## Women’s Competition Coordinator

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| Version: | **1** |
| Adopted on: |  |

### Role & Responsibilities

**RESPONSIBLE TO:** SHA Competitions Group Chair

**SKILLS REQUIRED**: Enthusiastic

Interested in developing the Women’s Game

Leadership

Prepared to make a time commitment

**MAIN DUTIES:**

1. Responsible for Womens League match day coordination (\*Subject to change)

* 1. Liaise with clubs to ensuring two table officials from each home club are organised
	2. Collect paper match sheets
	3. Ensure clubs are aware to pay referees
	4. Ensure teams are aware of their hosting responsibilities
		1. set up, scoreboard, floor cleaning

1. Ensure all Women’s League fixtures are communicated to clubs
	1. Communicate with Head of Refereeing regarding any fixture changes

1. Act as the main contact for the Women’s League during the season
	1. Liaise with SHA staff around hall booking / time changes
	2. Responsible for any match issues on the day

1. Communicate with clubs and act on feedback across the season.
2. Collect the Women’s Scottish Cup Entries (dates in line with Rules & Regulations)
	1. Coordinate a draw of Cup Entries
	2. Coordinate with the Head of Refereeing in regard to the Cup Draw matches
	3. Communicate the Cup draws with the SHA staff to upload to Playwaze
3. Sit on the SHA Competitions Group
4. Be aware of all administrative procedures regarding player registration and eligibility.

**TIME COMMITMENT:** Attendance at all central Women’s League Match Days (if centralised), or as many as possible in alternative circumstances**,** 3-4 meetings per year with further opportunities outside of meetings.

**SIGNATURES:**

Competitions Group Chair(s) Allan Stokes & Julia Stenhouse

Date 22.07.2023