



Position Description – **Duty Coordinator**

The role of the Duty Coordinator is to manage and coordinate the resources required to run the weekly Club Competition. This includes identifying the Officials, Event Coordinators, Age Group Managers and Assistants, Canteen & BBQ helpers to conduct the competition program efficiently. Duty nominations are registered via a Duty Portal during and after the registration process.

Responsibilities of the Duty Coordinator include:

- Ensure there have been enough parents registered to perform the required roles;
- Determine the official positions required for the arena;
- Prepare a weekly duty roster;
- Select the appropriate parents / helpers to perform the duties;
- Identify and fill any gaps during the competition day;
- Monitor the contribution of parents to their role;
- Arrange any special equipment / aids to perform the duties.

Responsibilities may also involve the allocation of parents to duties for Region and State Championships.

** The estimated time commitment required as the Duty Coordinator is up to 2 hours per week.