

RONGOTAI COLLEGE



SPORTS MANAGER

Position Description

PURPOSE:	To facilitate student involvement in sporting activities by exercising responsibility for and adding to the resources in line with the general goals of the college charter.
RESPONSIBLE TO:	Principal, Finance & Administration Manager, Deputy Principals
WORKS WITH:	Head of Department of Health & Physical Education Sports Coaches Community Sports Organisations including Regional Sports Trusts Parents and wider school community Sponsors

Full time, salaried position with four weeks annual leave (all leave taken in consultation with the Principal).

KEY RESPONSIBILITIES:

The sport programme aims include:

- Student self development
- Enhancing the profile of sport within the school and the community
- Increasing student and staff participation in sport
- Assisting students in gaining enjoyment from sport
- Delivering sport safely to students
- Catering for the different needs of all students

The primary objectives of the position

- To increase the participation and performance levels of students in sport.
- To direct and manage the school's sport programme by effectively providing skilled:
 - Leadership
 - Administration
 - Communication
 - Human and physical resource management
 - Professional support and training
 - Public relations
 - Community involvement
 - Marketing and promotion

The Position

- Requires the appointee to lead, manage and enhance the school's sport programmes and the people who participate in them
- Requires a high level of skills of a variety of areas, detailed knowledge of sports education and young people and proven experience in sports administration
- Will require close relationships and strategy alliances with sponsors, a variety of community personnel and groups.
- Requires the ability to work collaboratively with others and to delegate effectively.

KEY TASKS	EXPECTED OUTCOMES	KEY PERFORMANCE INDICATORS
1. Leadership of Sport	<ul style="list-style-type: none"> Formulate short and long term goals for sport 	<ul style="list-style-type: none"> A strategic plan for sport is developed in consultation with the Senior Management and Leadership Team (SMLT), and a yearly operations plan is developed Annual goals are established and reviewed in June and December each year with outcomes reported to the Principal A sport departmental report is prepared annually to the Board of Trustees by the end of January each year
	<ul style="list-style-type: none"> Maintain and extend skills and knowledge in the field of sport 	<ul style="list-style-type: none"> The Sports Director will be acknowledged as an industry leader
	<ul style="list-style-type: none"> Contribute to the achievement of the school's goals 	<ul style="list-style-type: none"> The sport will clearly contribute to the school's ethos Support the goals of Rongotai College
	<ul style="list-style-type: none"> Attend various meetings as scheduled 	<ul style="list-style-type: none"> Various personnel are kept informed of current events and developments
2. Administration of Sport	<ul style="list-style-type: none"> Organise, facilitate and attend regular meetings of staff in charge of sports / activities 	<ul style="list-style-type: none"> Records kept of agenda, minutes and decisions taken are placed on staff shared drive within 5 days of the meeting Regular interchange of up-to-date information to enable effective ongoing planning
	<ul style="list-style-type: none"> Coordinate team entries for local, regional and national sports competitions 	<ul style="list-style-type: none"> School team entries, in all relevant competitions and events, to be with the Principal for signing at least 7 days prior to entry deadline Team lists and fees required communicated to the office within 7 days of the team entry and entered on the database of participant numbers
	<ul style="list-style-type: none"> Attend regional sports coordinator meetings 	<ul style="list-style-type: none"> Regular contact established and maintained with regional sports coordinator Information received is disseminated to teachers in charge of sports and other relevant people within 5 days
	<ul style="list-style-type: none"> Organise sports awards ceremonies 	<ul style="list-style-type: none"> Information for school assemblies is provided to recognise individual student and team sports

Initials: _____

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		achievements <ul style="list-style-type: none"> School sports awards assembly is held in Term 4
	<ul style="list-style-type: none"> Promote Fair Play principles in the sport programme 	<ul style="list-style-type: none"> Codes of Conduct for all participants are established and distributed. Awards are made to deserving individuals / groups in assemblies.
	<ul style="list-style-type: none"> Promote and publicise opportunities available within the school sports programme 	<ul style="list-style-type: none"> All new entrants are issued with a "Sport Information Booklet" in February so they are aware of what is available and the relevant organisation. "Sports information Booklet" made available to all students via school website. Rongotai College social media pages is kept up-to-date. Flyers, posters and informative notices are produced and placed on the school website / social mediate pages promoting school sport and opportunities available.
	<ul style="list-style-type: none"> Target specific activities to increase participation 	<ul style="list-style-type: none"> Sport registrations in February and April are well organised and promoted. View student enrolment forms and use information to encourage students to participate Facilities and / or equipment made available to targeting groups Timetable of scheduled events is produced in November for the following year to the Principal or nominee.
	<ul style="list-style-type: none"> Organise and promote major school sporting events 	<ul style="list-style-type: none"> Major events are well organised and provide enjoyable experience for all involved Coordinate traditional fixtures.
	<ul style="list-style-type: none"> Organise and promote Inter-House sports competitions 	<ul style="list-style-type: none"> At least 4 inter-house sports events are organised during the year, liaising with SMLT and Sports Captain.
3. Communication	<ul style="list-style-type: none"> Establish effective liaison with RSD 	<ul style="list-style-type: none"> Information received on events and programmes in the region is current and relevant.

