



Mount Colah Football Club

Position Description – Age Convenor

JOB TITLE:

Age Convenor

OBJECTIVE:

To ensure the successful management of an age group by formulating teams and putting coaches and managers in place.

RESPONSIBILITIES:

- Communicate and liaise with parents, players, coaches and managers to formulate teams within the age group.
- Attend grading day.
- Attend monthly committee meetings and provide a report.
- Attend to administration matters as directed by the secretary and registrar.
- Liaise with other committee members.
- Document any problems that arise within the age group and report to the executive committee.
- Ensure team managers and coaches have completed a Member Protection Form or have obtained a Working With Children Check number.
- Ensure team managers are aware of necessary procedures for match cards, photo ID and entering match results.
- Become familiar with and ensure teams adhere to NSFA Rules and Regulations.
- Collection, distribution and return of shirts and training equipment for each team in the age group.
- Manage complaints in a professional manner.

RELATIONSHIPS:

- Reports to the Committee.
- Supports coaches and managers.
- Liaise with players and parents

ACCOUNTABILITY:

The Age Convenor will report to the President, Secretary and General Committee of the club.

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club.
- Understanding of the rules and regulations of the competition.

The estimated time commitment required as the Age Convenor is up to 3 hours per week at the start of the season (January to April) plus meetings. The time commitment from May to August is minimal.