

# GM or Coordinator Responsibilities

(BFG – Before First Game)

(ASE – After Season Ends)

- 2 Months BFG
  - Select/Recruit Coaches.
    - Engage Commissioner/BYC Operations if necessary
    - Request ACT34/Coaches Conduct
  
- 1.5 Months BFG
  - Meet with coaches and explain the program
    - League rules, concepts and schedules
    - End of season events (tournament?)
    - Plan equipment and uniform distribution
    - ACT34/Coach Conduct collection
    - Discuss team selection method (draft, tryouts, ranking)
    - Snack bar/Hall Monitor scheduling
  
- 1 Month BFG
  - Tentative teams developed
  - Coaches start to develop Snack Bar\Hall Monitor Schedule
  
- 3 Weeks BFG
  - Equipment handed out and ACT34/Coaches Conduct final collection
  - Finalize Picture schedule from commissioner (i.e. have teams assigned to slots), email to coaches
  - Field/gym assignment, all assignment must be forwarded to BYC Facilities
    - Assign practice and game times
    - Coordinate on-going field maintenance (i.e. field lining)
    - Coordinate on-going gym hall monitors
  
- 2 Weeks BFG
  - Snack Bar/Hall monitor schedule to be submitted to Commissioners
  
- 1 Week BFG
  - Picture Day
  
- First Official Games of the Season
  
- 2 Weeks ASE
  - Collect Player rankings and submit to Commissioner
  - Collect/Inventory equipment and submit to Commissioner
  - Submit any proposed facility improvements to the Commissioner.

**Any problems or issues should be worked through the Commissioner.**