

# SPRINGWOOD UNITED FOOTBALL CLUB INC.

*"united in sport, uniting the community"*



## Role Description

REVISION TABLE	
<b>Position Title</b>	Small Sided Football (SSF) Coordinator
<b>Committee</b>	Football Committee

Prepared By	Approved By	Date	Revision
Peter Dempsey	SUFC Management Committee	12/03/2018	Initial

Primary Purpose of Position
<p>The SSF coordinator is primarily responsible for providing the coordination of SSF teams by providing information, resources to Age Coordinators and individual team Coaches and Managers for players within the U5 to U10 age groups.</p> <p>The SSF Coordinator will liaise directly with the Springwood United Football Committee on all matters relating to Small-Sided Games. The SSF Coordinator will be responsible for distributing information and communicating with other interested parties within the club regarding Small Sided Football.</p> <p>This position reports directly to the Football Manager.</p> <p>The hours required to successfully complete this role may vary depending on the requirements of the Club.</p>

Key Working Relationships	
Internal	External
<ul style="list-style-type: none"> <li>Members</li> <li>Football Manager</li> <li>Registrar</li> <li>Football Committee Members</li> <li>Age Coordinators</li> <li>Coaches and Managers</li> </ul>	<ul style="list-style-type: none"> <li>Local community members</li> </ul>



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Key Result Areas	
<b>Football Responsibilities</b>	<ul style="list-style-type: none"> <li>Assist in the registration process and ensure that all registrations are processed and completed within the required timeframe;</li> <li>assist on Club registration days;</li> <li>Plan and lead Muster Day to assist with the formation of teams within the U5-U10 age groups</li> <li>Ensure that all team Coaches and Managers are registered online as volunteers through the MyFootballClub system and assist where necessary;</li> <li>Ensure that team leaders are WWCC compliant and assist where necessary;</li> <li>coordinate and facilitate Coaches and Managers information sessions as required;</li> <li>ensures the appropriate use of the fields for training, games and other club activities in line with club policies and council rules, regulations and policies;</li> <li>Ensure each age group has an appointed Age Coordinator to liaise with Coaches and Managers on a regular basis;</li> <li>communicate all relevant football information to the SSF Coaches and Managers as required e.g.: coaching courses, field closures;</li> <li>act as the point of contact for all parents, Age Coordinators, Coaches, Managers and team leaders for SSF players; and</li> <li>be available in the weeks leading up to the Football season.</li> </ul>
<b>Club Responsibilities</b>	<ul style="list-style-type: none"> <li>Ensure that the legal responsibilities of SUFC, including compliance with the Associations Incorporation Act 2009, are adhered to;</li> <li>assist in coordinating and participate in activities and events associated to SUFC – such as Presentation Day, Coaches and Managers BBQ, Kids Disco, Trivia Nights, Muster Day;</li> <li>Communicate all relevant Club related activities to the SSF Coaches and Managers as required;</li> <li>be available to assist with ground control/events on a voluntary basis;</li> <li>attend SUFC Football Committee meetings;</li> <li>assist if required on disciplinary matters within teams or with Coaches, Managers, Members;</li> <li>report on activities of the portfolio at monthly Football Committee Meetings; and</li> <li>gain an understanding of Association's policies, SUFC's Constitution, Bylaws and Policies.</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Provide support for Football Committee members, Age Coordinators, Coaches and Managers to ensure they are able to carry out their required duties in accordance with the Rules of SUFC</li> </ul>



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Capability	
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• An interest in the development of Football at grassroots level</li> <li>• experience in Leading a team</li> <li>• good understanding of FFA SSF Guidelines</li> </ul>
<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Adaptability/Decisiveness</li> <li>• Initiative</li> <li>• Interpersonal Skills</li> <li>• Organizational Skills</li> <li>• Ability to identify and set priorities and plan effectively</li> <li>• be willing to take action to address needs without being requested to do so;</li> <li>• staying on-task to completion, particularly in the face of obstacles or other trying circumstances;</li> <li>• is able to communicate in an open, candid and consistent manner;</li> <li>• leadership</li> <li>• integrity</li> <li>• the ability to work collaboratively</li> </ul>
<b>Leadership Competencies</b>	<ul style="list-style-type: none"> <li>• Create and maintain an environment that complies with legislative requirement and Club process and policies; and</li> <li>• leads by example displaying a commitment to Clubs values</li> </ul>

The Small Sided Football (SSF) 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 Club Secretary [secretary@springwoodunited.com.au](mailto:secretary@springwoodunited.com.au)