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**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Sport Administrator**

**Responsible to**: Director of Sport Administration and Facilities

**Functional Relationships with:** Student Centre staff, Finance office staff, Sports Directors, SLT, TiC sport codes, coaches, managers, students, parents, College Sport, Sport Auckland

**Hours of Work:** Parttime (between 30-35 hours). Could include Saturday work dependent on the sport code.

**Objectives:**

Responsible for assisting the Director of Sport in the Administration of Mount Albert Grammar School Sport. The position exists to ensure the smooth running and on-going development of sport and physical activity.

**Remuneration:**

This position is graded as Support Staff in Schools Collective Agreement.

**Key Tasks:**

Support with the following sports – Athletics, Badminton, Basketball, Canoe Polo, Cheerleading, Cricket, Cross Country, Cycling, Distance Squad, Fencing, Football, Golf, Gymsport, Hockey, Lacrosse, Lawn Bowls, Mountain Biking, Mulit Sport, Netball, Orienteering, Rowing, Rugby, Rugby League, Rugby Sevens, Snow Sports, Softball, Squash, Swimming, Table Tennis, Tennis, Touch, Underwater Hockey, Volleyball, & Water Polo (codes to be split equally). Tasks associated with these sports maybe:-

* Advertise the trial dates on the daily notices / MAGS website.
* Create team lists on KAMAR for coaches/managers.
* Liaise with the TiC/manager to organise a budget for the season.
* Budget to be approved by the Business Manager and Finance given a copy of the budget form, for the fee to be charged to students account.
* TiC / Manager to notify parents of the fee and the due date of the fee via letter from KAMAR, which is to be e-mailed or posted to parents.
* Issue playing uniform / tracksuit if required.
* Collate the TiC/Coaches/ Managers list for Term 1, Term 2 & Term 3 and Term 4.
* Notify coaches/managers of the season draw and any changes.
* Enter results onto College Sport and other organisations as required.
* Make sure all EOTC and RAMS forms are completed by TiC/Manager for all tournaments that require students to be absent from school.
* Liaise with the TiC/Managers that are attending Tournament week.
* Update the weekly fixtures list in Google Docs.
* Website updates, all relevant information to the Communications Manager any information that requires recognition (AKSS / NZSS winners etc).
* Co-ordinate sport fee collection and late payments, the school has a ‘No Pay, No Play’ policy – coaches/managers to be notified of students that haven’t paid their sport fee.
* Book council fields and re-schedule games that are cancelled due to weather.
* Ordering of taxis and/or vans.

**Draw and Results**

* Weekly Fixtures (Google docs) from Monday – Sunday (1 week ahead) share this link on the MAGS website.
* Enter results onto College Sport.
* Results to be sent via text to DoS within 3 hours of the game finishing.

Assemblies

* Organise all the sport information that is to be read out at relevant assemblies
* Update any relevant sport information that was played at the weekend.
* Liaise with the student centre for runners to distribute notes to students that are going across stage; Certificates/Medals/Trophies need to be ready for the relevant assembly slot.

Athletics Day

* Assist the DoS to organize and manage the school Athletics Day (this includes the lead up to and the follow up from)

Swimming Sports Day

* Assist the DoS to organize and manage the school Swimming Sports Day (this includes the lead up to and the follow up from)

Uniform

* Assist the DoS to organise a distribution/collection system, maintenance and inventory of equipment, uniforms and blazers.

Gym Bookings

* All bookings are entered onto our Google calendar.
* Check for historic bookings and make bookings fair between codes.

Sports Noticeboard

* Update the Sports noticeboard, with the draw, photos, sport information, daily notices.

Sports Photos

* Organisation of Formal Summer and Winter sport photos.
* Remind Coaches/ Managers that the team names are to be correct on KAMAR as we provide a list of students to the photographer and complete the naming of photographs on-line.
* All informal photos received should be stored in Photo Archives on the server.

Annual Sports Dinner

* Ask Coaches to submit the names of the students that are to be nominated for a sport award – Names required for both the dinner and regular assemblies Trophies.
* Advertise the event – Daily Notices / School Website / Assemblies / Noticeboard.
* Teams names / Individual names to be given to the finance dept for the sale of tickets.
* Trophies to be organised and engraved with relevant names (once approval of the nominees has been given).
* Sport programme to be organised – photos, sponsors logos, black cap list, blue cap list.

Academies

* Assist the DoS with the organization and administration of the sports academies

Albertian Magazine

* Request a report/photos from each team TiC/Managers.
* All Final Placing’s to be recorded for all teams / sports.
* Black Cap List.
* Blue Cap List.
* Sport Lion List.

Certificates

* Enter all the winners of Sport Trophies into the ‘Awards’ section in KAMAR.
* Liaise with person who will print all the Certificates.
* Once the Certificates have been checked by the Sports Dept the certificates need to go to the Headmasters PA for the HM to sign.
* College Sport certificates to be processed in the Sports Dept.

YSPOTY (Young Sportsperson of the Year)

* Liaise with DoS in regards to nominations.
* Collate and Input data for nominees.

Annual Sports Census

* Assist the DoS to manage the completion of the Annual Sports Census..

Other

* Assist the DoS to promote sport through notices, assemblies, newsletters, notice boards.
* Organise thank you letters to coaches/managers – provide details to Headmasters PA
* Co-ordinate community use of facilities.
* Any other duties requested.