

Sport Coordinator Role for Sports with Play Downs

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

Play downs

Are held for all sports for which there are limits to the number of participants per zone. Participants must be current members of Zone 2 BC Seniors Games Society and have signed a waiver.

- Organize play down events and promote the events
- Rent facilities for play downs (budget of \$450 per sport)
- Communicate Date, Time, Location(s) to participants and to Sports and Publicity Chairs
- Ensure that all participants are members and have signed a waiver.
- Provide oversight to play downs to ensure rules followed.
- Communicate results of play downs

Registration

- Collect membership form & payment and waivers prior to play down.
- Collect registration forms and payment after play downs
- 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

Mandatory Meetings

- Sport/Event coordinator meeting and Zone 2 Orientation Meeting