

Sport Coordinator Role

The role and duties of a Sport Coordinator is as follows

- Promote the sport, by email, posters, word of mouth and in conjunction with area reps
- Be familiar with the rules of the sport & play down requirements
- Communications with participants for sport specific information such as play downs, uniforms, Orientation Meeting etc.
- Communications with Executive, mainly through Sport Chair but not exclusively

Registration

- Collect membership/waiver, registration & payment
- Check for correctness and completeness
- Tally registrations on Participant and Supporter Fees Form
- Submit to registrar by deadline

Game Prep

- Double-check all participants are on the registrar's list
- Coordinate uniforms as appropriate
- Communicate as required with registrants

Mandatory Meetings

- Sport/Event coordinator meeting
- Zone 2 Orientation Meeting