



POMPALLIER CATHOLIC COLLEGE

JOB DESCRIPTION

JOB TITLE	Sports Coordinator
HOURS OF WORK	8:00am – 4:00pm Monday to Friday, during term time only
RESPONSIBLE TO	Principal Office Manager
FUNCTIONAL RELATIONSHIPS WITH	Students All Staff Ngā Whare Rōpū Sport Northland and WPSSA Parents & Caregivers Team Coaches and Managers Community Sports Clubs

ROLE:

1. To accept a commitment to support the school as outlined in “The Character of a Catholic School”.
2. To support and seek to implement the Sports Growth Strategy from the college Strategic Plan and Sports Annual Plan.
3. To review and update the Sports Annual plan annually, in conjunction with the Principal.
4. To oversee the effective delivery of a structured and well organised sports programme across the school, from Year 7 to Year 13.
5. To increase participation rate of students in school sports.
6. To maintain liaison with WPSSA, NSSSA (Sport Northland), school sports teams, and clubs in the local community via college administration and coaches / managers.
7. To promote and maximise involvement of students in a range of competitive and recreational sporting opportunities in and out of school.
8. To promote the development of student, parent, staff and community coaches, managers and officials.
9. To seek sponsorship and funding through grant applications, in order to improve the involvement of students in a range of sporting opportunities, in accordance with college procedures.

HOURS OF WORK:

Hours are 8:00am – 4:00pm, Monday to Friday, during term time only. Additional hours may be required for preparation at the start and end of each school year. Term 1 commences from the first Staff Only Day.

At times there will be meetings to attend outside of the contracted hours. These hours will be recorded and taken as time in lieu, at a time agreed with the Office Manager, and be used within the following 4 weeks (excluding school holidays).

Working hours include a paid 20-minute morning tea break and an unpaid 30-minute lunch break – these breaks must not be taken during school break times, so that you are available for students’ during these times.

REVIEWED: Annually

KEY TASKS:

1. Lunchtime Activities:

- (a) Available for student registration and organisation of sports activities.
- (b) Join with Ngā Whare rōpū re; sports programme and lunchtime promotion, planning and review.

Meetings:

- (a) Attend termly sport meetings when required – WPSSA, NSSSA, Sport Northland.
- (b) Attend monthly meetings during winter sports league season (i.e hockey, netball etc)

2. Sports Team Management and Events:

- (a) Work with Ngā Whare rōpū, HOL Physical Education & Health, and relevant staff, for annual events and lunchtime activities.
- (b) Coordinate entries, equipment and uniform, sports teams, individual registrations for NSSSA and WPSSA events, sports teams and sports days' managers / coaches.
- (c) Prepare EOTC/RAMS forms for all sports events (including permission approvals) on SchoolBridge, in the appropriate timeframes. Ensure competition entries are completed and registered within the due timeframe.
- (d) Ensure all sport volunteers have completed the appropriate paperwork required by the college, including signed Code of Ethics and Police Vetting Check.
- (e) Actively seek appropriately trained sports coaches and managers for our sports teams. Carry out annual reviews via a meeting with volunteers. Meet with all coaches and managers prior to the start of the season and ensure they are provided with a copy of the coaching manual and outline college expectations.
- (f) Manage any complaints or discipline incidents in conjunction with coaches and managers.
- (g) Responsible for preparing all sports related funding applications, including obtaining quotes, and submitting required paperwork to the Finance Officer for submission to grant providers.
- (h) Liaise with the college receptionist for setting up sports fees via Kindo. Monitor payments and follow up on overdue accounts.
- (i) Create student groups in KAMAR for all sports events.
- (j) Coordinate bookings for the gym and multi-sports surface for team practices, as necessary, in conjunction with the Office Manager.
- (k) Arrange inter-school sport days' transport and official's venues.
- (l) Prepare and manage the Sport Budget, liaising with Teachers in Charge of sports, coaches and managers of sports codes; and with the HOL Physical Education & Health.
- (m) Annual collection and stocktake of sports gear and uniform. Wash and clean uniform, if necessary.
- (n) Purchase and repair of uniform and equipment.
- (o) Liaise with Clubs, PTFA, Pompallier Catholic College Friends of Sports, Board of Trustees, Principal, staff, students and Sport Northland to promote sports.
- (p) Supervise NSSSA / WPSSA teams and/or arrange managers / supervisors.
- (q) Organise the implementation of inter-school sports days (eg: Athletics, Cross Country, Swimming), with the assistance of PE staff.
- (r) Recording / publication / presentation of results, in liaison with Office Manager.
- (s) Recording and presentation of college Sports Service badges at assembly during Term 3.

3. Planning:

- (a) Implementation and review of college Sports Policy, procedures and Sport Strategic Plan.
- (b) Develop and maintain recording systems, including results towards sports awards and nominations.
- (c) Coordinate entries in NSSSA events calendar, via Google calendar. Liaise with Deputy Principal re; year, term and weekly planner in order for DP to enter confirmed event on KAMAR.
- (d) Establish lunchtime and activities calendar/programme in liaison with Ngā Whare rōpū.

- (e) Prepare Annual Report for the Board of Trustees.
- (f) Prepare annual NZSSSC Census for Sport NZ.
- (g) Prepare Annual Plan and report for Kiwisport, and provide to the Principal, for inclusion in the College Annual Plan.
- (h) Attend the NSSSA AGM on behalf of the Principal, to plan sports events for the following year.

4. Training:

- (a) Ensure all school coaches, managers and umpires have access to training and volunteer development courses, where available.
- (b) Access appropriate sources of funding to support continued training of school coaches.
- (c) Assist the development of student athlete sporting skills by accessing expert coaches (Sport Northland Coaches).
- (d) Liaise with Sport Northland and other providers to run courses.

5. Publicity / Promotion:

- (a) Promote sports and celebrate results through school channels (including weekly assembly) and social media (Sports Facebook page)
- (b) Provide notices, upcoming events, results, successes etc for the fortnightly college newsletter, to the Office Manager by the due date.
- (c) Promote Fairplay Award.
- (d) Liaise with magazine coordinator re; sport reports and sport photos.
- (e) Collate outstanding performance information and nominations for ASB Sports Awards, College Sports Awards events and media.

6. Sports Prizegiving:

- (a) Lead and oversee the annual Sports Prizegiving, including liaising with coaches/managers for recipients of awards (as required), printing certificates, ensuring accuracy of script and PowerPoint, trophy engraving etc.
- (b) Provide record of sports award recipients to the Office Manager for entering in the awards section of KAMAR.

7. Other:

- (a) Attend team sport trainings when required, or requested by team coaches/managers.
- (b) Attend the games of our weekly competition sports teams (one game per code, per term is suggested, and 2-3 times per term for First teams), to enhance positive relationships between Sports Coordinator, students and coaches/managers.
- (c) To assist with cover, if required, when other college administration staff are absent.
- (d) Other duties as would normally be associated with a position of this nature, as directed from time to time.

(Performance Indicators for the above job description will be developed in liaison with the appointee).

Signature :

Date :

Printed Name :