



## POSITION DESCRIPTION

### Junior Representative Coordinator

#### Committee Role

Promotion and coordination of Representative teams for Goulburn Touch.

#### Objectives

- To organise a coach and manager for Junior Representative Teams.
- To collate names for the teams, organise trials if necessary.
- Submit appropriate paperwork to NSW Touch, ACT Touch or Touch Football Australia.
- Assist with the organisation of accommodation for the teams where required

#### Responsibilities

- Liase with Coaching Coordinator to engage a coach, assistant coach and manager for each team.
- Approach eligible players to alert them of tournament dates and times.
- Have players commit to the team and have them pay any necessary fees.
- Contact appropriate accommodation and book number of rooms needed.
- Organise with Treasurer to pay deposit for accommodation.
- Ensure nomination forms are completed and return to tournament authorities before due dates.
- Complete all paperwork as required by due dates.
- Maintain communication with Team Manager and Coach to ensure that all organisation is in place.
- Liase with coaches to organise dates and times for training sessions.
- Report back to the Executive Committee at Association meetings to ensure awareness by all members of where and what is happening with the junior representative Teams.
- Ensure all coaches have current WWCC and submit these to the Member Protection Manager for entry.

#### Relationships

- Reports to and liaises with Executive Committee.
- Works with Treasurer for all finance and fee related areas.
- Liase with all players regarding representative opportunities.

#### Accountability

- The Representative Coordinator is accountable to the Executive Committee
- Provide a report on any aspect of portfolio operations to the committee as required. Including reports at committee meetings.