

**Section C: Venue Coordinator (on-site)**

- 1) Ensure the needed equipment is present at the facility; i.e., lines, nets, standards, balls, etc. in conjunction with the Executive Team.
- 2) Maintain a current email list of players, provide updated information to the Managing Council, and communicate venue-specific information to the local players.
- 3) Ensure that venue attendance is kept as required, preparing an attendance sign-in sheet as needed. This is to be reported to the designated liaison with the City Office of Senior Affairs as instructed.
- 4) Act as liaison with the venue regarding schedules, applicable waivers, and conformance with venue procedures and policies. If required by the venue management, report a daily attendance to them.
- 5) Collect such dues, fees and donations as may be made, and transmit them to the Executive Team for deposit with the NM Senior Sports Foundation.
- 6) Ensure that elections are held yearly by the end of October, to elect a new or re-affirm the current Venue Coordinator. Report the results to the Managing Council and the Executive Team. Each new term of office begins November 1. If a change is occurring, assist in the changeover period.
- 7) Each Venue Coordinator may appoint assistants as is necessary for coverage at their venues. The primary Venue Coordinator may appoint, in writing, a proxy for meetings if the primary Venue Coordinator cannot attend.
- 8) New Venues may operate with a volunteer Venue Coordinator for the remainder of the first organization year. This Venue Coordinator will immediately become a member of the Managing Council upon recognition of the new Venue by the Managing Council.
- 9) Ensure that all play during scheduled venue sessions is fair and inclusive for all players.
- 10) Inform all players of playing procedures and ABQ PBC Code of Conduct; ensure that all players abide by venue rules as well as the Code of Conduct.
- 11) Represent their venue as a member of the Managing Council by attending meetings of the Council or appointing a proxy (in writing) to ensure that the venue has a voting member present.
- 12) Liaison with the full Managing Council to assist players who have complaints that can't be resolved locally.