



GIRL'S SPORT COORDINATOR

Position Description

There are two Sports Coordinators – Boys and Girls.

The Sports Coordinators are directly accountable to the Deputy Principal. They liaise closely with each other, particularly in the co-ordination of mixed sporting activities, such as athletics, swimming. The availability of the Sports Coordinators to coaches is very important.

The duties of the Sports Coordinators are as follows:-

1. To organise and co-ordinate the inter-school and inter-club sporting involvement of the College, i.e.: AGSV, AGSV/APS and other external sporting competitions such as Herald/Sun Shield, McDonald's Cup, practice games, regional netball carnivals etc.
2. To organise coaches for all sporting teams.
3. To ensure that coaches are suitably in-serviced and that they comply with the College sporting policies, such as First Aid, blood, etc.
4. To chair regular meetings of the Sports Committee and general meetings of coaches as determined by the Sports Committee.
5. To liaise, as required, with affiliated associations, i.e. AGSV, AGSV/APS and to disseminate information etc. to relevant coaches.
6. To organise umpires, referees and officials for all sporting competitions.
7. To attend meetings and to ensure that the appropriate members of staff attend relevant meetings e.g. AGSV/APS sports coaches, etc.
8. To prepare and be accountable for the College Sport budget (specific responsibilities will be allocated to each Sport's Coordinator).
9. To purchase, prepare and be accountable for all sporting equipment used by teams.
10. To jointly prepare a Sports Bulletin which includes sports results of all teams and coming fixtures.
11. To prepare sports reports for school assemblies, the College Newsletter to parents and the Kilmore Free Press newspaper.
12. To ensure that records of personal bests (school records etc.) for College sporting activities are updated for the Student/Sports Handbooks.
13. To organise annual sports awards nights.
14. To liaise with Grounds' Staff regarding preparation of grounds and other sporting venues.
15. To organise transport for 'away' games and to ensure that coaches and managers of teams promptly submit bus lists to the appropriate person in the Business Manager's department.
16. To meet with the Co-curricular Advisory group and recommend to the College Executive the competitions and number of teams to be entered in the forthcoming year.
17. To ensure that the Honour Boards are kept up to date and that trophy cabinets etc. are kept presentable.
18. To ensure that minutes of Sports Committee meetings are kept and copies forwarded to the Principal, members of the Sports Committee and coaches.
19. To organise First Aid nurses for both summer and winter sporting competitions.
20. To oversee the taking of the official co-curricular sports photos.
21. To collate all sports articles for the annual College Magazine.
22. To support the Physical Education & Health Learning Area Coordinators.
23. To attend the AGSV and AGSV/APS Athletics and Swimming Carnivals.