

Role of the Sports Coordinator

The role of the Sports Coordinator is to:

- Uphold the Chelsea Code of Conduct, resolving any concerns in line with the complaints process.
- Organise sport activities, events and sport fixtures approved by the School for student participation.
- Form sports teams from interested students and register sport teams with the appropriate Sporting Organisation/Club.
- Promote and publicise sports to students and parents/caregivers through media appropriate for Chelsea Primary such as school notices, notice boards, and school website and Facebook page.
- Become familiar with the operation and functioning of each Sports Association for which they are coordinating sports
- Ensure all coaches/players are issued with the correct sports uniform and gear.
- Develop and maintain a positive relationship with coaches and managers.
- Provide basic information to managers including location of weekly draws, start and end dates for term/semesters.
- Ensure team lists are updated and accurate for end of year Prize giving.
- Ensure all gear used by sporting teams are in an acceptable and safe condition, removing any unsafe equipment from use.
- Assist with the collection of equipment and sports uniforms (if required) at the end of the game/season in liaison with Managers.
- Develop relationships with parents and students, seeking their opinions on sporting issues.