
	STATE YOUTH GAMES	
	Role Description: Event Coordinator	

State Youth Games (SYG) is one of the largest youth and young adults' events on the church calendar in WA. Run by Youth Vision since 1987, SYG provides a platform for local churches to use sport as a tool for enriching their ongoing youth and young adult ministries. The event has a proven track record of being accessible to those not yet connected with a church community, as well as being an environment where relationships within church communities and between different church communities are developed.

State Youth Games would not be possible with the contributions of the 100+ volunteers who selflessly give up their long weekend to serve the young people in our churches. As part of our valued team of Volunteers, Event Coordinators provide leadership to a small group of fellow volunteers at a particular event for that session. They are given a certain level of authority to make adjustments to their event as they see fit to ensure the tournaments under their control are fair, fun, safe and completed within the allocated time.

Duties:

- Liaise with the facility provider to gain access at the appropriate time
- Ensure required equipment is collected/delivered and returned
- Wear the bright YELLOW Event Coordinator's vest to be easily identifiable
- Welcome and brief other volunteers as they arrive. Ensure first aiders are wearing a bright ORANGE Vest, and umpires a bright PINK vest if applicable.
- Oversee any last-minute set up. (field markers, signs etc.)
- Conduct safety checks at the facility prior to commencement of event
- Conduct Event Briefing at the appointed time.
 - Welcome participants,
 - Conduct a roll call. Contact Church Coordinator if any teams are not present
 - Re-iterate and clarify event rules.
- Oversee volunteers performing Timekeeping, Umpiring and Scoring duties
- Make announcements to participants as required
- Impose penalties according to the rules of **State Youth Games** contained in the **Official Guide** (available from www.sygwa.com.au) and record these on the tournament results sheet.
- Handle disputes and appeals so that tournaments may continue without delay
- Return tournament results back to the Chief Scorer (See Tournament Results Sheet) ASAP at the conclusion of your event.
- Work with first aid personnel to handle injuries according to the Safety Management Plan
- Report any serious incidents according to the Safety Management Plan

For assistance on the day:

Volunteers	Mike & Maureen Kapitola	0438 404 238
Fixtures & Scoring	Mitchell Mooy	0418 941 476
First Aid	Pat Seymour	0413 042 584
Sports Director	Scott Joy	0402 218 169
Major Equipment Setup	Erik Olsen	0407 086 008
Equipment and supplies. Collection, Spares	SYG Headquarters Duty Officer	0474 476 962