



POSITION DESCRIPTION

Age Group Coordinator

Objectives

- To ensure all players are registered in accordance with the association rules and regulations and allocated to teams based on the player's ability.

Responsibilities

- Record all new players within their age group
- Allocate all players into competitive teams
- Maintain a list of players waiting to enter teams
- Maintain a current list of team contacts
- Ensure all teams have a coach and manager
- Be first point of club contact for coaches and team managers
- Follow up with teams and ensure players are registered and able to play
- Follow up with Treasurer on outstanding fees
- Liaise with players ensuring contact information is up to date.

Relationships

- Liaises with the Boys or Girls Coordinator
- Liaises with all club age group members
- Liaises with age group team coaches and/or contacts

Accountability

- Reports to Boys / Girls Coordinator and Vice President
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