**JOB TITLE:**

Club Delegate

**OBJECTIVE:**

The Club Delegate with liaise directly with the relevant FFSA Competition Coordinator on all matters pertaining to their competitions. The Delegate will be responsible for distributing information and communicating with other interested parties within their club regarding competition and club matters.

**RESPONSIBILITIES:**

The Club Delegate will liaise directly with the relevant FFSA Competition Coordinator on all matters relating to the Competition and the requirements of the competition. This includes but is not limited to the following responsibilities:

* Attend club meetings as scheduled by the FFSA.
* Disseminate information acquired at the meeting to the relevant people within the club.
* Respond to all emails that are sent from FFSA in a timely manner.
* Notify FFSA within the required timeframe of any changes to fixtures or issues relating to scheduling of games, grounds, player’s registrations, changes to club officials or any other matters relating to participation in the competitions.
* Review all competition fixtures and provide feedback to the FFSA. Any requests for changes to fixtures are required to be notified to the FFSA within the timeframe specified.
* Notify all players, club officials and parents of any changes to fixtures including date, time and venue.
* Follow up with the club registrar to ensure that all players and team officials are registered in line with the registration process.
* Submit reports on behalf of the club. These may include but not limited to reports from coaches and/or managers relating to incidences or concerns that have arisen at games.
* Ensure that information relating to notices of suspensions, Disciplinary Hearings and Appeals are distributed to the relevant people and that the coaches, managers and players are aware of suspensions that must be served.
* Act as a communication link between the FFSA and the club.

**RELATIONSHIPS:**

* The Club Delegate reports to the President, Secretary, Treasurer and General Committee.
* Liaises with FFSA Registration Team and Competitions Department.
* Will have a close working relationship with team coaches and team managers.

**ACCOUNTABILITY:**

* The Club Delegate is accountable to the Board of the Club

**ESSENTIAL SKILLS:**

* Computer literate in the various Microsoft applications.
* Good communication skills.
* Committed to developing and improving club processes.
* Well organised and able to work under pressure, especially at the beginning of the season.
* Report writing skills.
* Willing to develop and learn new skills and knowledge.
* Strong mediation and negotiation skills

**Estimated Time Commitment Required**

The estimated time commitment required as the Registrar is \_hours per week.

The Registrar is appointed for a period.