

SPRINGWOOD UNITED FOOTBALL CLUB INC.

"united in sport, uniting the community"



Position Description

REVISION TABLE	
Position Title	MiniRoos Coordinator
Committee	Football Committee

Prepared By	Approved By	Date	Revision
Peter Dempsey	Management Committee	07/12/2019	1

Primary Purpose of Position

- Assist teams with the set-up of playing areas;
- Assist in preparing the in-house competition draw and distribute to Age Coordinators
- Organize Age-Coordinators for the U5-U7 age groups;
- Ensure fields are set-up, safe and fit to play on;
- Ensure that all game leaders are identifiable, have a whistle and are competent; and
- Arrange the packing up of all equipment after the sessions are completed.
- Act as the point of contact for all parents, Age Coordinators, Coaches, Managers and team leaders for SSF players'

Key Working Relationships

Internal	External
<ul style="list-style-type: none"> • Club Members • Management Committee (MC) Members • Football Committee (FC) Members • Age Coordinators • Coaches, Managers, Game Leaders • MPIO 	<ul style="list-style-type: none"> • Clubs Representatives within the Nepean Association • Local Community



Position Description

Key Result Areas	
Qualifications	<ul style="list-style-type: none"> • Current WWC Certificate: All junior age groups (U5-U17) • First Aid Certificate: (preferred) • Grassroots Football Certificate: (preferred)
Safety	<ul style="list-style-type: none"> • Familiarise yourself with the Clubs First Aid Kit and defibrillator locations; • Familiarise yourself with the Clubs Emergency Response Plans • Be prepared to handle First Aid situations as well as medical emergencies during match days; and • Communicate training cancelation to Age Coordinators when impacted by wet weather and extreme heat
Football Responsibilities	<ul style="list-style-type: none"> • Understanding of the ALDI MiniRoos national playing formats rules, and philosophy; • Assist where necessary to ensure that all Coaches and Managers are WWC compliant; • Ensure all teams have an appointed Coach and Manager; • Ensure all age groups have an appointed Age Coordinator; • Create and communication the In-house draw to the Ag-Coordinators; • Assist teams with the set-up of playing areas as required; • Ensure that all games start and finish on time; • Ensure that all MiniRoos goals and equipment is returned to the Clubhouse at the conclusion of each round.
Club Responsibilities	<ul style="list-style-type: none"> • Assist in coordinating and participating in activities and events associated with SUFC – presentation day, coaches and managers BBQ, muster day; • Communicate all relevant Club related activities to the MiniRoos Age Coordinators as required; • be available to assist with ground control/events on a voluntary basis; • attend SUFC Football Committee meetings; • assist if required on disciplinary matters within teams; • gain an understanding of Association’s policies, SUFC’s Constitution and By-Laws
Financial	<ul style="list-style-type: none"> • Nil
Leadership	<ul style="list-style-type: none"> • Provide support for Football Committee members, Coaches and Managers to ensure they are able to carry out their required duties in accordance with the Rules of SUFC



Position Description

Capability	
Skills & Experience	<ul style="list-style-type: none"> • An interest in the development of Football at a grassroots level • ability to identify and set priorities and plan effectively • be willing to take action to address needs without being requested to do so; • is able to communicate in an open, candid and consistent manner; and • the ability to work collaboratively
Behavioral Competencies	<ul style="list-style-type: none"> • Adaptability/Decisiveness • Initiative • Interpersonal Skills • Organizational Skills • leadership • integrity
Leadership Competencies	<ul style="list-style-type: none"> • Create and maintain an environment that complies with legislative requirement and Club process and policies; and • leads by example displaying a commitment to Clubs values

The MiniRoos Coordinator is appointed for a term of one year from the close of the Annual General Meeting (where elected) until the close of the Annual General Meeting one year hence.

For further information in regards to this role please do not hesitate to contact the Club Secretary secretary@springwoodunited.com.au