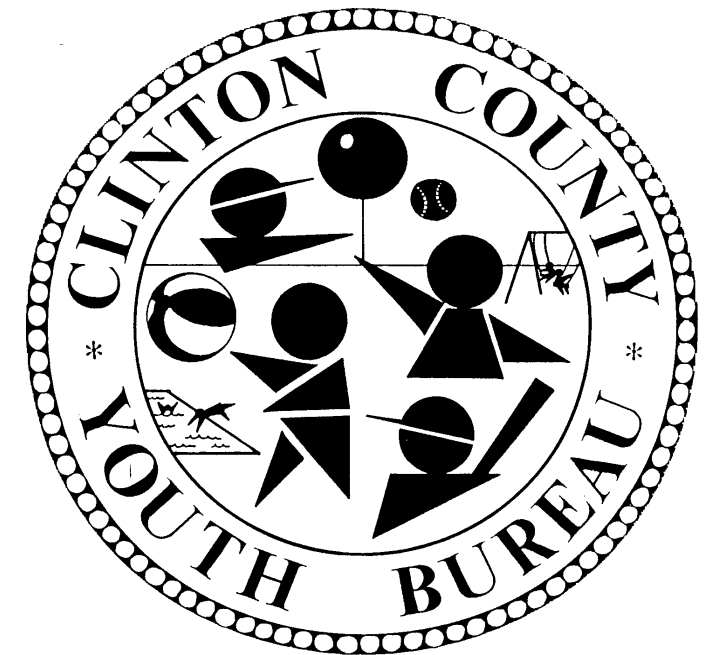
**Frequently attends games within their town/area on a regular basis.**

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

# CLINTON COUNTY YOUTH BUREAU

## 2021

# SPORTS HANDBOOK



# FOR: SPORTS COORDINATORS



# 2021 BASKETBALL TIME TABLE



DATE:	ITEM:
TBA	INTENT TO PARTICIPATE DUE
TBA	<u>MANDATORY</u> PRE-SEASON COORDINATORS MEETING(6:30 PM)
TBA	RECOMMENDED CONCLUSION FOR SIGN-UPS
DECEMBER	REFEREE CERTIFICATION CLINICS
TBA	PRACTICES MAY BEGIN
TBA	TOTAL TEAM INFO, TEAM INFO, ROSTERS, PLAYER RELEASES, COACHES CODE OF CONDUCT DUE
TBA	**SCHEDULES RELEASED**
TBA	3RD/4TH & 5TH/6TH BASKETBALL SEASON
TBA	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	<b>MUST</b> BE ENROLLED IN 3RD OR 4TH GRADE
5th/6th GRADE	<b>MUST</b> BE ENROLLED IN 5TH OR 6TH GRADE
7th/8th GRADE	<b>MUST</b> BE ENROLLED IN 7TH OR 8TH GRADE



# 2021 BB/SB TIME TABLE



DATE:	ITEM:
MARCH 11	INTENT TO PARTICIPATE DUE
MARCH 25	<u>MANDATORY</u> PRE-SEASON COORDINATORS MEETING(6:30 PM)
APRIL 12	RECOMMENDED CONCLUSION FOR SIGN-UPS
MAY	UMPIRE CERTIFICATION CLINICS
MAY 1	PRACTICES MAY BEGIN
MAY 17th	TOTAL TEAM INFO, TEAM INFO, ROSTERS, PLAYER RELEASES, COACHES CODES OF CONDUCT, AGE WAIVERS DUE
June 1st	**SCHEDULES RELEASED**
May 28th-29th	UMPIRE ON FIELD TRAINING
June 21st - JULY 24th	BASEBALL/SOFTBALL SEASON * Dates may change*
AUG 5	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	8/1/11	7/31/14
PEE WEE	AGES 10,11,12	8/1/08	7/31/11
PONY	AGES 13,14,15,16	8/1/04	7/31/08

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# 2021 SOCCER TIME TABLE



DATE:	ITEM:
JUNE 18	INTENT TO PARTICIPATE DUE
JULY 8	<u>MANDATORY</u> PRE-SEASON COORDINATORS MEETING(6:30 PM)
JULY 16	RECOMMENDED CONCLUSION FOR SIGN-UPS
AUGUST	REFEREE CERTIFICATION CLINICS
AUGUST 1	PRACTICES MAY BEGIN
AUGUST 2	TOTAL TEAM INFO, TEAM INFO, ROSTERS, PLAYER RELEASES, COACHES CODES OF CONDUCT, AGE WAIVERS DUE
AUGUST 19	**SCHEDULES RELEASED**
AUG 28 - OCT 9	SOCCER SEASON
OCT 21	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	11/1/13	10/31/15
PEE WEE	AGES 8, 9, 10	11/1/10	10/31/13
BANTAM	AGES 11, 12, 13	11/1/07	10/31/10

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