

# Age Coordinator



VERSION TABLE			
DATE	AUTHOR	STATUS	VERSION
10/08/2015	Chris Gilchrist	MC Approved	1
12/06/2017	Chris Gilchrist	Logo updated	2

## OBJECTIVE

The purpose of this position involves the coordination of all Coaches, Managers and teams within specific age groups.

## RESPONSIBILITY

- Distributing team lists to Coaches and Managers once teams have been formed after grading.
- Working with the Football Committee to organise Coaches and or Managers for teams that do not have one appointed.
- Work in conjunction with the Coaches and Managers to secure players for teams that have a shortage of players for games, i.e. player upgrades.
- Advise teams to contact [compsec@springwoodunited.com.au](mailto:compsec@springwoodunited.com.au) to arrange a suitable training day and time.
- Advise teams of Coaches and Managers meetings regarding other various SUFC events throughout the calendar year.
- Ensure that all teams are aware of any ground closures and or change in game times or venues that affect their games.
- Ensure that all Coaches and Managers are aware of their Canteen duties and that they have adequate coverage for their shift.
- Liaise with the President of Football and Competition Secretary to ensure that all communications are passed onto the teams within your age group.
- Ensure that all Coaches and Managers are aware that as an Age Coordinator you are the first point of contact for all enquires or complaints.
- Assist the Football Committee to ensure coaches & managers have registered for the Working With Children Check (WWCC), where applicable.

Additional Responsibilities within U5 – U10

- Roster a team each week to setup and pack-up the goals and field.
- U5 – U7 control game time kick off, half time break and full time whistle.

## RELATIONSHIPS

- President of Football and Competition Secretary.
- Team Coaches and Managers.

## ACCOUNTABILITY

The role reports to the President of Football, Age Coordinator is not a Football Committee position.

- Must attend all Age Coordinator and Coaches and Managers Meetings
- Must immediately inform President of Football and/or Competition Secretary of any issues raised by players, coaches, managers or other parties relating to teams under their responsibility

## REQUIRED SKILLS

- Able to communicate effectively to members on procedures.
- Able to work in a logical & orderly manner.
- Proficient in the use of e-mail.
- Highly organised.
- Able to act with diplomacy, tact and discretion, particularly when conflict arises during a meeting.
- Available in the weeks leading up to the football season and during the football season.
- Able to assist with ground control/events on a voluntary basis when required.

For further information in regards to this role please do not hesitate to contact the President of Football  
[football@springwoodunited.com.au](mailto:football@springwoodunited.com.au)

APPROVED