



Tournament of Champions Coordinator Description

**The TOC School Coordinator can be either a staff person or a volunteer that will:
TOC includes all events: Soccer, Flag Football, Basketball and Volleyball**

- Register on Team Snap as a non-parent volunteer.
Link: <https://go.teamsnap.com/forms/139419/signups/new>
- Act as the conduit of contact between Irvine Youth Sports, IPSF and the school sites.
- Be the primary means of generating enthusiasm among the students for the tournaments, in conjunction with school staff.
- Help recruit coaches for these school teams.
- Oversee each team at their school, along with each team's coach, to make sure the team is registered on time, tryouts take place in a fair and timely manner, parents receive and return consent forms, and that their school's t-shirts are picked up and distributed.
- Confirm all coaches requirements / paperwork
- Any rules with # of practices allowed, # players per team, # of teams, etc.
- Any requirements of students (cleats, specific shorts, socks, etc.)
- Equipment needs (ie flags, mouth pieces and game balls)
- Explain the payment process for collection of money (by credit card) Invoice sent to parents digitally.
- After TOC season is completed they will help recruit next year's TOC School Coordinator and offer them training for the position and possible mentoring.