



1. POSITION IDENTIFICATION

POSITION TITLE	Sports Coordinator
REPORTS TO:	Head of Health and Physical Education
AWARD:	The Roman Catholic Archbishop of Perth Teachers EBA 2012 <ul style="list-style-type: none"> • Base Teacher Salary • Level 3, Category 2 Promotional Position Allowance • Senior Teacher Allowance (if eligible)
TIME ALLOWANCE	This position has a 0.4 FTE time allocation.

2. THE ROLE

The role of Sports Coordinator is important to the culture of Mazenod College. Participation in representative sports builds upon the collective identity of the College community while reinforcing the physical and emotional wellbeing of the individual. The Sports Coordinator facilitates the participation of students in interschool and other representative sports under the direction of the Head of Health and Physical Education.

3. SPECIFIC DUTIES

The Sports Coordinator has the following duties specific to the learning area:

- Attend ACC Sports Coordinators' meetings.
- Works in consultation with HoD and CLT members regarding the range of sports and competitions into which Mazenod students are entered.
- Deal with various outside organisations in the overall development of sport at the College.
- Oversee the selection of coaches and teams for ACC and other representative competitions.
- Liaise with each of the Mazenod sporting clubs. This will require attending club meetings and ensure that the College expectations in sporting activities such as student conduct, appearance, participation and coach's conduct are maintained.
- Liaise with Mazenod staff and coaches in organising trial, pre-season and competition matches.
- Liaise with parents, staff, students and opposing teams concerning representative sport.
- Coordinate billeting arrangements where necessary in consultation with team coaches
- In consultation with HoD, oversee policies relative to behaviour, dress and College reputations in regard to sport involvement at Mazenod.
- Coordinate transport arrangements for teams travelling for sport.
- Oversee preparation for games and ensure that parents are informed, medical facilities and referees/umpires are available, ensure specific details such as scoreboard, ice, first aid, PA, change rooms etc. are organised.
- Assist HoD as necessary with the Sportsmen's Dinner arrangements:
- Organise invitation carnivals for visiting schools in swimming, cross-country and athletics.
- In consultation with HoD, oversee the College sports' policy and tribunal.
- In consultation with HoD prepare the calendar for College sporting activities.

- Mentor and meet regularly with Captains of Sporting teams.
- Oversee sporting tour arrangements
- Maintain Mazenod Sports online resources
- Coordinate gym and school oval bookings for afterhours training/games etc.
- Coordinate distribution of “coaches packs” for school team coaches
- Provide appropriate support to all sporting team coaches
- Ensure appropriate induction for coaches in relevant College Occupational Safety and Health Policies.

4. OTHER DUTIES

Other Duties - as prescribed by the Principal

5. SELECTION CRITERIA

The Sports Coordinator shall:

- be committed to the teachings and values of the Catholic Church
- have high level of interpersonal skill evidenced by a proven:
 - ability to organise effectively and efficiently
 - ability to accept responsibility
 - ability to facilitate cooperation; and
 - capacity for initiative
- demonstrate a clear vision the role of representative sport in the College
- have a current TRBWA registration number
- have a current Working with Children Card

6. KEY RELATIONSHIPS

