

PROCEDURE OUFC- PD 019

Junior Competition Coordinator

1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Junior Competition Coordinator of OUFC.

2 SCOPE

Controlled documents include, but are not restricted to:

- Registration Forms
- Registration procedures for members
- Membership Records
- Grading Forms
- Nomination Forms
- Players Caution Records
- Working with Children Forms
- Criminal Record Check Forms
- Coaching Manuals
- Manager Manuals

Documents may be printed or in the form of computer data.

3 REFERENCES

Club Constitution
OUFC 001 Membership
OUFC 002 Executive Committee
OUFC 003 Football Committee
OUFC 004 General Operations
PD 005 Director of Football
PD 006 Registrar
PD 015 Senior Men's Coach
PD 016 Senior Women's Coach
PD 017 Women's Coordinator
PD 018 Men's Coordinator
PD 020 Junior Non - Competition Coordinator



4 RESPONSIBILITY

Junior Competition Coordinator	- Responsibility for the management and coaching operations of the Junior Competition Teams - Support the Committee in encouraging the Club members to adhere to and follow the Constitution and Policy and Procedures.
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5 DEFINITIONS

Club: - Ourimbah United Football club

Committee: - The elected members of the managing body of the OUFC

6 ACTION / METHOD

Personnel and Technical Skill Requirements

1) Demonstrate a good understanding of the Game of Football and a strategic understanding of the direction Football is going.

Holder of a FFA Junior Coaching Licence or willing to obtain within the season of appointment.

2) Strong communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stake holders. Strive to continually improve communications processes within the Club.

3) Maintain resources and records to professional industry standards.

4) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.

5) Actively encourage all members of the Club to observe the code of conduct.

6) The duties of Junior Competition Coordinator shall include but not limited to;

* Assist in the Registration Process

* Responsible for managing OUFC Junior Competition mixed Football teams (Under 10's to Under 18's) including any enquiries.

* Liaise with Registrars as to number of teams

* During registration, keep an eye on age numbers with a view to capping numbers in certain age groups, so we don't have to deregister players.

* Only allow late registrations if it suits that particular age's teams. Advertise for certain ages, where needed.

* Keep a record of returning players and preferred team.

* Make sure team numbers and selections comply with CCF guidelines and Football Committee (FC) directive.

- * Liaise with coaches and managers regarding equipment and strip allocation.
- * Assist in organising pre-season, training, regular training sessions, trial games and the co-ordinate with Football Committee for field allocation.
- * During the season, liaise with teams and their management about special equipment or training requirements.
- * Advise Equipment Officer and Director of Football (DOF) of training requirements.
- * Act as liaison between teams when they need extra subs or players to 'make up' numbers.
- * Liaise with Vice President in regards to Presentation requirements of Comp teams.
- * Liaise with the Senior Coaches and Football Committee to assist coordinating special training nights with seniors etc.
- * Shall attend regular Football Committee meetings throughout the year.
- * Work with the Football Committee to fulfil its charter relating to the fair playing of Football.
- * Work with DOF in the process of grading, team placement and coaching allocation of all Junior Players (Under 10's to Under 18's) of OUFC.
- * Works with DOF in setting the criteria, interview and selection of coaches and managers. Maintain a contact list for coaches/managers in Junior Competition teams.

7) Where possible, attend all CCF forums relating to Junior Football as well as all official functions and major events of the Club.

8) The Junior Competition Coordinator shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

7 ACCOUNTABILITIES

The Junior Competition Coordinator is accountable to the DOF and the members for the actioning of their duties and their professional conduct.

Title: Position Descriptions
Ref: OUFC –PD 019 Junior Competition Coordinator

Revision: 1
Issue Date: 4/11/2010
Control: Controlled
Authorised By :

Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.

Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original

