

12U League Director Responsibilities and Procedures

League Directors supervise the operation of their respective leagues. They organize teams based on the registered players, recruit team coaches, provide coaches with the necessary information and advice to manage the teams, distribute and later collect equipment, and monitor the progress of their leagues during the season.

1. Conduct registration
 - Attend MGSA Board meetings prior to January registration and acquire an understanding of registration procedures and current issues
 - Attend the registration sessions and process enrollments at the league's registration table

2. Organize teams
 - Collect registration forms
 - Be on the lookout for girls who may have registered in the wrong age groups
 - Sort by school
 - Check for special requests (particularly to play with another girl)
 - Girls at this stage of the program often have strong preferences regarding on which team they play and those wishes should be honored, if possible
 - Determine the number of teams and the minimum and maximum number of players on each team based on the total number of registered girls
 - Create team rosters
 - Attempt to place all girls from a school on the same team (while also satisfying special requests)
 - Attempt to keep neighborhood clusters together – particularly if more than one team is formed for a particular school
 - Consolidate girls from schools with small representations onto teams with larger representations
 - Note: Some teams may necessarily have larger or smaller sizes than other teams
 - Compare results with desired number of teams and roster sizes and modify as necessary
 - Receive and process a file of league players that will be provided by the Database Director for ultimate inclusion in the Bennett Book
 - Assign team numbers to each player as instructed by the Database Director
 - Check phone numbers and spelling of players' and parents' names against registration forms (optional, but recommended to ensure database integrity)
 - Submit league players file to promptly to Database Director
 - Create a Word or Excel version of the rosters for transmission to coaches
 - Report the number of teams to the MGSA Scheduling Director

3. Recruit head coaches/assistant coaches/team parents

- Step 1: Identify parents who have volunteered on the registration forms to be head coaches
 - Parents who have served as head or assistant coaches in previous years are obvious candidates to serve again
 - Note: More than one parent from a group of girls attending one school may have volunteered to be a head coach. It is not recommended that sub-groups of girls be split away from their school to accommodate the head coaching wishes of several parents. One parent should be assigned as head coach and the others should be asked to be assistant coaches.
 - Step 2: If not enough head coaches have volunteered, contact parents who have volunteered to be assistant coaches
 - These parents sometimes can be persuaded to be head coaches
 - Step 3: If still not enough head coaches have volunteered, parents will have to be contacted at random from a team and asked directly to serve as head coach
 - The most persuasive point to make to parents is that school-based teams will have to be split up if a parent will not step forward as head coach
 - Similar steps should be taken to recruit assistant coaches and team parents
 - Some head coaches may have their own candidates in mind for assistant coaches, and those wishes should generally be respected
 - Note: Many team parents will be identified from the registration forms. Ultimately, it is the responsibility of head coaches to find team parents and that can be done when they call their girls prior to the start of the season. The League Director should not feel compelled to work too hard to recruit team parents.
4. Hold a coaches meeting several weeks prior to opening day
- Review the general approach to coaching in the league
 - Disseminate and discuss league rules
 - Collect signed Code of Conduct statements
 - Pass out rosters
 - Review items of general interest
 - Clean-up Day
 - Equipment Day
 - Opening Day
 - Team and individual pictures
 - Season schedule
 - Games on or near holiday weekends
 - Rainout hotline
 - Makeup games
 - Practice fields
5. Distribute equipment
- Coordinate with the Equipment Director to determine the day and time that head coaches should pick up equipment
 - Attend the equipment distribution and answer questions

6. Review league schedules
 - Obtain the league schedule from the MGSA Scheduling Director
 - Check to see that the league's schedule is consistent with MGSA-designated weekday/weekend dates and holidays
 - Check that times and dates are equitably allocated among the teams
 - Resolve any problems with the MGSA Scheduling Director and the affected teams

7. Attend games periodically during the season
 - Observe the quality of coaching
 - Make suggestions regarding interpretation of the league rules
 - Respond to coaches needs or questions
 - Always be available by phone or email to act on problems or issues that need to be addressed by MGSA
 - Regularly inform head coaches regarding current league standings

8. Organize end-of-season tournament
 - Coordinate with the Awards Director to place orders for tournament awards
 - Awards should be ordered no later than mid-May
 - Coordinate with the MGSA President, MGSA Scheduling Director, MGSA Umpire Director, and 10U and 14U League Directors to determine a tournament schedule (particularly to identify available play dates and fields)
 - Normally-assigned time and field slots for the 12U League should be used, if possible, to minimize field conflicts with other MGSA leagues and other Bennett organizations
 - Determine tournament pairings
 - Maintain a record of won-loss records during the season for seeding purposes
 - Develop tie-breaker rules for season-end league standings
 - Deliver the tournament schedule and pairings to the league head coaches

9. Distribute sponsor plaques to organizations sponsoring 12U League teams

10. Collect equipment from head coaches at the end of the season
 - It is recommended that equipment be collected as soon as possible after the season to minimize missing items
 - Coordinate with the Equipment Director to return equipment to the equipment shed
 - Report any sizable equipment losses to the Equipment Director

11. Conduct an end-of-season review
 - Request the head coaches provide comments and suggestions as to what was successful and unsuccessful during the season
 - Provide feedback to the MGSA Board for use in next season's program

Timing

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| 1. Registration | Late January |
| 2. Team assignments | Mid February |
| 3. Coach recruitment | Mid February |
| 4. Initial coaches meeting | Late March or early April |
| 5. Equipment distribution | Mid April |
| 6. Schedule review | Late April |
| 7. Game monitoring | May through June |
| 8. End-of-season tournament | Late June |
| 9. Sponsor plaques | Late June |
| 10. Equipment return | Late June or early July |
| 11. Post-season review | Mid July |