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		<ul style="list-style-type: none"> The services of the RSD are available to improve the delivery of sports and physical recreation programme to students.
	<ul style="list-style-type: none"> Ensure good communication channels within the school 	<ul style="list-style-type: none"> Information available to students of sport and physical recreation activities offered. Up-to-date, accurate information on timetabled events available to staff / students / parents via newsletters, school website and social media. Correspondence is copied, distributed, filed and responded to. Information re draws, results, etc passed on to teachers in charge of sports and to Principal's Personal Assistant for inclusion in the school's website. Sports notice boards established and maintained.
	<ul style="list-style-type: none"> Collect, collate and record results, achievements of school teams / students 	<ul style="list-style-type: none"> Records maintained for all competitions and events within 7 days on the school shared drive Results / student achievements communicated in assemblies, school newsletters, school website and magazine and to local media. Sports groups are accurately entered into KAMAR database NZ Sports Council Annual 'Sports Census' completed in a timely manner.
	<ul style="list-style-type: none"> Ensure good communication channel between school and wider community 	<ul style="list-style-type: none"> Contact established and maintained with local media (community and regional newspapers, radio).
	<ul style="list-style-type: none"> Prepare and present an Annual Report to the Board of Trustees 	<ul style="list-style-type: none"> Report presented and accepted by the end of January each year. Summary of report available to parents and wider school community.
<p>4. Human and Physical Resource Management</p>	<ul style="list-style-type: none"> Provide all schools sport teams and groups with support personnel prior to each season 	<ul style="list-style-type: none"> Establish a framework with teachers-in-charge (TICs), Code Coordinators (CCs) for sports codes within the school.

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KEY TASKS	EXPECTED OUTCOMES	KEY PERFORMANCE INDICATORS
		<ul style="list-style-type: none"> • Recruit and appoint coaches • Recruit and appoint managers as required • Ensure Police vetting of all outside coaches and managers occurs
	<ul style="list-style-type: none"> • Maintain and monitor a high standard of student appearance and behaviours 	<ul style="list-style-type: none"> • Students in sporting activities are seen to embody the school's ethos • Team / group support personnel, parents and hosts / visitors comment positively on student appearance and behaviour • Fair Play ethos is demonstrated, and, if required, reinforced.
	<ul style="list-style-type: none"> • Prepare and manage sports budget 	<ul style="list-style-type: none"> • Budget allocated to sports according to established criteria. • Sport budget managed efficiently and appropriate records maintained.
	<ul style="list-style-type: none"> • Organise and coordinate system of issuing equipment for use by students at lunchtime 	<ul style="list-style-type: none"> • Appropriate students are selected to operate system • Sport and physical recreation equipment is available at lunchtime for regular use • Sport and physical recreation equipment is issued for use, returned and stored • Damaged equipment noted immediately and repair undertaken
	<ul style="list-style-type: none"> • Establish and administer system for storage, maintenance, issue and return of school sport uniforms 	<ul style="list-style-type: none"> • An accurate inventory of sports uniforms is established and undertaken at the completion of each session. • An accurate record of uniform distribution and return is maintained. • Uniforms not returned are followed up promptly • Uniforms stored in clean, tidy condition • Repair, maintenance and replacement managed • School teams are appropriately attired for activity

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KEY TASKS	EXPECTED OUTCOMES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> Establish and administer system for storage, maintenance, issue and return of school sport equipment 	<ul style="list-style-type: none"> An accurate inventory of sport equipment is established and checked at the completion of each season An accurate record of equipment distribution and return is maintained Equipment not returned is followed up promptly Equipment stored in tidy usable condition Repair, maintenance and replacement managed
5. Professional Support and Training	<ul style="list-style-type: none"> Implement school policy for organisation and running of sport in the school 	<ul style="list-style-type: none"> Guidelines are established and published for coaches, managers, players and supporters of all school sport
	<ul style="list-style-type: none"> Develop and establish a training programme to meet the needs of coaches and officials – staff / students / parents / community volunteers 	<ul style="list-style-type: none"> A coordinated in-service training programme for coaches / managers / officials is established Coaching seminars and sports workshops are advertised and promoted. Coaches / managers / officials are aware of the opportunities for training available to them Staff take the opportunities offered to increase knowledge and qualifications Students are provided with the opportunities to develop and strengthen leadership skills through sport All sport team coaches are provided sports injury prevention information and provided with a first aid kit.
	<ul style="list-style-type: none"> Develop and establish a system to ensure the safety of all involved in the sport programme 	<ul style="list-style-type: none"> Generic RAMS forms, permission slips, accident records, etc established, made available for use and collected as required. Equipment maintenance schedule established and followed
6. Public Relations	<ul style="list-style-type: none"> All sports personnel will support the school's ethos 	<ul style="list-style-type: none"> An induction pack is issued to all new personnel with the school's procedures and codes of behaviour
	<ul style="list-style-type: none"> The school will be promoted positively through its sports programme 	<ul style="list-style-type: none"> A positive school profile is promoted

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KEY TASKS	EXPECTED OUTCOMES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> Parents and other members of the school community are informed and welcomed 	<ul style="list-style-type: none"> Parents are informed of sports trials, practices, games and other activities as organised by the sports department The Sports Director attends information meetings for parents when required Parental requests are dealt with promptly and effectively
7. Community Involvement	<ul style="list-style-type: none"> Establish and maintain links with community sports clubs and agencies 	<ul style="list-style-type: none"> Establish partnerships with local sport clubs / organisations to access services or resources Students unable to be catered for within the school are offered opportunities to participate in local community Volunteers able to be recruited for use within the school programme Gain the ability for the school to access sport and recreational facilities not available within the school environs
8. Marketing and Promotion	<ul style="list-style-type: none"> Promote achievements of students within sport Promote positive benefits of participation in sport within school and community Assist the establishment of sports clubs in the major codes within the school. Make applications to charitable trusts to seek funding for sport programmes 	<ul style="list-style-type: none"> A coordinated approach is made to organisers with the potential to provide sponsorship funds Media opportunities for the school through sport are maximised Charitable trust applications and subsequent reporting are undertaken in a timely fashion to meet school and trust deadlines.

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