

## Scheduler Responsibilities



- Pray for coaches, students, school staff, and A2R leadership
- Communicate directly with the Head Coach/Assistant Head Coach
- Prepare the initial schedule.
- Manage the schedule with the Head Coach.
- Send emails to coaches regarding student assignments and changes (copy the Head Coach/Assistant Head Coach and Captain/Co-Captains).
- Receive updated information from Head Coach for new students and students who have withdrawn.
- Coordinate coach availability with the school's desired coaching schedule.
- Update the schedule as changes occur (in the student and coach population, as well as when the school requests changes).
- Add a coach to the schedule ONLY AFTER the school board has given approval as required.
- Enter and report all testing data.