



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 the Regular Season's Registration
 - o Paper registration forms will need to be manually entered into TeamSnap
 - o All online registrations will be managed within TeamSnap, the coordinator will be responsible to create team rosters.
- Secure the appropriate number of coaches for the league/teams.
 - 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 and approved by the WYSR Board prior to the start of the season.
- Ensure all coaches hold a start of season meeting with the parents to minimally review the player and parent codes of conduct and inform parents of our incident reporting protocol.

League Financials

- Create (from a pre-existing template) and present a tentative budget to the WYSR Board minimally 1 month prior to season start date. It can be emailed to contact@windsorysr.org or brought to a monthly WYSR meeting. This will include estimated equipment costs, etc.
- Ensure adherence to budget and track expenditures during regular season.
- Approved Budget and Actual Budget will be compared/reviewed post-season during a monthly WYSR Meeting.
- Will present all expense receipts or cost estimates for reimbursement/payment to the WYSR Treasurer on a timely basis.



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League Administrative Duties

- Secure all required gym time or field use by completing and submitting necessary facilities use forms, etc.
- Required to attend all meetings, maintain certifications, trainings or accreditations as dictated by the League that the WYSR Sport participates in.
- Develop (with or without assistance from appointed coaches) Practice Schedules and/or Game Calendar and distribute to Parents via TeamSnap with as much notice as is available. All game and practice scheduling changes should be minimally maintained via TeamSnap.
- Attend monthly WYSR/Board meetings, minimally 1 month prior to regular season and 1 month after season ends to review actual vs approved budget.
- Provide any necessary information or announcements to the WYSR Secretary 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.



Windsor Youth Sports & Recreation (WYSR)

Signature

Date

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 Coordinator 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