



STATE COORDINATOR OF ASSOCIATION CROQUET

JOB DESCRIPTION

The State Coordinator of Association Croquet (SCAC) for Croquet Victoria will have overall responsibility for the coordination of all relevant aspects of Association Croquet within Victoria.

Supervision

The SCAC is an appointee of the Council of Croquet Victoria and reports at least twice per annum to that body's Committee of Management, through the Secretary. Reports are to include details of activities and expenditure.

Duties

The duties of the SCAC include the following, as appropriate:

- Being the prime point of contact for Association Croquet within Croquet Victoria;
- Being a member of the Croquet Victoria Fixtures and Tournaments Committee Administration Group, with duties as prescribed in the Tournament and Fixtures Committee job description;
- In conjunction with the Chairperson of the Fixtures and Tournaments Committee, liaising with the Team Leader of the Tournament Manager Pool regarding the appointment of Tournament Managers for all VCA Association Croquet events;
- liaising with the State Coordinator of Referees (Association Croquet) to ensure the appointment of Tournament Referees;
- Ensuring that Tournament Committees are provided as necessary;
- Providing a budget for the following years activities to the Treasurer for inclusion in the Croquet Victoria annual budget;

Authorisation

Honorary Secretary
17th June 2014