

PROCEDURE OUFC- PD 018

Men’s Coordinator

1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Men’s 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 019 Junior Competition Coordinator
PD 020 Junior Non-Competition Coordinator



4 RESPONSIBILITY

Men’s Coordinator	- Responsibility for the management and coaching operations of the Men’s 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) Strong a good understanding of the Game of Football and a strategic understanding of the direction Football is going.
Holder of at least a FFA Junior Coaching Licence, however a Youth Licence is preferred.
- 2) Demonstrate 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 Men’s Coordinator shall include but not limited to;
 - * Assist in the Registration Process
 - * Responsible for managing OUFC Men’s Football teams, including any enquiries regarding Men’s Football.
 - * Liaise with Registrars as to number of teams
 - * Keep a record of returning players and preferred team.
 - * Assist in organising pre season training, regular training sessions and trial games.
 - * Advise Equipment Officer and DOF of training requirements.
 - * Shall attend regular Football Committee meetings throughout the year.
 - * Promotes the Football Committee to assist in its charter relating to the fair playing of Football.

- * Work with the Director of Football (DOF) in the process of grading, team placement and coaching allocation of all playing members of OUFC.
- * Work with the DOF in setting the criteria, interview and selection process for coaches and managers. Maintain a contact list for coaches/managers in Men’s teams.

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

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

7 ACCOUNTABILITIES

The Men’s Coordinator is accountable to the DOF and the members for the actioning of their duties and their professional conduct.

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