



2026 YOUTH SPORTS

Coordinator Handbook

RESPONSIBILITIES OF THE SPORTS COORDINATOR

Holds sign-ups for area youth who are interested in participating in a sports program.

- Conducts sign-ups soon enough so all information can be submitted to the Youth Bureau to meet scheduled deadlines. The Youth Bureau urges all towns to conclude sign-ups prior to the recommended end date provided for each sport.
- Checks that only youth from that municipality are registered.
- Verifies youth are registered for the proper age group/level of play. Proof of age is required at the time of registration and is required prior to rosters being submitted. Primary proof is an Original or Certified Copy of the Birth Certificate. If unavailable other acceptable forms of proof are Sheriffs ID, Baptismal Certificate, School Record, Passport or Vaccination Record.
- Submits the appropriate paperwork, i.e., Coaches Code of Conduct, Team Rosters; Player Releases and/or Age Waivers, in a timely manner to the Youth Bureau to meet all deadlines.
- Acquires and maintains recreational areas/facilities where sports will be taking place.
- Ensures equipment is available and in good working order for practices as well as game play.

Forwards all pertinent program information to the Youth Bureau in time to meet all necessary deadlines.

- Refers to the Program Time Table for all major deadlines.
- **REQUIRED** to attend, or send a representative, to the Mandatory Pre-Season Coordinators Meeting for each sport.
- Submits a Recreation Survey at the end of the season stating personal recommendations, observations, participants' suggestions for program modification.
- Submit a Municipality Report for all sports at the end of each season.
- Responsible for verifying **ALL** information on the rosters is accurate (i.e., date of birth and physical address).

Acts as a liaison between coaches and the Youth Bureau and County Recreation Staff distributing all necessary information to coaches, etc.. Assists the Recreation Staff/Youth Bureau in protests, grievance decisions, waiver evaluations and may serve as a mediator between the Youth Bureau and coaches/parents.



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Recruits prospective Coaches

- Obtains Coaches for their area
- Conducts training with coaches so they understand what it entails
- Distributes the Coaches Manual to all coaches
- Makes sure they understand the philosophy of the County Programs
- Makes sure each coach understands the “Code of Conduct Policy”, as well as, signs and understands the “Coaches Code of Conduct.”
- Program objectives
- Conduct expected of players & parents.
- Informs coaches of rule changes, etc.

Distributes the game schedules to coaches.

- Adjusts game schedules when facility conflicts occur and Follows re-scheduling procedures as well as makes sure coaches understand and follow the re-scheduling procedures.

Recruits potential sports officials to attend County Clinics.

- Provides information on the time & location of Sports Officials Clinics which are required to become a County Certified Sports Official.
- Assigns sports officials from the approved list provided by the Youth Bureau to cover home games.

Frequently attends games within their town/area on a regular basis.

Procedures

How to cancel/reschedule a game:

The home team's coach is responsible for notifying the following people:

1. Youth Bureau
2. The Recreation Assistant for your region (even if you have contacted the youth bureau)
3. The Area Coordinator
4. Opposing Team's Coach
5. The Scheduled County Official

How to Release a player to another area:

If a player is on your roster and should be playing in another area, you must request them to be released by the Sports Coordinator of the town in which they physically reside. If the coordinator does not approve, the youth can not play on the team outside of their residing area. **Coordinators may CC the Recreation Director on an email between themselves and the Sports Coordinators they are requesting the release from. You may also obtain a formal request form on the Youth Bureau's website if you choose.**

If you have any questions or concerns,
please do not hesitate to contact us!
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One of the Clinton County Youth Bureau's most important objectives is that the youth participating in our programs enjoy themselves. By striving to work more closely with parents, coaches and sports officials, we hope to see our youth enjoy their sports experience even more. We are confident that by better acquainting yourselves with the expectations surrounding these “instructional” programs you will more fully enjoy your role as a supporter of your child's youth sports experience. **“THANK YOU” for your cooperation in this endeavor!**