



Area Sports Co-ordinator Role Description (Voluntary Role)

ROLE

To coordinate and support Pony Club [Sport] activities in the Area, providing every Pony Club member with the opportunity to engage with, develop competitive skills and an enthusiasm for [the Sport].

To be passionate about [the Sport] and knowledgeable about its rules. To be aged [21] or over and have experience as a competitor, trainer, organiser or official at a competitive event. To foster training and competitive events, organised through AR/Branches or directly by the Coordinator (and committee).

To champion [the Sport] and agree with the AR and DC's how best to promote [the Sport] through attending Area meetings and engaging with Members.

To work, in ascending order of preference, individually, collaboratively or with the assistance of a [Sport] Area Committee.

To be aware of the [Sport] strategy and assist in its evolution and implementation.

APPOINTMENT

Rule 4.37

(f) A Sport Committee may only appoint persons as Area Coordinators who have been nominated by two or more District Commissioners from the Area and have the support of the Area Representative. In the absence of such support, the Management Committee will define the process for mediation and resolution.

(g) Persons appointed as Area Coordinators under this rule will hold office until the third 31st December following their appointment, although they may be reappointed for a further term of three years. In exceptional circumstances the Management Committee shall have the power to terminate the appointment of a person as an Area Sport Coordinator.

DUTIES

1. Support the development of [Sport] within the Area.
2. Act as a point of contact for Parents, Guardians, Members and Branches/ Centres who want to know about [Sport] and access opportunities to participate.
3. Assist the AR, Branches and Centres to stage training and competitive events, providing sport-specific knowledge, advice and support.
4. Assist the AR in organising Area training events open to all Pony Club Members in the Area.
5. To know the [Sport] competitors within the Area, understanding their capabilities, strengths and weaknesses, so as to be able to advise on the selection of Area teams for Regional/National/ International [Sport] competitions if required.
6. Liaise effectively with other [Sport] Area Coordinators when it comes to selecting individuals for training or Regional/National/International team membership.
7. If applicable within the Sport, represent the Area on the [Sport] Coordinators meetings, providing updates regarding activity within the Area.
8. Attend Area meetings as [Sport] champion, providing advice, encouragement and assistance to DC's and Centres who have members wishing to participate.
9. Assist the AR in providing accessible information on Area training and competitive events via social media or the Pony Club website.
10. Establish an open relationship with fellow Coordinators, collectively supporting and encouraging each other's efforts.
11. If a [Sport] specific bank account is held, to assist the AR or Sports Chairman as appropriate in the administration of the account and to comply with Pony Club annual return requirements.
12. If the Area owns [Sport] equipment, to assist the AR in overseeing its safe storage and maintenance.
13. To volunteer to assist at Area, Regional and National competitions and the Pony Club Championships, volunteering for roles as appropriate.
14. To be registered on Pelham as a minimum with up-to-date Disclosure Check and current Safeguarding qualification and relevant CPD.