

# Age Group Coordinator

## St Mary's Sharks Basketball Club



The role of an Age Group Coordinator is to be the key communication point between the Club Committee, its Coaches and Team Managers for their specific age group.

Specific duties include but are not limited to:

- Manage coach, player and parent queries for your age group throughout season
- Assist with any new member enquiries or refer them onto the Club Registrations Coordinator.
- Distribute any Club communication onto your age group teams received by the Club Secretary or Committee.
- Assist with grading event (twice per year) where possible.
- Follow up families who have not registered to confirm if they will be reregistering for the upcoming season or not.
- Advise Registrations coordinator of player withdrawals and, if known, provide explanation as to why players are withdrawing or not registering.
- Obtain feedback from coaches regarding grading of their players for upcoming seasons.
- Co-ordinate with other age group coordinators fill-in players required by coaches during the season where they do not have enough players for a game. This includes ensuring the Association rules and regulations are abided by.
- Watch each team twice during the season to evaluate players to assist with player selection the following season. Preferably once during the grading phase of the season and once towards the end of the season.
- In the lead up to the grading day, encourage all coaches to watch teams within their age group to assist with Player Evaluation and team selection next season.
- Ensure the Club Team Selection Policy is followed.
- Ensure all coaching vacancies are filled prior to the commencement of each season.
- Attend coaches training session/meeting where the coaches are given details of the upcoming season (twice per year) to meet and greet coaches for your age group.
- Provide support & organise mentoring via the Coaching Development Coordinator to coaches if difficulties occur.
- Encourage coaches to attend training sessions on offer and attend Basketball Victoria Level 1 Coaching Course (where applicable).
- Attend Club committee meetings as required.
- Assist to develop / update SMBC policies as required.