



Muir Lake Community League

Job Description - Sports Coordinator

Sports

Position Title	MLCL Executive Officer (voting position)
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No experience required.

Instructions for Sports Coordinator

- Represents MLCL on the Parkland Fun Ball/Soccer League executive for Soccer, Kids Ball and Adult Ball.
- Ensures home fields at Meridian Sports Park are reserved for game/practice nights for Soccer and home fields are reserved for game/practice nights for Ball.
- Assists with organizing sports registration; ensures JotForm for online registrations is current and up to date yearly.
- Helps Adult ball, Kids ball and soccer coordinators set up their teams, through JotForm.
- Reviews all posters and additional information documents are updated;
- Helps organizes wind-up party; orders awards or organizes goody bags for kids;
- Finds photographer for individual/team photos; if required.
- Prepares and presents budget to executive for approval; prior to any spending.
- Supports the sports coordinators with any issues arising.
- Takes care of all equipment for the sport and field maintenance.
- Sets up schedule for practice times in the calendar.
- Provide a list of sports volunteers and emails for the Social Coordinator for the VIP night before April every year.
- Updates the Editor on newsletter information and website changes;
 - February Newsletter Update-** All about registration, coaches, refs, etc.
 - March Newsletter Update-** More about registration
 - April Newsletter Update-** Closing registration and sport start dates
 - May Newsletter Update-** Closing registration and sport start dates
 - June Newsletter Update-** Thanks to coaches, sponsors, and wrap up.

Perks for Sports Coordinator (pending approval at AGM)

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Free registration (includes fundraising fee) for up to 3 kid registrations (for immediate family, or grandchildren).
- Get one free ticket on an event during the year (excluding Ham and Turkey BINGOs).
- Connects you with others in the community, make new friends and contacts.