



Position description - AGE GROUP CO-ORDINATOR

OVERVIEW:

To assist in the smooth running of all games within each age group. To provide effective communication lines between the teams and the Committee.

RESPONSIBILITIES:

Pre-Season:

- Assist with Grading from U9-Graded Teams
- Assist Registrar and Committee with team allocations and player placements
- Assist Coaching Co-ordinator in the identification of Coaches and team Managers

During the season:

- Notify all teams of any changes to the draw.
- Communicate any Committee decisions to the players, parents, supporters and coaches.
- If necessary, help the Canteen Roster Co-Ordinator and follow up on nominated volunteers.
- Assist with teams facing shortages or other difficulties
- Assist with players seeking insurance compensation etc.

RELATIONSHIPS:

- Reports to the Executive and Portfolio Committee.
- Liaises with the coaches and team managers.
- Will work alongside the Coaching Co-Ordinator and selected Assistant age co-ordinators during pre-season (General Committee Members)

ACCOUNTABILITY:

The Age Group Co-ordinator will report to the Executive Committee of the club and Registrar(s).

COMMITMENT LEVEL:

The estimated time commitment required as the Age Group Co-ordinator

Pre-Season: 4-6 hours per week

During the season: 1-2 hrs per week

ESSENTIAL SKILLS:

- Good organizational skills.
- Good record-keeping skills.
- Ability to prioritize tasks.