## 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 Women’s League match day coordination (\*Subject to change)

* 1. Set-up of Scoreboard
	2. Matches to run to time
	3. No team kit clashes
	4. Table officials are organised
	5. Collect paper match sheets

All referees are paid on the day

* 1. Ensuring both teams from the last match clean the floor
	2. Bring spare documentation
	3. Liaise with SHA staff around hall booking / time changes

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. Be an active representative of the SHA Women’s Leagues, easily contactable, and visible at Women’s SHA events.
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. Attendance at the Scottish Cup Finals and British Handball Super Cup is preferred but not essential.

**SIGNATURES:**

Competitions Group Chair(s) Allan Stokes & Julia Stenhouse

Date 22.08.2022