National Sports Coordinator

As per the constitution of Australian National Sikhs Sports & Cultural Council the Executive committee shall appoint a suitably qualified person(s) to the role of national sports coordinator.

The National & Assistant Sports Coordinators:

* Must demonstrate sound knowledge & experience in the given sport
* Must understand general participation rules
* Is entrusted by the Executive to, on its behalf, ensure the sport in general, member clubs & participants uphold the aims & objectives of the Sikh games
* Must at all times act as impartial & independently of any club affiliations. Should any situation arise that the national coordinator is conflicted he/she shall seek guidance from Executive Committee prior to any decisions

Responsibility of a National Sports Coordinator:

1. Ensure clubs are kept informed of any changes, requirements or updates from the ANSSACC Executive Committee
2. Review, update and maintain the specific sports rules to keep them current:
	1. With Australian and International standards
	2. In line with the participation levels at Sikh Games
	3. Accommodate Strategy & Planning for future growth with particular focus on women and junior participation
	4. Update to resolves any inconsistencies or issues arisen at previous games
	5. Are available on the website
3. Ensure any changes to rules follow due process:
	1. Minor updates can be presented to Executive for approval
	2. Any significant changes require consensus of majority clubs before being presented to Executive for final approval
4. Creating and maintaining a list of club contacts
5. Creation of fair & unbiased draw structure i.e. where possible the draw structure will use a transparent seeding system, cater for different levels of competition (divisions) and allow for varied participation numbers from year to year.
6. Act as first point of call for resolving any specific sports related issues including but not limited to player eligibility & disciplinary issues.
7. In case of any major breaches to rules that require significant penalty the National coordinator shall not make any unilateral decisions. They will provide detailed summary and outline suitable recommendations to the Executive for final decision.
8. Liaise with all clubs to collate and document all Player exemptions/eligibility issues and ensure these are kept in central database and transparent to the executive at all times. These should be provided to the Executive Committee no later than 4 weeks prior to the games for their approval.
9. Create a post games summary report and submit by within 14 days of the games

Responsibility of an Assistant National Sports Coordinator:

* Assist the National Sports Coordinator to carry out all the responsibilities detailed above
* Add valuable input to allow balanced and unbiased decisions to be made and executed
* May be required take over primary responsibilities in the event the National Sports Coordinator is not available

Support to local organising committee:

1. National & Assistant Sports Coordinator will support & provide guidance to local sports coordinator / organising committee as required ensuring that:
	1. Adequate number of fields/grounds are available
	2. Field/grounds meet Sikh Games standards
	3. Referees are available and up to the standard required for the Sikh Games
	4. A schedule of matches is developed in line with governing rules & any template pool structures for that sport. Take into account any special requests from clubs or local organising committee
	5. Draws are available to participating teams within appropriate period of time. Ideally 4 weeks prior to tournament.
2. National & Assistant Sports Coordinator will provide support to ensure all player registrations / team sheets for their sport are completed within the required deadlines.
3. National & Assistant Sports Coordinator is responsible for providing final summary of the results from the Sikh Games to the Executive

National Sports Coordinator

Assistant National Sports Coordinator

Local Games Sports Coordinator

I hereby agree to conduct my duties as a sports coordinator as per ANSSACC Sports Coordinator guidelines

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_