

Grading Coordinator



VERSION TABLE			
DATE	AUTHOR	STATUS	VERSION
6/10/2011	Graeme Ellis	MC Approved	1
10/08/2015	Chris Gilchrist	MC Approved	2
12/06/2017	Chris Gilchrist	Logo updated	3

OBJECTIVE

The Grading Coordinator manages the grading process in accordance with the Springwood United Football Club (SUFC) *Grading Policy NFA Junior Competition Teams*, for entry into the Nepean Football Association competition.

RESPONSIBILITIES

- Ensure grading is conducted in accordance with SUFC grading policy.
- Ensure any changes to grading procedures are approved by the Football Committee and all related documentation is updated and endorsed by the Management Committee.
- Enlist necessary support to conduct grading in accordance with Club policy. This will involve assisting with the establishment of the Grading Committee and appropriately skilled volunteers to run grading sessions.
- Liaise with Grading Committee, as appointed by the Football Committee, regarding the grading process and placement of players in teams.
- Prepare a schedule outlining time and date for each age group regarding attendance at grading.
- Ensure only financial members attend grading.
- Adopt a fair and objective assessment of players' skills and ability.
- Utilise resources to assist in the grading process – coaching reports.
- Liaise with Equipment Officer regarding equipment to be utilised during the grading process.
- Submit team lists in a timely manner to the Registrar and President at the completion of each age groups grading.
- Coordinate information regarding grading for distribution to members – website, Facebook, direct communication to past members (mass email), information sheets;
- Coordinate and maintain end of season coaching reports for competition teams.
- Adopt appropriate communication strategies towards players and parents.
- Manage review of player's position at grading if a written complaint is received regarding a players placement.
- Assist with activities and events associated with SUFC – park duty, presentation day, coaches and managers BBQ, muster day.
- Attend Football Committee meetings.

RELATIONSHIPS

- Grading and Football Committee
- Age Coordinators
- Players, their parents and guardians
- Team coaches and managers
- Administration Officer and Registrar

ACCOUNTABILITY

Reports to the President of Football

The Grading Coordinator is a member of the Football Committee and as such is required to attend Football Committee meetings and assist with ground duty and other club activities.

The estimated time commitment required as the Grading Coordinator is heavily weighted to the start and end of season being around 10 - 12 hours per week for approximately 4 weeks. Throughout the season time commitment is minimal, up to 2hrs per week, mainly for attending meetings and assisting with ground duty and other club activities.

REQUIRED SKILLS

- Organised and logical thinker
- Ability to delegate tasks
- Knowledge of Club's grading policy and the Rules of Football
- Diplomatic

- Good negotiation skills
- Good listening ability.
- Effective communicator, able to be assertive when the situation requires assertiveness when dealing with grading matters.
- Dedicated club person

The Grading Coordinator is appointed by the Football Committee (and approved by the Management Committee) for a term of one (1) season.

For further information in regards to this role please do not hesitate to contact the President of Football football@springwoodunited.com.au

APPROVED