



Cloverdale Minor Baseball

Division Coordinator Job Description

Blastball, T-Ball and Super-T Coordinator Duties

- Organize the Regular Season
- Get a list of all current registered players and Coaches from the registrar.
- Determine how many teams will be in the division – max. 12 players per team.
- Call all Head Coaches and partner them with Assistant Coaches.
- Put teams together. Requests to play together may be done and try to put more than 1 girl on each team.
- Book the clubhouse for Coaches/Draft meeting.
- Contact Coaches regarding meeting time and date.
- Review division rules.
- Invite equipment manager to attend – Coaches must give \$100.00 deposit cheque for equipment bags.
- Go over the Coaches Duties and Conduct Rules.
- Keep in contact with Coaches regarding clinics, equipment problems, etc.
- Mediate any disputes.
- Tend to any other issues as they arise.

Tadpole, Mosquito, Pee Wee, Bantam and Midget Coordinator Duties

- Organize Pre-season/Evaluation Day
- Get a list of all current registered players and Coaches from the registrar.
- Determine how many teams will be in the division – max. 12 players per team.
- Call all Head Coaches and partner them with Assistant Coaches and discuss upcoming evaluation & draft.
- Run pre-season evaluations
- Prepare evaluation sheets.
- Organize Coaches to attend the evaluations and review evaluation criteria.
- Set up evaluation stations & organize players into groups alphabetically.
- Stations should be: Throwing, Hitting, Catching, Fielding & Flyballs.
- Ratings at each station are 1 – 5. (5 being the best)
- Tally ratings after players' evaluation. (average)
- Organize & Facilitate Divisional Draft
- Book the clubhouse for Coaches/Draft meeting.
- Contact Coaches regarding draft meeting.
- Review division rules.
- Facilitate Draft - see draft rules. First and second year players are drafted separately with the same number of first and second years on each team. Try to put more than 1 girl on each team.



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- Go over the Coaches Duties and Conduct Rules.
- Remind Coaches that evaluation forms are for the Co-coordinator and Coaches eyes only.
- Invite umpire co-coordinator to attend.
- Invite equipment manager to attend – Coaches must give \$100.00 deposit cheque for equipment bags.
- Review the schedule prepared by the scheduler to ensure there are no problems.
- Reschedule rainouts (ensure umpire co-coordinator and concession co-coordinator is kept informed)
- Keep in contact with coaches regarding clinics, equipment problems, etc.
- Mediate disputes.
- Tend to any other issues as they arise.
- Ask Coaches to supply 3 players' names for call-up to the higher division.
- Keep track of players within your division who come up to play from the lower division.