

Officials Co-ordinator

Job Title: Official's Coordinator
Supported By: Competition Manager
Brief summary: The Official's Coordinator is responsible for ensuring that the adequate number of officials have been sourced and assigned to the event and that these officials have the required qualifications to fulfil their roles effectively.

Key tasks & responsibilities checklist

Pre-event	Completed (✓)
Liaise with the Competition Manager to assess requirements for officials. Forward request for officials to the Volunteer Services Coordinator.	<input type="checkbox"/>
If you are unable to source all officials through SOI's database; please contact the relevant National Governing Body (NGB)	<input type="checkbox"/>
Contact all officials regarding the competition schedule & to ensure consistency in uniforms	<input type="checkbox"/>
Create a roster for volunteers, allowing time for breaks	<input type="checkbox"/>
Event day	
Brief all Officials at start of day	<input type="checkbox"/>
Is a member of the Jury of Sport with Competition Manager and RDO Sport	<input type="checkbox"/>
Report important issues to the Competition Manager	<input type="checkbox"/>
Debrief officials at end of day	<input type="checkbox"/>
Post-event	
Attend post Event wrap-up meeting if necessary	<input type="checkbox"/>
Complete evaluation of Officials and forward any feedback to the Competition Manager	<input type="checkbox"/>