



Sports Coordinator

Responsible to:	Teacher in Charge of Sports / Sports Director
Key Stakeholders:	• Senior Leader or Leaders in Charge of Sport • Principal and other members of Senior Leadership Team
Functional Relationships:	<i>The sports coordinator has functional relationships with the following:</i> • Wider sporting community - Learners, parents, caregivers and whānau • Sports Volunteers (coaches, managers, umpires etc.) • Regional Sports Organisations and Sports Trusts Clubs and wider community groups • Rolleston College Finance Team/Staff/Teachers
Employed under:	As per support staff in schools collective agreement
Hours of Work:	This is a Permanent, Full-Time position that totalls 37.5 hours per week (between 8.30 – 4.30 daily). Extra flexibility will be required (including some Saturdays/Sundays, and beyond 4.30pm on some days) in order to complete work and meet some of the key responsibilities outlined in the role description within the provisioned hours. Hours will be negotiated prior to the end of each term and nearer to the sport events in consultation with the Director of Sport to ensure we manage within the hours allocated.
Grade and Step	Support Staff Administration Work Matrix Grade 4 “Provides advanced specialised technical services which are complex in nature within their area of expertise.”
Purpose and Primary Objectives	Enact the vision of the Rolleston College Sports Department by providing effective and efficient management and coordination of the College’s Year 9-13 sports programme, leading to: • Quality, well organised sports programmes that meet the various needs and interest of all students • Enhancing the profile of sport at the college and within the school community • Encourage high levels of student participation and excellence in sporting competitions, events and recreational opportunities • Provide a safe and enjoyable sporting environment for all students

Professional Responsibility:

Key Areas	Key Responsibilities	Desired Outcome
School-wide Leadership	• Contribute to and actively support school policy decisions, strategic targets and plans, including innovative ways to develop and deliver the school vision. • Contribute to the full life of the school • Provide a positive role model to the school community and encourage both staff and learners to participate in school activities. • Safeguard the health and safety of learners in all school activities. • Be reflective and undertake Professional Learning to improve effectiveness contributing to discussions and personal development on educational issues.	• Help to enhance relationships with all members of the school community and actively participates in and supports general school policy direction and strategic targets.

Sporting Programmes Leadership <i>To develop robust sporting programmes in a variety of sports codes.</i>	Acts in the best interests of the 'school' and allocated 'sports codes and programmes' at all times. - Attend professional and administrative meetings as required. Including and not exclusive to departmental, sports code, team and fundraising meetings, disciplinary - Attend allocated sporting code(s) competitions, tournaments and programmes. - Builds our school networks by attending and networking at school, community, sporting code, activities, tournaments and sporting body events. - Maintain collaborative, positive, professional and effective working relationships with staff, parents, coaches, managers and students. - Promotes sporting participation and is visible at competitions, briefings, celebrations/assemblies, prize givings, and the College's annual sports awards. - Is discreet and able to maintain confidentiality at all times. - Any other duties as designated by the Principal or person acting in their capacity Note: The employee may be required to coach or manage a team as determined by the Director or Teacher in Charge of the Sport	Networks, develops and sustains effective working relationships with staff, parents, coaches, managers, and students, presenting a positive image school-wide.
	- Lead the coordination of sporting codes and or programmes - Oversee the appointment of coaches, managers, and/or staff for all sporting codes and teams; - Coordinate musters and sports trials with coaches to ensure team selections are carried out in a fair and transparent manner. - Ensure that players, coaches and managers are aware of and adhere to the sports handbook, our code of conduct, uniform/dress, safety measures, and other school requirements. Support the Director or Teacher in Charge of Sport and Leadership Team in dealing with disciplinary issues. - Effectively communicates registrations, draws/schedules (including changes), event information to students, parents and staff in a timely manner. - Oversee and coordinate fundraising, sponsorship and merchandising efforts and requests. - Communicate the progress and results of allocated sports codes to the Director of or Teaching in Charge of Sport, the Senior Leadership Team, the school and wider community as required - Provide support and advice to players. - Encourage other Rolleston College players/athletes to support other Rolleston College teams/players competing in events. - Complete an annual end of season sports code report and provide this information to the Director or Teacher in Charge of Sport for the annual review meeting	- Sporting codes and programmes have sound coaching and administration, effective and advanced communication, and coordination. - Learners, coaches, managers and/or staff are clear on the schools value and expectations and feel valued and supported. - We will review sporting programmes annually to further lift engagement, participation and performance.
	- Promote players/athletes for representative and development opportunities and support them if selected for representative teams. - Inform/notify and advertise courses, training sessions or development programmes run by the local relevant sports centres for learners, coaches and managers. - Notify teams of additional tournaments that teams can participate in that are outside of school time, and provide support as required.	We will provide other sporting opportunities for learners to thrive in their chosen sport.
	- Assist and coordinate the running of whole school sporting events, such as our school whanau day, athletics day and cross country. - Coordinate casual/recreational sporting activities to target students who are not engaged in competitive sport.	We will provide opportunities for learners to engage in physical activity.
Sports Administration	Assist in all administrative processes required for sporting codes, competitions and tournaments, including but exclusive to - School calendar, registrations, musters, trials and team selection processes. - Action all incoming correspondence regarding, including draws and results. - Maintain sports information within the school's systems (Kamar, sporty), ensuring student groups/team lists, fees (sports calculator), medical information and coordination of census data (participation numbers) is up to date and accurate. - Organise team arrangements for tournaments and exchanges, e.g., accommodation, travel, meals, etc. - Coordinate and track sports fundraising, sponsorship, and merchandising requests and efforts according to the fundraising guide and school policies and procedures. - Coaches, managers, teams, and learners must have the correct uniforms and necessary equipment for practices and games. As such, you are required to manage and coordinate the College's inventory system and procedures for uniforms and sports equipment.	- The school effectively coordinates, registrations, activities, draws/schedules (including changes), event information, fees and communication to students, parents and staff in a timely and manner; - We are fiscally responsible and take care of assets to ensure the sustainability of sporting codes.

