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AUDIENCE

All financial members and the general public.

This statement contains important information about the responsibilities of position holders.

Junior Coordinator

20.1 Subject	Club statement on the responsibilities and duties of the position of Junior Coordinator.
20.2 Purpose	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
20.3 Principle	At the Brindabella Blues Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
20.4 Duties	<p>The Junior Coordinator's (Under 12 to Under 18) responsibilities include:</p> <ul style="list-style-type: none"> a) endeavouring to increase the profile of junior football with BBFC. b) assisting the BBFC Management Committee to develop and adopt policies to aid junior football. c) assisting in the grading and placement of registered players into teams from Under 10 through to Under 18 into appropriate teams based on grading results. d) facilitating the appointment of coaches for the upcoming season and ensuring that all teams have an allocated coach that is appropriate to the position. e) liaising with the club Equipment Officer to ensure all junior teams are adequately kitted out and the coach has signed for the equipment allocated to his/her team. f) compiling information packages for coaches/managers, which includes all encouragement awards, referee vouchers, Coaches Handbook, match cards, discounts cards, play by the rules cards, team monitor instructions and team lists, etc. g) organise and allocate training spaces for coaches for the current year. h) acting as a liaison between the junior coaches and the BBFC Management Committee. i) assisting with any disciplinary matters arising from junior teams in association with the BBFC Management Committee. j) continually liaising with team coaches/managers to ensure smooth and proper running of the teams for the season. k) attending monthly meetings of BBFC or as so directed by the Management Committee, to report on events and happenings concerned with junior football.

20.4 Duties con't	l) assisting in ensuring the accuracy of all team lists in the preceding period up to and including the club's annual Presentation Day. m) assisting in the organisation of trophies and awards for the club Presentation Day.
20.5 Reference Codes	Nil.