

## CONVENOR ROLE AND RESPONSIBILITIES

### PRESEASON:

- 🌐 Recruit Coaches and ensure they are informed that they must obtain a police clearance.
- 🌐 Provide them with your contact information. Keep a record list of all your coaches' info.
- 🌐 Send the coaches' t-shirt sizes to Satch at National Sports as soon as possible to get them ordered [sachtocco@cogeco.ca](mailto:sachtocco@cogeco.ca)
- 🌐 You will receive a list of registered players for the current season, as well a set of ratings from prior year.
- 🌐 Create team rosters as fair as possible.
- 🌐 U4 – U5 balance the boys and girls, as well as ratings.
- 🌐 U7 and up, balance the ages as well as the ratings.
- 🌐 If a new registered player does not have a rating from last season, you are welcome to contact the parents to get a rough idea of the player's abilities/skill level.
- 🌐 Each team has a set number of jerseys per team which you cannot exceed.
- 🌐 When making the teams, leave approximately 5 openings, spread out over 5 different teams. This will allow for add ons that the Head Convenor sends you as we get closer to the season start, and sometimes even into the first couple weeks.
- 🌐 Note: we must first make sure all players have been contacted before we start filling in any open spaces on each team.
- 🌐 Once we are confident that all players from the initial list have been contacted by the coaches, the add-on players will be sent you via email from the Head Convenor, to fill vacancies.
- 🌐 Each time you receive an email add-on in your division, please reply to confirm you have received it, and the number of remaining openings. ***It is very important you respond back to each add-on until your roster is full.***
- 🌐 Also, place that add-on player on a team and be sure the coach contacts them **ASAP.**
- 🌐 You will receive a Sponsor list from Satch, this may require a player shuffle to accommodate the sponsor's request.
- 🌐 Special requests for teams/players are not guaranteed. Only the coach's child, assistant coach's child and Sponsor can make a request for one child on a specific team.
- 🌐 Additional requests will be noted on the player list you are given, these requests are approved by the Head Convenor.
- 🌐 Please ask that all Coaches begin to call their players ASAP upon receipt of their rosters.
- 🌐 Distribution of uniforms, equipment and coaching packages - this will occur one Saturday and/or Sunday in early April – attendance is mandatory.

🌐 Email all your Coaches the game schedule when it becomes available.

🌐 Email the Head Convenor:

1. Your team rosters
2. Coach info (Names, email address and phone numbers)
3. Jersey colour
4. Team # and Sponsor name

### **DURING THE SEASON:**

🌐 Obtain game scores from your coaches and email them to the designated person each game night, U12 and up.

🌐 Investigate/arbitrate minor issues between coaches and/or parents, and communicate major issues to the Head Convenor.

🌐 Keep coaches informed of any changes to the game schedule as soon as they occur.

🌐 Direct the Coaches to the website [www.tecumsehsocketballclub.org](http://www.tecumsehsocketballclub.org) and all it has to offer. The Constitution, Rules & Regulations, news, updates, field maps, forms, Board contacts, etc.

🌐 Attend games when available to ensure all rules are being followed such as uniforms, cleats, only registered players on the field, etc.

🌐 Distribute team pictures when they come in.

### **END OF SEASON:**

Help out on Day of Champions weekend both inside the center distributing pizza, etc. as well as delivering medals and trophies the respective teams in your division.