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| Description: S:\7794-SSP\DIR_QA\SSWA\ADMINISTRATION\Logos\SSWA Logos\SSWA LOGO Transparent.gif | **SPORT CO-ORDINATOR FUNCTIONS** | Description: S:\7794-SSP\DIR_QA\SSWA\ADMINISTRATION\Logos\SSWA Logos\SSWA LOGO Transparent.gif |
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***Last updated 2019***

**Sport Coordinator – Essential Duties**

The essential duties for a Sport Coordinator will be to:

* Assume responsibility for all aspects of the conduct and organisation of their sport in cooperation with the Sports Convenor or School Sport WA office.
* **Maintain and update** an ‘Action Plan’ **(in consultation with the SSWA office)** that will clearly set timelines for the submission and approval of all sport activity. This ‘Action Plan’ will include the following information:
* Committee membership details
* Champion Schools budget
* Meeting dates (3)
* Season and Finals dates
* Submission dates
* Fixtures and or competition details
* **Maintain and update** a risk management plan (appropriate to their sport) suitable for principal and parental sign off. **Existing Risk Management Plans** are located in the SSWA office.
* Liaise with the relevant State Sport Organisation (SSO).
* Ensure that all competitions are conducted in accordance with the relevant SSWA, DoE and School Sport Australia Policies and the SSO’s Rules and Guidelines.
* Coordinate the compilation of competition results and ladders and be responsible for forwarding notification to schools of their participation in finals.
* Prepare an annual report to include results and participation statistics including:
* A summary of competitions with a final list of competing schools
* Number of teams by gender and sector
* Trophy requests and acknowledgements
* Recommendations and forward planning information
* Sponsor’s name and advertising
* Information specific to any special committee contribution (i.e. SSWA awards nomination)
* Budget reconciliation

Sport Coordinators are entitled to a **minimum of two days teacher release (TR)** to assist in the execution of their duties and are entitled to seek additional time where required. All teacher relief required to conduct the champion schools event, must be listed as part of the budget.

**Sport Committee – Essential Duties**

The Sport Committee shall comprise a convener, the sport coordinator, state sporting association representative and other members as determined by the nature of the sport and/or by the committee.

The function of the Sport Committee will be to:

* Efficiently manage all aspects of their sport.
* Membership to the committee must comprise:
* a convener (who is a SSWA Board member) or a SSWA office representative
* a state sporting association representative
* appointed state team coaches and managers
* ordinary members co-opted to duties **as designated by the Sport Coordinator**.
* The executive of that group will comprise the Convener, the Sport Coordinator and the State Sporting Organisation (SSO) member.
* Meet at least three times annually as a committee.
* The executive group must meet with the School Sport WA office on at least two occasions annually. Meetings are to be held wherever possible at SSWA Office and may be conducted elsewhere only where approved by the SSWA Board.
* Where Western Australia are to host a national event, the committee will (**in conjunction with the SSWA office)** prepare an event budget for submission to School Sport Australia for approval.