	- As user pay system activities, sports codes and programmes will ensure sports-related income offsets expenses and allow for the replenishment of sports-related equipment and uniforms. - Continue to monitor budgets, fees and payment of sports fees, including overdue payments and follow up. - In cases of hardship, we will look to provide support and guidance in line with school systems and processes.	
Communication Promotion and Networking	Assist the Director or Teacher in Charge of the Sport and the Leadership team by - Communicate the progress and results of allocated sports codes to the Director of or Teaching in Charge of Sport, the Senior Leadership Team, the school and the broader community as required. - Promote and celebrate individual(s) sporting and sport team(s) success at briefings, celebrations/assemblies (certificates, awards, etc.), prize givings, and the College's annual sports awards. - Promote individual sporting code success through our badging system and appropriate channels (Certificate, Email, Lancewood and Facebook Sports pages). - Collate sports information for school briefings and inclusion in the Lancewood. - Complete applications that support learners, sports team(s), coaches and manager nominations for school, regional, or national school sports awards. (Zonta)	The College will recognise, promote and acknowledge individual and team sporting success and/or significant sports milestones.
	- Maintain a sports calendar with oversight of planned and confirmed fundraising and sponsorship events. - Liaise with key stakeholders, communicate effectively with all areas of the school, promoting and enhancing awareness of the sporting opportunities. - Ensure up-to-date and accurate information on events is available to staff, students and parents. - Informs staff of the leadership team of upcoming sporting fixtures, practices, activities, events, and changes, especially after school and on weekends, to allow staff adequate time to plan and attend.	Communicate effectively with all areas of the school, promoting and enhancing awareness of the sporting fixtures, tournaments, practices, event fundraising, sponsorship and .
Health and Safety	- Coordinate and administer <u>First Aid and Emergency Services</u> when and as required. - Complete or ensure the appropriate people have completed a near miss, accident and or incident forms when required and provide that to our Health and Safety Committee. <u>Inform</u> the Director or Teacher in Charge of Sport and or members of the Senior Leader team of any potential hazards, risks, accidents and or other Health & Safety issues.	Demonstrate a commitment to Health & Safety related policies and procedures to ensure a safe and positive working environment.

Competencies, Qualities and Characteristics

Qualities and Characteristics	- Has a passion for sports (including allocated Sport Codes) - Has the ability to self-manage and show initiative. - A problem solver with the ability to make systematic and rational judgments based on all relevant information. - Values differences and has strong inter and intrapersonal skills. - Maintains collaborative, positive and effective working relationships that drive engagement and results, providing help when needed, - Is thoughtful, resilient, calm with a positive demeanour to better manage conflict and challenging situations - Has excellent oral and written communication skills. - Computer literate with strong ICT skills and a willingness to learn	
Full Name	.	
Signature		
Date		