

# Coordinator Check List / Daily Report

## **Make sure all Fields/Courts & Equipment is safe & ready for play.**

- Have all paperwork up-to-date in folder. You can view & print necessary documents at [SportsLinkUS.com/staff.htm](http://SportsLinkUS.com/staff.htm).
- **Coordinators need**- Green shirt, Pens, Game Sheets, Rules sheet, Waivers, Injury Forms, Players Cards, Beer Coupons, Time sheet, Football ref sheets, Softball/kickball umpire sheets, Receipt book, Clipboards, 1<sup>st</sup> Aid kit. **Champ game/playoffs**-Champ form, playoff bracket, banner, and camera. **Occasionally**- Laptop (ask for it when you come in)
- **Soccer** (Balls, pump, pinnies) **Kickball** (Balls, pump, bases if necessary for turf) **Softball** (base tool) **Football** (bag with 14 flags/2 colors, 8 tall cones, 12 disc cones, 2 ref flags, 2 flats, 1 small clipboard, 1 timer, pennies) **VB** (balls)

## **Make sure ALL players are on the team ROSTER, have a VALID PLAYER'S CARD, and a current WAIVER on file.**

- Check off each player on the roster as they arrive (Captains should help). Make captains aware of their responsibility of checking in with the coordinator prior to each game of the night. Rosters that are not checked off at the beginning could affect them later in the season, especially playoffs.
- Players not on the Roster, or with an EM beside their name, must fill out a COMPLETE waiver and purchase a Player's Card BEFORE being allowed to play. Once you have their waiver, write their name on the roster (legibly), assign them a Player's Card if purchased, and note any money paid for team fee or Player's Card.
- Spot check the names checked-in on the Roster with the number of players on the Field/Court. Make sure the Captains understand players Not on the Roster, or No Waiver, or Not Checked-In, will result in a Forfeit. Have the Captains help keep their Rosters updated. Two Forfeits could result in ejection from the league.
- All players playing in game must be listed on game sheet. If they are picking up a player, write their name on Game Sheet and note if they are to be "added to roster," "guest pass," or "picked-up." (Pick-Up Players are not permanently added to a roster by default. Coordinators must also inform other captain of pick-up players and get approval.)
- Any payment made at field should be written on game sheet (legibly) beside the individual's name that paid and what it was for. Also, note whether it was a credit card, cash, or check payment. Give receipts for cash payments.

## **Make sure all TEAM and INDIVIDUAL (if house team) BALANCES are paid before game begins.**

- Deposit of \$100.00 must be made by 1<sup>st</sup> game and total balance must be paid before 2<sup>nd</sup> game.
- Encourage all Players to use the MySAM website to Pay Balances and Check Schedules and Standings.

## **Make sure all paid REFEREES are present & understand their responsibilities.**

- The Coordinator should know all the Rules of the League they are coordinating and be prepared to Referee or help referee whenever needed. Softball and Kickball coordinators should be the 2<sup>nd</sup> referee in Championship games.
- **Officials- Football** (green shirt, whistle, pen) **Soccer** (jersey, stopwatch, pen, cards, whistle) **Softball/Kickball** (blue collared shirt/green shirt (kickball), mini clipboard, pen, ump counter)

## **Make sure all Captains and Players know the League and SportsLink RULES & POLICIES.**

- League Rules, Notes, SportsLink Policies, Playoff Brackets, Social Events, etc. are online at [SportsLinkUS.com](http://SportsLinkUS.com).
- Schedules, Standings, Payments and Player Profiles are all online at MySAM (access from our main website.)

## **Pick-Up TRASH, EQUIPMENT, LOST & FOUND ITEMS & REPORT PROBLEMS.**

- Trash should be picked up from the field(s).
- Turn in lost & found items, plus any equipment checked out.

## **Turn GAME SHEETS, ROSTERS, etc. into SportsLink OFFICE.**

- Number to the office is 704.499.9160
- Game sheets need to be brought to the office within 48 hours of the games.
- Game sheets are kept at office for roster and score disputes.
- The coordinator is responsible for emailing in work times for ALL staff at the field(s) and scores THAT NIGHT. There needs to be two separate emails sent for every shift you work.
  - Employee hour email is to be titled in the subject line "**Hours – (Date) – (Location) – (Sport).**"
  - Scores and Notes are to be titled in the subject line "**Scores/Notes – (Date) – (Location) – (Sport).**"
  - Emails are sent to **Office, Christian, & Matt...@SportsLinkUS.com**

**Injuries** – Please summarize any injuries in nightly email. A detailed Injury Report should be filled out for each injury.

**Problems / Notes** – Please report any Problems or Other Notes you feel SportsLink should know.