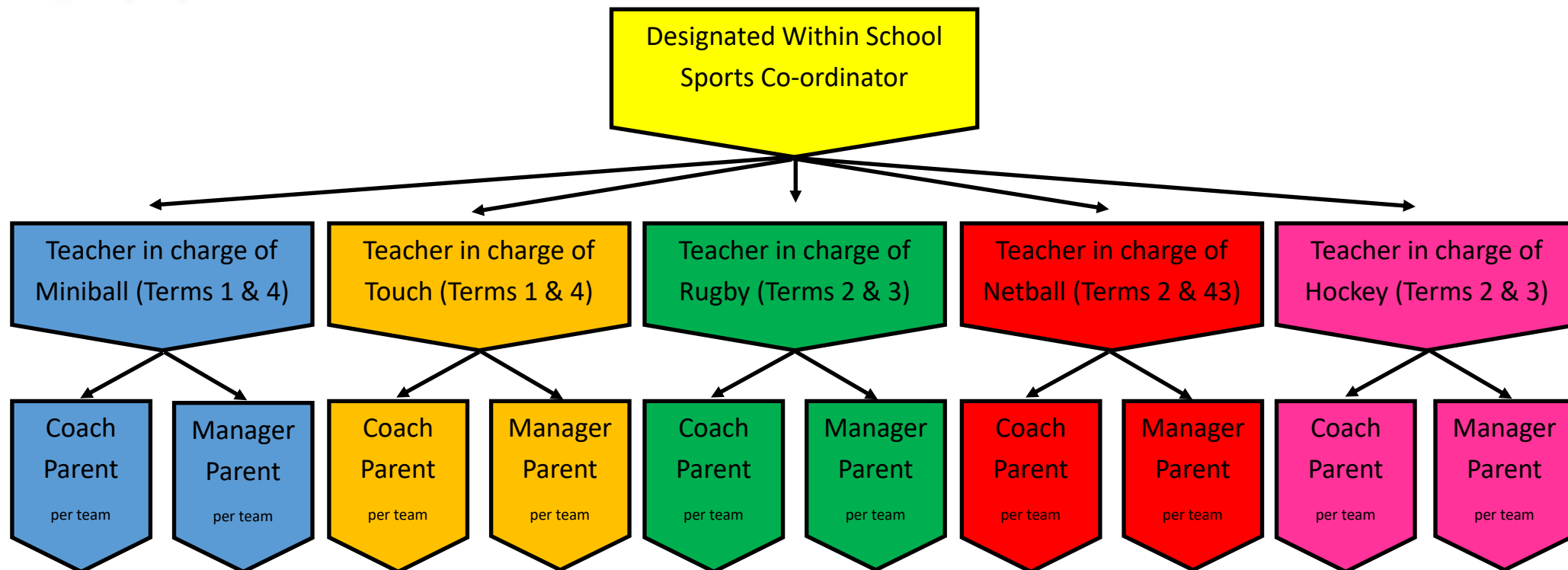


2019 Karapiro School Extra Curricular Sport Structure



Position	Responsibilities
Designated Within School Sport Co-ordinator	Sports' Ambassador roles, Sports' Hub newsletters, liaising with: clubs, teachers in charge of sporting codes, Project Energize. Registering teams with clubs, payment of subs to clubs in conjunction with school Office Manager, ordering additional uniform/ equipment as fitting with the Karapiro School budget, ordering end of season medals and organising trophy inscriptions, organising Rural School and Interschool Sport events in conjunction with staff
Teacher in Charge (contributing to the corporate life of the school)	Liaison with school sport co-ordinator, initial registration of interest notices home, team updates/newsletters home, organising end of season prizegiving (trophies, medals and certificates), following up individual player registrations (e.g. NZ ruby Union) and sub payments, liaison person for other schools who combine with Karapiro teams, distribution and collection of signed code of conduct, attending Cambridge AGM etc
Coach/Manager Parents	Team selection and make up, coaching, training and managing their team, advising players of training and game times, arranging umpires/referees (including any fundraising required for umpire fees) as and when needed, selecting players of the day and end of season trophy recipients, organising and fundraising for any team social events, advising teacher in charge of any equipment etc. needed