



Purpose

To be responsible for running the junior football program
To promote pathways for all players of Peringa United AFC.
To create a fun, friendly environment for children to develop and thrive
To implement the strategy as directed by the committee.

Key Working Relationships

1. Within the club:
 - Players
 - Parents
 - President
 - Committee
 - Coaches and Managers
2. Outside the organisation:
 - Sponsors
 - Central Football

Key Functions and Responsibilities

Hub coordinator

- Understand the hub system and how it is run
- Receive emails from Central football about drills to use for the weekend
- Be informed about hub exchanges by Central Football and communicate this to the junior club
- Notify hub teams of cancellations
- Run a hub demonstration at the start of the season
- Organise volunteers for the BBQ on Saturdays at the hub
- Ensure BBQ has sausages / bread to sell
- Ensure set up of BBQ and gazebo
- Ensure timings of hub drills and games are kept on Saturday's (currently performed out of the coffee caravan via a hooter)

Gear / field coordinator

- Distribute playing shirts to players at start of season
- Collect shirts at prizegiving
- Ensure enough shirts / footballs / goals / bibs / cones / bags are available for use
- Mark out junior fields at start of season
- Mow junior hub fields
- Coordinate and assist in mowing / marking junior fields throughout the season
- Set up bags for coaches of balls / bags / cones / bibs and distribute preseason
- Collect and put away gear at the end of the season
- Coordinate setting up of larger junior goals either on Friday night or Saturday mornings
- Coordinate taking down of larger junior goals on Saturday after games completed
- Coordinate club apparel orders for junior members
- Coordinate with Central Football in setting up fields for any junior tournaments that are to be hosted at Peringa



Junior Coordinator Job Description

- Assist at tournament in setting up, changing fields around and packing down goals

Administration

- Coordinate / communicate with Central football about competition information through the junior program
- Attend Central Football pre-season junior meeting
- Communicate with Peringa junior club members / parents about club and Central Football events / information / cancellations / changes
- Organise teams at the start of the season, ensuring players are playing in their correct grade by year of birth (players allowed to play one year up)
- Organise and coerce coaches / managers to take these teams for the season
- Register teams with Central Football (understand and facilitate the registration process)
- Advertise in social media / website / email regarding start of season / tournaments / hub exchanges / prizegiving
- Coordinate with treasurer to track sub payments by players
- Organise a pre-season muster to help with preparing teams and encouraging coaches and managers
- Post to Facebook / website
- Advertise to schools about preseason musters and registration process
- Answer email and Facebook queries regarding the junior program
- Understand and utilise player management software suite MyComet
- Seek dispensations from Central Football when required
- Inform junior players about Federation Talent Centre (representative football) trials mid-season
- Communicate Central Football run courses (eg: intro to coaching course) to the club members
- Attend monthly Peringa committee meetings
- Coordinate with Central football around any junior tournaments to be held at Peringa
- Communicate with teams through the season about teams wanting to enter junior tournaments
- Organise prizegiving
 - o Get coaches to select award recipients
 - o Get help from club members to run prizegiving
 - o Organise photos to be taken / distributed
 - o Organise certificates and medals for prizegiving
 - o Organise thank you gift for coaches
 - o Organise sausage / drink for all players
- Help in club working bees

Timetable

February

- Notices requesting players (website / school newsletters)
- Seek grant applications for funding
- Order any required balls / shirts for upcoming season

March-April

- Receive and organise registrations
- Confirm use of any extra grounds and goals required through schools (dependent on teams)
- Final registration date announced
- Seek dispensations if required
- Organise teams / coaches once all registrations received
- Enter teams on MyComet
- Organise gear (uniform / bag / balls / cones / bibs)
- Central Football intro to junior coaching course



Junior Coordinator Job Description

April

- Preseason meeting with Central Football
- Confirm teams registered with Central Football
- Measure and mark fields
- Hub demonstration day
- Distribute team gear to coaches
- Distribute playing shirts to players (on payment of subs)
- Training timetable for coaches using junior fields to avoid clashes

April/May

- Season starts 1st weekend term 2

June

- Queens birthday tournament

August

- Final tournament
- Begin organising prizegiving
- Order certificates (Razz Print) and medals (engravers)

September

- Prize giving
- Medals / certificate / sausage / drink
- Collect all team gear and put away

Qualifications and Experience

Working in a team
Ability to plan
Communication
Listening
Organised
Familiarisation with computer systems including social media