



### **Coordinator Role & Responsibilities**

The Tournament of Champions (ToC) Coordinator can be either a staff or a volunteer that will:

1. Register on SportsEngine as a Coordinator. This can be done either while registering a child or as a non-parent volunteer. Link: <https://ocyouthsports.sportngin.com/register/form/680996503>
2. Act as the conduit of contact between Irvine Youth Sports, IPSF and school sites.
3. Be the primary means of generating enthusiasm among students for the tournaments, in conjunction with school staff.

This could include asking the appropriate school staff to announce tryout times for each event and to include the same information in school-wide emails.

4. Help recruit coaches for school teams. Coaches will need to be registered for ToC. All volunteer coaches will be accessible in a report that the coordinator will have access to.
5. Oversee all of your school's teams, along with each team's coach, to make sure the teams are registered on time, tryouts take place in a fair and timely manner, and the school's tournament t-shirts are picked up and distributed.
6. Email Irvine Youth Sports the final team rosters and coach info so that teams can be created and rostered.
7. Assist with any requirements of the students (cleats, specific shorts, socks, etc.)
8. Help with equipment needs (flags, mouth pieces, game balls, etc.)

**The following have been removed from the coordinator responsibilities and are now part of the registration process:**

1. No more dealing with invoices!! Parents will place a 1-cent deposit during registration (+ merchant fee) and will be charged the remaining balance after their child makes the and the team formation deadline has passed.
2. No more paperwork! The waivers and consent forms are also now part of the registration process so these additional hard-copy forms will no longer be needed.