## Men’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 Handball in Scotland

Leadership

Prepared to make a time commitment

**MAIN DUTIES:**

1. Responsible for Senior Men’s match day coordination:
   1. Liaise with clubs to ensuring two table officials from each home club are organised
   2. Collect paper match sheets
   3. Ensure clubs are aware to pay referees
   4. Ensure teams are aware of their hosting responsibilities
      1. set up, scoreboard, floor cleaning
2. Ensure all Men’s Fixtures are communicated to clubs
   1. Communicate with Head of Refereeing regarding any fixture changes
3. Act as the main contact for the Men’s League during the season
   1. Liaise with SHA staff around hall booking / time changes
   2. Responsible for any match issues on the day
4. Communicate with clubs and act on feedback across the season.
5. Collect the Men’s Scottish Cup Entries (dates in line with Rules & Regulations)
   1. Coordinate a draw of Cup Entries
   2. Coordinate with the Head of Refereeing in regard to the Cup Draw matches
   3. Communicate the Cup draws with the SHA staff to upload to Playwaze
6. Sit on the SHA Competitions Group
7. Be aware of all administrative procedures regarding player registration and eligibility.

**Time Commitment:** Minimum 3-4 meetings per year with further opportunities outside of meetings.

Attendance at the Scottish Cup Finals and Super Cup is preferred but not essential

**SIGNATURES:**

Competitions Group Chair(s) Allan Stokes & Julia Stenhouse

Date 27.07.23