

Job Description - School Events Coordinator South/South East

The role of the British Dodgeball School Events Coordinator is set out below. Specific region for this role: South/South East. Events scheduled for the 2024/25 season are listed below, additional events might be offered outside of those listed. All school events are on weekdays.

Further opportunities at junior events involving school events or events outside your region may also be available. Further opportunities involving tutoring, coaching or future employment at British Dodgeball may be available. Please note that becoming a school coordinator does not impact your ability to continue to referee at adult or university dodgeball leagues and events.

School Events Dodgeball Calendar 2024/25 Season

Year 5&6 Competitions

- Suffolk - Suffolk New College (IP4 1LT) - **Tuesday 19th November 2024**
- Hertfordshire - Oaklands College (AL4 0JA) - **Friday 29th November 2024 (TBC)**
- Hampshire - Peter Symonds College (SO22 6RX) - **Monday 2nd December 2024**
- London (West) - Sydney Russell School (RM9 5QT) - **Thursday 30th January 2025**
- Essex (South) - USP College, Seevic Campus (SS7 1TW) - **Monday 3rd February 2025**
- Surrey (East) - East Surrey College (RH1 2JX) - **Monday 10th February 2025**
- Essex (South West) - USP College, Palmers Campus (RM17 5TD) - **Monday 3rd March 2025**
- Berkshire - John Majeski School (RG2 8AF) - **Thursday 17th March 2025**
- Norfolk - East Norfolk Sixth Form College (NR31 7BQ) - **Friday 4th April 2025**
- Sussex - Chichester College (PO19 1SB) - **Thursday 24th April 2025**
- London (Central) - St Charles Catholic Sixth Form College (W10 6EY) - **Thursday 27th February 2025**
- Surrey (West), Northamptonshire, London (East), London (South), Kent - **TBC**
- South East Regionals - **TBC (June)**

Year 7&8 Competitions

- London and Hampshire - **TBC**
- Sussex - Chichester High School (PO19 8EB) - **Wednesday 13th November 2024**
- Essex (South) - USP College, Palmers Campus - **Thursday 23rd January 2025**
- Suffolk - Suffolk New College (IP4 1LT) - **Tuesday 28th January 2025**

Year 5&6 and Year 7&8 Joint

- Cambridge - Northstowe Secondary College (CB24 1DJ) - **Tuesday 25th March 2025**



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Duration of role

October 2024 to the end of June 2025

Each event day will run from 8am - 4pm on site, travel will be required outside of these times.

During your appointment, you agree:

- To deliver school events in a professional manner
- To represent British Dodgeball at school events.

Responsibilities

- Set out suitable courts in advance of competition
- Maintain British Dodgeball equipment and keep track of consumables. Provide regular updates on any kit required and condition of kit when requested
- Complete leaders officiating training for 16 pupils the morning of the event using the provided template.
- Manage the young leaders when they are officiating games.
- First aid is the responsibility of the schools in attendance, the first aid kit you have can be provided to support clubs if required. You may only administer first aid if you are a qualified first aider. If clubs require assistance, please alert host school/college staff.
- Coordinate event schedules to ensure matches run to the scheduled timings
- Set down events with the aid of young leaders, ensuring venues are cleared and in the same condition after competition as before
- Record event scores and ensure that these are updated in the group table and online score sheet shared with you before the event
- Directing teams as required to relevant policies and processes such as the code of conduct, rules and regulations and the disciplinary and complaints form

Expectations

You must look smart and professional when on duty and should behave in a way that does not damage the reputation of British Dodgeball. It is expected that you present a professional image of British Dodgeball to the public. For this reason, you must arrive ready to deliver services at least fifteen minutes before the session begins.



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Pay

A fee of £12 per hour shall be payable to you for each event, start and end times will be agreed with your line manager. Please submit an invoice to your line manager as soon as reasonably possible after each event. All invoices are usually paid within 7 days.

Expenses

You shall be entitled to be reimbursed by British Dodgeball for reasonable travel expenses to the rate of 45p/mile driven.

Equipment

British Dodgeball will provide you with your own specialist equipment and will provide you with public liability insurance. British Dodgeball will still own all equipment which will be made available to you. You must accept the responsibility to ensure the equipment is properly maintained, return the equipment when requested and the liability to replace any equipment that is missing.

Confidentiality

You agree not to divulge any confidential information regarding British Dodgeball to any 3rd party.

Line Manager

Your Line Manager is Alice Bowler, alice@britishdodgeball.com or 07979094221.

Tax liabilities

British Dodgeball and yourself declare and confirm that it is the intention of the parties that you shall have the status of a self-employed person and shall be responsible for all income tax liabilities and national insurance or similar contributions in respect of your fees and accordingly, you hereby agree to indemnify British Dodgeball in respect of any claims that may be made by the relevant authorities against the Client in respect of income tax and national insurance or similar contributions relating to your services under this contract.

How to apply

To register your interest in the role please contact Alice via alice@britishdodgeball.com outlining your relevant experience and which area you are based.