

# SPRINGWOOD UNITED FOOTBALL CLUB INC.

"united in sport, uniting the community"



## Role Description

REVISION TABLE	
Position Title	Senior Female Player Coordinator
Committee	Football Committee

Prepared By	Approved By	Date	Revision
Chris Gilchrist	SUFC Management Committee	12/03/2018	Initial

Primary Purpose of Position
<p>The Senior Female Player Coordinator is responsible for coordinating, representing and liaising with teams within the female age groups Intermediate (U21), All Age and O30 of Springwood United Football Club (SUFC). The Intermediate Women's (U21) will be a shared responsibility between the Junior Female Player Coordinator and Senior Female Player Coordinator.</p> <p>The Senior Female Player Coordinator is a member of the SUFC Football Sub Committee. The Senior Female Player Coordinator is appointed for a term from the close of the Annual General Meeting (AGM) until the close of the next AGM.</p> <p>The position of Senior Female Player Coordinator interacts with all levels of the SUFC Management Committee (MC), SUFC Football Committee (FC) and SUFC Grading Committee. Ensuring at all times the fluent communication of information between SUFC and its senior female teams, Coaches and Managers.</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>Football Committee Members</li><li>Grading 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>• assist the Grading Coordinator and Junior Female Player Coordinator and Grading with allocation of all female players in the Intermediate(U21) age group into teams based on grading reports;</li> <li>• assist the Registrar with allocation of all senior female players into teams based on previous year's team make ups, any grading if conducted, knowledge gained on new players and in consultation with any relevant Coaches in the Senior Female Age Group teams;</li> <li>• Ensure that new senior female players to the Club are contacted, welcomed to the Club and liaised with to determine an appropriate team to place them into, this may require inviting them to pre-season training sessions prior to confirming their placement into an appropriate team;</li> <li>• Ensure each senior women's team has a Coach and Manager to liaise between the Club and the players in their team</li> <li>• Ensure that all senior women's team Coaches and Managers are registered online as volunteers through the MyFootballClub system and assist where necessary;</li> <li>• Ensure that all senior women's team Coaches &amp; Managers are WWCC compliant and assist where necessary;</li> <li>• coordinate and facilitate Coaches and Managers information sessions as required;</li> <li>• ensure that teams Coaches and Managers are aware of Club policies, in particular in relation to the Clubs playing shirts policy</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>• act as the Point of Contact for all players, parents, Coaches &amp; Managers within the Senior Women's Age Groups;</li> <li>• communicate all relevant football information to the Coaches and Managers as required e.g.: coaching courses and field closures;</li> <li>• assist in coordinating the upgrading of players between teams when required;</li> <li>• in conjunction with the Junior Female Player Coordinator foster an environment to assist players in their transition from junior to senior football;</li> <li>• ensure the interests and legal responsibilities in regards to junior players are always kept as a consideration when they interact with senior players and senior football; and</li> <li>• be available in the weeks leading up to the Football season.</li> </ul>

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<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;</li> <li>• communicate all relevant Club related activities to the senior football 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>• Ensure that all Coaches and Managers have a clear understanding of the correct completion of the Match Sheet to minimise financial impacts to the Club.</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>

<b>Capability</b>	
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Leading a team</li> <li>• Good understanding of the Laws of the Game</li> <li>• Good understanding of Association Rules, Regulations and Guidelines</li> <li>• Good understanding of some of the specific requirements for female football that may differ from male football</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; and</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>

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## Role Description

The Senior Female Player 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)