



League Coordinator

TITLE: HIGH SCHOOL LEAGUE COORDINATOR

REPORTS TO: LEAGUE DIRECTOR, WLA EXECUTIVE COMMITTEE

COMMITMENT: MARCH 2020 TO AUGUST 2020

REMUNERATION: \$1,380

Role

The High School League Coordinator is responsible for the:

- Coordination of the Girls and Boys High School Leagues.
- Completing all administration tasks to ensure the day to day running of the league is smooth.
- Ensuring correct processes are carried out.
- Making decisions as the need arises, in consultation with the WLA.

Responsibilities and Duties

- Communicating with existing schools, identified new schools, and any school that gets in touch, to provide information to register teams.
- Coordinate and run Meetings as per the League Policy to vote on any proposed by-laws and structures.
- Send out preliminary details about School League to secondary schools at the beginning of March.
- Follow up with all schools in early April, sending them a link to information about school league, relevant policies, rules and registration documents. Ask if there is any assistance they require in terms of coaching or resources to get their teams together and coordinate what is required, working with the WLA committee.
- Follow up with schools to confirm all entries by the end of Term 1.
- Once entries are confirmed, ask for school ball dates or other key dates that their teams might not be available to play so the draw can be developed to avoid defaults.
- Ensure all named school league players have registered, and inform their school of any unregistered players and ask that they ensure their players are registered before they play.
- Using the League Policy Appendix E, develop a draw for the season and allocate game day duties.
- Send the draw to all teams before the end of Week 1, Term 2 (earlier if possible).
- Use information provided by the Officiating Coordinator to schedule officials on to games.
- Create game day boxes that contain everything needed on the day. This includes all relevant paperwork (scorecards, injury report forms, incident report forms), copies of relevant by-laws and policies, and a map of the grounds with field numbers.
- Check all score cards to ensure results entered are correct, players are all registered and playing in teams they are eligible to play in.
- Track all results to keep an updated league table.
- Check all women's score cards to track card points, and inform schools if a player is at 6 points.
- Email WLA treasurer with the details for each school team entered, including each school's lacrosse coordinator and their contact details to: treasurer@waikatolacrosse.co.nz so the school can be invoiced for the appropriate amount.
- Communicate with the Website Officer, and Facebook Administrator to publish the draws and game results.
- Compile a report at the end of the league.
- Organise a prize giving including presenting medals, trophies and key speakers.

- Provide clear and professional communication with and between clubs, schools, coaches, managers, players, parents and any other member as required.
- Contribute to the WLA being viewed as a professional, well run and forward-thinking organisation.
- Be a role model and provide positive leadership.
- Stay informed about the Health and Safety Policy and any procedures, and take further action if you notice something unsafe.
- Evaluate personal performance.
- Follow all aspects of the WLA code of conduct, policies and regulations.
- Any other duty related to the role.

Knowledge and Skills Desired

- Strong communication and management skills.
- Forward thinking.
- Passionate about the development of Waikato Lacrosse.

NB: This role could be split between two people and does not require you to be present on game days.