

**Terms of Reference: Sports Hall Coordinator**

**Club Name:** Attleborough Athletics
**Role Title:** Sports Hall Coordinator Committee Member
**Reporting To:** Club Chairperson/Committee
**Date of Issue:** [Insert Date]
**Review Date:** [Insert Date]

**Purpose of the Role**

To support the planning, organisation, and delivery of Sports Hall events and enhance member engagement, promote club spirit, and strengthen community ties.

**Key Responsibilities**

**1. Event Planning & Support**

* Liaise and coordinate all Sports Hall activities with relevant club members Athletics Norfolk.
* Ensure dates and venues are socialised across the club.
* Attend events or delegate as a Team Manager and support the clubs’ athletes.
* Be available to oversee baton changes in the Sports Hall relay event.
* Ensure team sheets are submitted in a timely manner.
* Liaise with coaches to establish teams across various age groups.
* Ensure sufficient club letters are available for events.
* Source and purchase replacement letters as needed.
* Ensure athletes are briefed and have correct letters prior to event.

**2. Promotion & Communication**

* Help promote events through club newsletters, social media, posters, and word-of-mouth.
* Encourage member participation.

**3. On-the-Day Support**

* Assist with event setup, coordination, and breakdown.
* Welcome attendees and help ensure the event run smoothly.
* Troubleshoot minor issues.

**4. Feedback & Evaluation**

* Gather feedback from attendees to assess success and areas for improvement.
* Contribute to post-event reviews and help refine future planning.

**5. Desired Skills & Attributes**

* Enthusiastic and approachable with strong teamwork skills.
* Organised and proactive with attention to detail.
* Creative flair and a passion for bringing people together.
* Comfortable communicating with members and external clubs/athletes.

**6. Time Commitment**

* Varies depending on the number and scale of events.
* Typically, 2–4 hours per week during planning periods, plus attendance at events.
* Participation in committee meetings is essential.

**7. Accountability**

* Reports to the club committee.
* Expected to uphold the club’s values, safeguarding policies, and code of conduct.
* Performance reviewed annually or at the end of the term.

[ ]  I agree to fulfil the duties of the Sportshall Coordinator to the best of my ability and agree with the club’s constitution and code of conduct.

Name…………………………………………………………………

Signature…………………………………………………………….

Date…………………………………………………………………..

Head Coach Signature…………………………………………….

Date………………………………………………………………….