****

|  |  |
| --- | --- |
| **Role** | Categories Administrator |
| **Committee Status** | Non – Committee Role |
| **Responsible to** | GNC Chair Person |
| **Working with** | 1. GNC Selectors 2. GNC Coaches 3. GNC Captains 4. GNC club members 5. GNC Chair Person |

**Roles & Responsibilities:**

1. Be the main point of contact for all category related queries.
2. Responsible for reading and understanding the rules and regulations relating to all leagues that GNC are represented in.
3. At the start of each season and throughout, work with selectors, coaches and captains to ensure that they fully understand the league requirements and category restrictions.
4. Notify selectors, coaches, captains and individuals of any changes to their playing status throughout the season including changes of category.
5. Work with selectors, coaches and captains to ensure all club members are aware of the basic requirements of playing in a team and the rules regarding which teams they can play in.
6. Monitor the quarters played for each GNC player on a weekly basis, flag up any required actions with individuals, coaches, captains and selectors.
7. Maintain adequate records of playing quarters and the category of each GNC club member. Share this information with coaches, selectors, captains and individuals as appropriate.
8. Responsible for logging all squads with league officials within the given timeframe.
9. Ensure that quarters played are submitted to league officials within the given timeframe.
10. Update league officials of changes to squads and categories prior to match days via email
11. Work to ensure that GNC do not incur fines for breaking league rules/regulations.
12. Carry out all roles and responsibilities in line with the GNC Privacy Policy and all other relevant policies and procedures.
13. Be a positive role model for GNC club members/ volunteers by upholding the GNC Code of Conduct and acting as an ambassador of the club.