



STATE COORDINATOR OF CROQUET*

*Applies to Association, Golf, Gateball and Ricochet codes

*Applies to Assistant State Coordinator of Gateball.

JOB DESCRIPTION

The State Coordinator of the particular code for Croquet Victoria will have overall responsibility for the promotion and coordination of all relevant aspects of that code within Victoria.

SUPERVISION

The State Coordinator is an appointee of the Council of Croquet Victoria and reports at least twice per annum: (Reports are to include details of activities and expenditure).

- To the Committee of Management in the month prior to the AGM, through the Secretary;
- In December, to Council, through the Secretary.

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 affiliated clubs;
- 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;
- Liaising with the State Coordinator of that code's 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 re Strategic goals achieved.

AUTHORISATION

Croquet Victoria Secretary