



STATE COORDINATORS OF CROQUET

***Applies to Association, Golf, Gateball and Ricochet codes**

***Also Applies to Assistant State Coordinator of Gateball.**

JOB DESCRIPTION

The State Coordinator of a particular code for Croquet Victoria will, in concert with other Appointed Officials and Sub-Committees, have responsibility for promoting the throughout all Croquet Victoria affiliated clubs.

SUPERVISION

The State Coordinator is an appointee of the Council of Croquet Victoria. Consistent with the duties listed below, the State Coordinator is expected to provide a report at least twice a year:

- 1 As a contribution to the Croquet Victoria Annual Report. This report to include detail of activities and achievements across the previous year, along with a summary of expenditure. To be provided to the Secretary in the month prior to the Annual General Meeting.
- 2 As a contribution to implementation planning and the preparation of the budget for the following year. This report to include an update on activities and achievements in the previous six months, together with proposals for activities and target outcomes for the following budget year, and an indication of the related budget requirements. To be provided to the Council via the Secretary two weeks prior to the December Council meeting.

SUPPORT

State Coordinators are encouraged

- to confer with each other about strategies
- as they feel appropriate, to establish and maintain a support group of interested members to help them with planning and undertaking relevant activities and assist with succession planning.

DUTIES

The duties of the State Coordinators (and Assistant Coordinators) include the following, as appropriate:

- being the prime point of contact for that code for all Croquet Victoria members;
- being a member of the Croquet Victoria Tournaments and Fixtures Sub-Committee with duties as prescribed in the Tournament & Fixtures Committee Terms of Reference;
- in conjunction with the Chairperson of the Tournaments and Fixtures Sub-Committee, to appoint Tournament Managers for all Croquet Victoria events for that code and ensuring that Tournament Committees are provided as necessary. This does not necessarily mean that the Coordinator is to be the Tournament Manager;
- liaising with the appropriate State Coordinator of Referees to ensure the appointment of Tournament Referees;
- providing a budget for the following year's activities to the Treasurer for inclusion in the Croquet Victoria Annual Budget;
- Providing input into the drafting of Strategic Plans and status reports (including the Annual Report) re strategic goals achieved.

AUTHORISATION

Croquet Victoria Secretary