

| YOUR DUTIES OF GROUP COORDINATORS |

01 GENERELL

- For each group a group coordinator should be appointed at the delegates assembly. Group coordinators must be members of the association.

02 DUTIES

- You should know the league's playing rules and score sheets.
- You should ensure the smooth procedure of the season in your group and manage communication within. This includes assisting the match day hosting teams in meeting deadlines.
see also instructions | **HOSTING A MATCH DAY** |
- You act as mediators between the teams of your group and the executive board for match operations. Before the first matchday, group coordinators receive the matchday-relevant documents for the coming season from the board. You are responsible for ensuring that these documents are prepared correctly and available during the matchdays.
- You enter the results of a matchday on the corresponding result list by hand and get them confirmed by the team managers by signature.
- You enter the match results promptly in the schedule on meinspielplan.de. This should be done at least on the last matchday of your group during the matchday to avoid errors in the final table.
- You are responsible for an honorable award ceremony on the last matchday.
- After the end of a matchday, group coordinators send the following documents to the responsible board members: results, score sheets, re-registration list, team changes:
 - _A_ in digital form: upload to Sharepoint or email to mitglieder@queerleague.de
 - _B_ in analog form: to the board MEMBERS: address see late registration list
- Group coordinators are to mediate in disputes between teams and on the matchdays to reach an agreement.

03 RIGHTS

- You, as a group coordinator, have access to all group related files and data.