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**JOB TITLE:**

**MiniRoos Coordinator**

**OBJECTIVE:**

MiniRoos Coordinator with liaise directly with Football South Australia (Football SA) Junior Football Coordinator on all matters relating to MiniRoos Football. The coordinator will be responsible for distributing information and communicating with other stakeholders within their club regarding MiniRoos Football.

**RESPONSIBILITIES:**

* Is well-informed and understands the requirements of MiniRoos Football and Football South Australia requirements.
* Ensure, in conjunction with the Junior Club Delegate and/or registrar, that all players are registered in accordance with the registration procedures and within the timeframe outlined by the Football SA.
* Ensure that all team coaches and managers are registered online as volunteers through the Play Football / Dribl registration system.
* Ensure, in conjunction with the Junior Club Delegate and/or registrar that all team coaches and managers are provided with a list of registered players that are eligible to participate in MiniRoos.
* Ensure that Game Day Leaders for Under 6 and 7 and Instructing Referees for Under 8 -11 are recruited for game day activities and that they are aware of their roles and responsibilities.
* Ensure that the required equipment is available.
* Respond to all emails that are sent from Football SA in a timely manner.
* Review all MiniRoos fixtures and provide feedback to the Football SA Junior Competition Coordinator. Any requests for changes to fixtures are required to be notified to football SA within the timeframe specified.
* Notify all players, club officials and parents of any changes to fixtures including date, time, and venue.
* Submit reports on behalf of the club relating to MiniRoos Games. These may include but not limited to reports from coaches and/or managers relating to incidences or concerns that have arisen at games.
* Liaise with the Junior Club Delegate and Football SA Junior Football Coordinator in scheduling and managing MiniRoos Gala Days held at their club.
* Communicate with the Junior Club Delegate and Football SA Junior Football Coordinator on a range of club matters relating to MiniRoos ensuring that they compliment other matches/activities conducted by the club.

**RELATIONSHIPS:**

* General Committee.
* Junior Director
* Junior Delegate
* Parents/players

**ACCOUNTABILITY:**

The MiniRoos Coordinator is accountable to the President, Secretary and Treasurer.

**ESSENTIAL SKILLS:**

* Can communicate effectively.
* Sound organizational skills.
* Has an understanding of the Play Football / Dribl Registration System.
* Can work effectively in a team environment.
* Effective mediation and negotiation skills.
* Is proficient in the use of computers.
* Has a good knowledge of the Miniroos requirements.

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required as the MiniRoos Coordinator is hours  
per week.

The MiniRoos Coordinator is appointed for \_\_\_\_\_ year term.