



Position Description

Position name	Sports Convenor – Basketball, Touch, Water Polo / Netball / Equestrian
Position reports to	Director of Sport
Tenure	Fixed term, part time 2024
Date	April 2024

About St Margaret's

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our Purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

Purpose of the position

To assist in the provision and co-ordination of the Sport/Equestrian for all students, all the time reflecting the culture of St Margaret's College. To achieve consistent high performance at Regional, South Island and National level. To maintain participation numbers and increase standards. Provide quality coaching and management of all teams across all age groups.

Direct reports: 0

Key Accountabilities

Accountability	Expected deliverables
Coaches and Managers – availability and development	<ul style="list-style-type: none"> • Actively source coaches and managers for teams • Organise coach seminars, ‘get togethers’ and meetings
Netball Coaching / Season Launch	<ul style="list-style-type: none"> • Overall responsibility as a coach of a SMC performance team • Provide development opportunities and specialist sessions for performance and other Year 7-13 players • Set up and run the season launch with support from The Director of Sport and other SMC staff
Student Coaches	<ul style="list-style-type: none"> • Create coach development opportunities for student coaches, support and mentor coaches, organise and oversee regular coach meetings with focus on scenarios, training and game planning
Gear and Equipment	<ul style="list-style-type: none"> • Maintain all gear and equipment to a high standard • Heads of Codes to assist Convenor to have all gear ready for distribution to teams • Maintain accurate records of gear distribution • Collect gear at end of season within one week following the last game • Stock take of all gear at end of season and ascertain requirements for the following year
Coaching resources	<ul style="list-style-type: none"> • Provide coaching manuals and/or resources for coach use where required
Trials and Selection of Teams	<ul style="list-style-type: none"> • Consult with Director of Sport re trial dates, format and selectors • Contact selectors and confirm availability • Appoint umpires and helpers for each grade • Collate selection notes, record selection process and decisions, update subsequent trial lists, collate final teams ready for team announcements for Director of Sport approval and posting on Student Notices • Ensure selectors are aware of selection policy • Maintain accurate database of selection decisions
Teams/Players	<ul style="list-style-type: none"> • Email all players and parents regarding expectations, commitment, cost and uniform requirements • Liaise with coaches and managers to determine training days and times – provide information to Director of Sport to collate venue allocation • Create opportunities throughout the season for player development
Representative	<ul style="list-style-type: none"> • Consult with Director of Sport to encourage players to register for representative trials

Tournaments	<ul style="list-style-type: none"> • Prepare a budget of proposed costs for approval by Director of Sport • Make any necessary bookings including transport, accommodation, and entries alongside Assistant Director of Sport • Prepare permission letters and email to players and parents • Ensure team is entered, team list is provided and fees paid • Arrange for a suitably qualified umpire to attend tournament where required • Attend tournaments as required • Support and encourage tournament teams to be actively involved in fundraising for tournaments • Prepare EOTC documentation for approval and share with coaches and managers
Umpires	<ul style="list-style-type: none"> • Oversee and support an umpire development programme • Promote and provide opportunities for students to be involved in umpiring • Have a roster of umpires available for relevant sports code
Reporting	<ul style="list-style-type: none"> • Provide regular updates of teams during the season to Director of Sport for inclusion in newsletter • Support Student Heads of Codes in writing end of year magazine report
Meetings	<ul style="list-style-type: none"> • Attend weekly meetings and assist teams with transport arrangements alongside Student Heads of Codes
Equestrian & Polo	<ul style="list-style-type: none"> • Canvas riders, contact potential supplies, source quotes and samples, present to Director of Sport for approval and ordering • Contact with providers, agistment opportunities, promote, organise transport and support students • Provide regular reports and photos for inclusion in the SMC newsletter in line with SMC brand guidelines • Support equestrian captain in writing report for end of year magazine • Advertise all events, collate entries, select teams and enter teams • Attend all school and some outside of school events to support riders • Arrange once a term learning opportunities during school day for SMC equestrian riders e.g., vet, farrier • Organise SMC club training days with outside coaches and beach rides • Communication and liaison between riders and parents, event organisers and agistment providers • Review criteria for awards for Stripeys, Red Roses, Badges, Colours, Pockets and Honours and present for approval

General Administration	<ul style="list-style-type: none"> • Enter teams and individual athletes on to school database (Kamar) to provide information for student reports and SMC Sport reports • Register all players and teams with relevant sporting organisation where required
Support	<ul style="list-style-type: none"> • Observe team trainings periodically • Attend and support coaches and players as advised by the Director of Sport including some Wednesday Netball games and all Saturday Netball games • Ensure a high standard of dress and behaviour of players and coaches
Professional Development	<ul style="list-style-type: none"> • Ensure up to date practices and information evolve as the position demands
Being part of the St Margaret's team	<ul style="list-style-type: none"> • Actively, collaboratively and positively participate as a member of the team. • Proactively look for opportunities to improve processes • Perform any other duties as reasonably required by the Director of Sport • Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct • Comply with and support all health and safety policies, guidelines and initiatives • Ensure all incidents, injuries and near misses are reported into PeopleSafe • Maintain current knowledge of sporting health and safety priorities.

Functional Relationships

- All SMC Staff
- Sports Department
- Coaching Staff / Contractors
- Students and parents
- Event management – Internal and external

Qualifications, Experience and Attributes

- Ability to quickly establish credibility, have a personal impact and build excellent working relationships, mindful of the special character of the school
- Competent administration skills including data management, record keeping, systems and computer skills
- Prioritise personal wellbeing.