



Results Co-ordinator Job Description

Objectives

The Results Co-ordinator (Juniors) oversees all matters relating to the Macquarie Saints Junior Scorers. The Results Co-ordinator liaises with the VP Juniors and other members of the committee to ensure the smooth running of providing Results to RHBL & assists Scorers in the teams.

This is position APPOINTED BY THE BOARD but WITHOUT voting rights on board issues.

Responsibilities and Duties

- **Not** required to attend regularly scheduled meetings
- Main contact between RHBL Results Co-ordinator and the Macquarie Saints team scorers
- Ensure all Results, Result Sheets & Match Reports are sent to RHBL Operations Executive each week

Start of the Season

- Liaise with the Juniors VP to get Scorers for each team
- Attend the Club Coaches & Manager's meeting
- Provide any information on current & new scoring requirements to Scorers
- Assist Scorers get up to speed

During the Season

- Ensure all Results are received from Teams at completion of games (Home or Away matches)
- Ensure all Result Sheets & Match Reports are received from Teams on Saturday afternoon (Home or Away)
- Consolidate photographed Result Sheets into single document
- Send all Results to RHBL Operations Executive before 5pm Saturday
- Send all Match Reports & consolidated Result Sheets to RHBL Competition Executive before 5pm Sunday
- Notify Juniors VP, President & Junior Blues Co-ordinator of any issues raised in Match Reports
- Notify Juniors VP, President & Junior Blues Co-ordinator of any injuries

End of the Season

- None

Relationships

- Reports to the Juniors VP and Committee
- Liaises with the Juniors VP and Committee as and when required
- Liaises with RHBL Scorer contacts & Junior Blues Co-ordinator (where required)

Accountability

- Reports to the Juniors VP committee and members of the Club
- Acts as or ensures his/her delegate acts in the best interests of the club
- Supports Juniors VP, committee members and all team officials and players of the junior club

Period of Appointment

The Results Co-ordinator is appointed for one term (March to March).