

Sports Editor

a. Editorial

Responsibilities:

- remaining abreast of sports news and issues on campus and notifying the Editor-in-Chief of these when appropriate
- gathering, generating and assigning story ideas every week
- assigning athletic profiles or sports features when appropriate
- notifying the Photography Editor of relevant shoots
- ensuring that all deadlines are met and followed up with contributors to help them with their research
- writing sports articles on a regular basis, though ensuring volunteer submissions provide the bulk of the section
- performing a first edit on all sports stories each week
- facilitating weekly section meetings
- preparing a detailed list of assigned stories, photos and graphics prepared for the weekly editorial meeting
- conducting a first edit on all stories for the section
- conducting three rounds of careful updates to the story file following copy editing
- drafting photo captions and headlines/subheadlines for the section

b. General

Responsibilities:

- maintaining an office presence
- assisting Editor-in-Chief, with fundraising, event planning and other events for the

promotion of the Sheaf, in co-operation with the Outreach Director.

- participating in weekly Editorial Staff meetings
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

c. Recruitment and Training:

- meeting with sports writers as often as necessary to ensure that their skills are improving
- ensuring that sports writing guides are available
- maintain a list of volunteer sports writers and their interests
- recruiting volunteers to assist with the publication of the newspaper
- helping to train the following year's Sports Editor in April