

POSITION DESCRIPTIONS

RESPONSIBILITIES:

SPORTS CODE CONVENOR

The objective is to administer and promote your sport well so that participation and enjoyment are achieved. Paramount to this success is your leadership and communication with all parties.

- Liaise with Sport Wanganui or the appropriate organising agency & disseminate information.
- Liaise with Sports Coordinator, Coaches and Teams
- Prepare, negotiate and administer annual budget (if appropriate)
- Recruit Coaches and Managers, advise Sports Coordinator of training requirements
- Coordinate registrations, trials and selection procedures
- Organise uniform orders and numbers
- Distribute draws, cancellations and other information to appropriate teams & management
- Through courses & seminars, assist coaches enhance their personal coaching knowledge.
- Deal with subscriptions and fees where necessary
- Collate information for communiques to parents
- Coordinate the communication of results, and season's awards

RESPONSIBILITIES:

SPORTS COACH

- Select team or squad & issue team list with contact information (address & telephone) to all players, Code Convenor & Sports Coordinator.
- Discuss & establish with players protocols, expectations, & goals.
- Through practices develop & enhance the players skills, fitness, & mental appreciation to the sport
- Keep up to date with coaching methods & where possible attend courses available
- Appoint two responsible team members to hold positions of Captain and Vice-Captain and explain to them your expectations
- Through personal communications encourage parents/care givers to support their son/daughter
- Ensure draws are distributed, transport is organised and uniforms are always worn correctly
- Communicate results and incidents of Fairplay to Convenor, Sports Coordinator and Principal for assemblies

RESPONSIBILITIES:

SPORTS MANAGER

- Support the Coach and liaise with Code Convenor over matters relating to the team
- Organise equipment for team practices and the game
- Ensure team members know who, where and when they are playing.
- Organise the distribution & collection of uniforms and ensure they are worn correctly.
- Where necessary, coordinate transport arrangements.
- Assume responsibility for players' welfare, particularly those injured.
- Ensure results of matches are passed on to the School Convenor

RESPONSIBILITIES:

SPORTS CAPTAIN

- The Captain has to earn respect – it is not granted as of right.
- The players' immediate link with the coach and officials. – A communicator & "doer".
- Assist the coach at training.
- Liaises with the coach regarding the game and team selections.
- Set appropriate leadership standards both on & off the playing arena, at training and fixtures.
- Make positive comments to your team mates at training, during & after the match.
- Welcomes opposition teams at home games, shows changing rooms and fields/courts, and at conclusion, thank opposition, match officials & own team mates, management & supporters.
- Ensure results of matches are passed on to the School Convenor