**Example Role Description – Sports Co-ordinator**

*Note – this template is provided as a sample to guide thinking and/or be tailored to reflect the needs and environment of your club*

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| **Role: Sports Co-ordinator** | |
| **Purpose** | To be a centralised club contact person for all sports events and entries, co-ordinating aspects related to event entry, participation, and hosting. |
| **Core responsibilities** | * Receive and coordinate club entries into SONZ events * Liaise with RSC to ensure that all club entries are correct, and submitted within the specified timeframes * Assist the club with the processes of hosting an event |
| **Desired knowledge and skills** | * Good understanding of SONZ event entry processes, especially relating to timelines and registrations * Ability to use Microsoft Excel * A good knowledge of the entry and competition requirements for each sport that the club participates in |
| **Estimated time commitment** | * The estimated time commitment required of the Sports Co-ordinator is app. [hours] per week/month |