



WOMEN'S FOOTBALL COORDINATOR – General Committee Role

Objectives

- To co-ordinate all off field football activities for the Clubs women's teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level.
- Seek to provide the best and safest environment for junior players transitioning to Senior women's football.
- Maximise numbers of top age junior players transitioning to Senior club.
- Foster a sense of team spirit and responsibility in transitioning players.
- Assist with the provision of advice, support and guidance for transitioning players that may require additional assistance beyond the "average" player.
- To ensure all players, coaches, parents and supporters are complying with club rules and policies.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Coordinate formulation of the Football Operational Plan for women's football.
- Ensure tasks detailed in the Transition calendar are organised and implemented.
- Coordinate the attendance of Senior Club representatives at junior (under 10 to 18) girl's teams training and matches and ensure the maintenance of a high profile and level of support for the Senior Club.
- Coordinate U18 and U16 female players attending selected senior women's training sessions in consultation with Senior Women's Coach and JFC Coaches.
- Liaise with Transition Coordinator to assist organise Junior Training Clinic & Sausage sizzle – arrange with Women's Coach & players to attend.
- Coordinate U18 female players attendance at a Women's Senior game – coaches address, drink & hot dog – arrange with Senior Women's Coach & Canteen Manager.
- Coordinate the attendance of top age U18 female players & parents at an information evening with the Executive Committee and Senior Women's Coach.
- Ensure transitioning players are aware of the expectations and responsibilities as a Senior player of the Senior Club (i.e. payment of membership fees, Code of Conduct, attendance at Dinners, Match Awards and Social events).
- Undertake tasks at the request of the President, Executive or General Committee.

Pre Season

- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Coordinate delivery of the Women's Football Operational Plan & Transition calendar.

During season

- Coordinate delivery of the Women's Football Operational Plan and Transition calendar.
- Liaise between players, coaches, Club Executive and General Committee and meet as required.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment including goal post covers.
- Coordinate submission of running sheets and match reports after both home and away games.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Work with coaches and club Votes & Trophies Coordinator and to assist in arranging end of season awards and vote count.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.

Relationships

- Reports to the Vice President and Executive.
- Supports the senior women's coach, match committee, football support staff including team managers, trainers, runners, boundary umpires and timekeepers.
- Liaises with Transition Coordinator and Junior team coaches.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- The Women's Football Coordinator is accountable to the Vice President and Executive.
- The Women's Football Coordinator shall seek ratification from the Executive Committee of any payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive.
- Provide a report on portfolio operations to the monthly Committee meeting.