



Windsor Youth Sports & Recreation (WYSR)

League Coordinator – Position Responsibilities

1) Complete the League Coordinator Application Form (below) annually prior to season beginning.

2) Responsibilities Include:

Management of Coaches/Players

- Maintain and compile the regular season's Player Registration Forms.
 - o All online registrations and mailed in forms will be made available to you by the Windsor Youth Advisory Board, or its Director.
 - o Ensure all parents agreed to the Player and Parent Code of Conduct form (part of the player registration form both paper and online).
- Secure the appropriate number of coaches and co-coordinators.
 - o Ensure that all coaches complete a Coaching Application and Code of Conduct (either paper or online) prior to the season begin date and that they are received by the Windsor Youth Sports Advisory Board Director.
- Ensure all coaches present the player code of conduct to the players and they each sign and return.

League Financials

- Provide a tentative budget to the Windsor Youth Sports Advisory Board minimally 1 month prior to season start date. It can be emailed to windsorysr@gmail.com or brought to a monthly WYSR meeting. This will include estimated equipment costs, etc.
- Maintain the actual budget during regular season.
- Will either appoint a financial coordinator for the League, or perform duties yourself. Required to meet with the WYSR Treasurer & Sports Advisory Director to review and audit the Leagues income/expenditures minimally 1 month prior to and after each regular season.
- Will present all expense receipts or cost estimates for reimbursement/payment to the WYSR Treasurer on a timely basis.

League Administrative Duties

- Secure all required gym time or field use by completing and submitting necessary facilities use forms, etc.



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- Provide Practice Schedule and/or Game Calendar to the Advisory Board as they are known.
- Attend monthly WYSR/Board meetings 1 month prior to, and during the League regular season.
- Provide any necessary information or announcements to the WYSR Website Admin to be included on www.windsorysr.org at any time during the year.
- Pamphlets, flyers and any other promotional materials need to be approved by the WYSR, Board and School Administration.
- Will be required to exemplify the WYSR Mission:

The Mission of Windsor Youth Sports & Recreation (WYSR) program is to provide the youth of Windsor with an opportunity to develop sportsmanship, respect, teamwork and leadership skills through participation in various youth sports.

WYSR is committed to supporting our community and the Windsor Central School District. We encourage all participants and their family members to attend community and district events and always support our community governed by our commitment to Black Knight pride.

WYSR is a volunteer, not-for-profit organization that provides the student athlete in Windsor Central School District with age appropriate sports instruction.

We will promote the values of responsibility, commitment, sportsmanship and teamwork in a safe, structured and positive environment. Our program promotes the development of solid sports fundamentals through leadership and instruction. Our goal is to help create years of memories and friendship and also assist our young athletes as they grow towards becoming young adults and leaders in our community.

I understand this role and responsibilities and expectations that come with it. I will adhere to these responsibilities as forth by WYSR and understand that I am an important representation of the WYSR Program. I also understand that the WYSR Officers and Youth Sports Advisory Board is available for any support, direction or guidance that I may need.

Signature

Date



Windsor Youth Sports & Recreation (WYSR)

Full Name:	Home Phone:	Cell Phone:
Home Address:		
Mailing Address (if different than above):		
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Email:	
Sport(s) interested in becoming the League Director of?		
Do you have experience coaching youth sports and/or running a league? If yes, where & which sports?		
Have you ever been removed from/asked to step down from a coaching position or league coordinator position or put on probation as a coach? If yes, please explain:		
Have you ever been convicted of a background check crime (defined as child abuse/molestation crimes, murder, manslaughter, felony level assault or any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct, or prostitution-related crimes)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain:		

I hereby certify that the information contained on this Authorization/Release form is true and correct, and acknowledge that I may be precluded from Directing a League due to false, omitted or fraudulent information.

Signature of Applicant

Date