

Training Venue Coordinator



St Mary's Sharks Basketball Club

The role of the Training Venue Coordinator (TVC) is to draft the *Club Training Roster* each season and to ensure that each team within the club has an allocated training time of one hour per week.

Specific duties include but are not limited to:

- Prepare the club training roster each season (Autumn and Spring) and communicate to the Age Group Coordinators for advice to Coaches.
- Through the Age Group Coordinators seek coaches preferences to assist with developing the schedule.
- Finalise the schedule ahead of the season commencing.
- Be the point of contact between the training venues and the club. This includes forwarding invoices to the Treasurer for payment.
- Coordinate with coaches the open and lock up duties for the duration of the season. Maintain the key register.
- Keep the training venues handbook up to do including communicating it to Coaches.
- Ensure that coaches are aware to advise the Age Group Coordinator or TVC if they plan to cancel a training session so the security of the venue can be ensured.
- Notify Coaches, directly or via Age Group Coordinators, when venues are unavailable and training sessions need to be cancelled,
- Liaise with the President to coordinate the hire of a venue for any events held by the club.
- Advise the Secretary of any issues that need to be added to the agenda in relation to training venues and rosters.
- Attend committee meetings.
- Assist to develop / update policies as required

Contact: trainingvenue@stmaryssharks.org.au