**LTRC Age Group Coordinator (AGC) Manual**

Pre-season

1. Submit AGC contact info on website.
2. Identify those interested in Coaching by reaching out to perspective coaches throughout the season and offseason.
3. Work with Commissioner to develop forecast for teams and appropriate leagues (travel only)
4. Work with commissioner for uniform ordering and sizing based on registration numbers.
5. Work with commissioner to develop evaluation process. Commissioner approves all evaluation procedures to ensure transparency and fairness in making teams.
6. Coordinate evaluation dates with commissioner so they can be posted on website.
7. Schedule evaluation and communicate pertinent details, such as date, time, & location, which are communicated to player parents. Ensure there are enough evaluators. Engage as many non-coach evaluators as possible.
8. Execute evaluations using approved evaluation process
9. Set teams based on evaluation data (unless subject to draft per age group). Confirm with commissioner prior to posting information to coaches.
10. Set coaches based on interest and evaluation data. Confirm with commissioner prior to posting information.
11. Coordinate Pre-Season Coaches meeting to finalize age specific rules and best practices for the season.
12. Circulate age specific rules to coaches. Post on website for parents.
13. For rescheduled home games (due to weather on rained out), AGC will coordinate fields with Commissioner (work with MYLA referee contact to organize refs for re-scheduled game)
14. Help distribute Coaches Bags after coaches complete mandatory Coaches Bag Training

In-Season

1. Age Group Coordinator acts as liaison between coach and commissioner regarding field usage.
2. File any roster info with applicable league—instruct coaches to supply league approved formatted roster to age group coordinator. This is for travel only.
3. Serve as point of contact for parent issues/concerns
4. Inform travel coaches of their responsibilities for home games—see MYLA website/MYLA by-laws
5. Distribute uniforms
6. Organize end of season tournaments check (if applicable) reimbursement based on budget provided by Commissioner
7. Give coaches end of season party budget
8. AGC for Tyker and younger age groups will organize end of season party with allocated budget. Older groups will organize their own team parties with coaches provided a budget.

After Season

1. Collect all Coaches Bags and return to Commissioner
2. Identify off season development opportunities with the Commissioner
3. Identify those interested in becoming new AGC and communicate with Commissioner