



DIVISION COORDINATOR ROLE DESCRIPTION

NAME OF ASSOCIATION: Surrey Volleyball Association
ROLE: Division Coordinator
RESPONSIBLE TO: SVA Committee

DESCRIPTION

To support the smooth running of responsible division and acts as the main point of contact between the league and participating clubs. The role ensures fixtures are completed, results are recorded accurately, and league rules are applied consistently and fairly.

SKILLS/QUALITIES REQUIRED:

- Organised and reliable
- Clear communicator
- Fair and impartial
- Good understanding of league regulations

MAIN DUTIES

- Oversee the day-to-day running of the responsible division
- Monitor fixtures and ensure matches are played within the season timeline.
- Check and monitor match result submissions on League Republic.
- Cross-check submitted results and statistics for accuracy, and lock records once verified.
- Manage postponements, walkovers, and other administrative matters in line with league rules.
- Respond to queries from team representatives in a timely and neutral manner.
- Escalate complex issues or disputes to the SVA Chair or Committee where necessary.
- Provide updates to the Committee when required

COMMITMENT

- Approx. 1–2 hours per week during the season, with slightly more time required at the start and end of the season.