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|  | **SPORT COORDINATOR**  **ROLES AND RESPONSIBILITIES** | Last Edited:  Feb 2021 |
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1. Sport Coordinators are appointed for a 2-year term
2. Make contact and work with the State Sporting Association for your sport to present events. Work with SSWA and the State Sporting Association to produce Memorandum of Agreement between the 2 organisations (if there is not one in place).
3. Form a committee – provide contact details to the SSWA office
4. Set meeting dates (as required, at least 2 per year). Ensure the SSWA Office Representative is invited to the meeting.
5. Set a budget on the approved form – have it approved by the SSWA office.
6. Develop a risk management plan suitable for the sport for publication on the SSWA website and available for principal perusal.
7. Check the SSWA website for accuracy of information pertinent to your sport.
8. Receive online nominations.
9. Determine fixtures – forward copy to the SSWA office
10. Attend Champion Schools sport events as Sport Coordinator and representative of School Sport WA
11. Prepare and present new season website information no later than one month following season/event end.
12. Complete end of season report to include:
    * Competition results
    * Participation by age, sector and gender
    * Competition report (issues, recommendations)
    * Budget reconciliation
13. Note important dates and ensure attendance
    * Interstate parent information and also the team presentation evening (if involved in the Interstate Program)
    * SSWA AGM
    * SSWA Volunteers Function
    * SSWA final presentation evening