

Champion tasks template

The diverse nature of Dojos mean that these responsibilities of champions are often vary between clubs, as such you should use this as a guide to help you think about tasks the champion completes before, during and after each session, adding or removing tasks as necessary, and noting any particularly important information or contacts that help ensure the task happens as required.

- Promoting the Dojo in your local area
 - Posters in local community centre or school
 - Local contacts who help with this
- Data Protection (GDPR or equivalent)
 - [Data Protection Do's and Don'ts](#)
- Creating an event on an online ticketing system
 - Checking the number of attendees to mentors aligns
 - Reaching out to additional volunteers/mentors as necessary
- Social media channels or website for the Dojo
 - Access to necessary accounts
 - How and when to post relevant updates
 - Can parents or mentors direct message questions, who manages this?
 - If there is a website, is there a paid for domain for it? Who is the contact person for this?
- Setting up the venue
 - Organising the layout of tables and chairs
 - Tapping down plug leads
 - Put up signs if necessary
 - Revert any changes after the session
 - Contact for the venue
- Welcoming parents and children to the venue
- Checking in attendees
- Child Protection (including Vetting)
- Learning resources
- Pre and Post session updates
 - Feedback forms
- Staying in touch with the CoderDojo Foundation
 - Annual Survey
 - Competitions
 - Newsletters
- Financial accounts, if relevant
- Insurance, if relevant