**JOB TITLE:**

**Senior Team Club Delegate (Men and / or Women)**

**Role:**

The Senior Team Club Delegate with liaise directly with Football South Australia (Football SA) Senior Men’s or Senior Women’s Competition Coordinator on all matters relating to the Senior, Reserves and Under 18s Competitions. The delegate is the link between Football SA and the club in relation to the Senior Men’s Competitions.

**Responsible to:**

The delegate is directly responsible to the President/Chairperson and members of the club.

**Responsibilities and Duties:**

The Senior Team Club Delegate shall liaise directly with Football SA Senior Men’s or Women’s Competition Coordinator on all matters relating to the Senior, Reserves and Under 18s Competition. This includes but is not limited to:

* Ensure that all players are registered in accordance with the registration process and timeframe outlined by Football SA.
* Ensure that all Professional Players are provided with a copy of their Professional Player Contract and any other relevant club documentation.
* Provide a list of all registered players to each of the team coaches and/or managers so that they are aware of the players that are eligible to participate in games.
* Ensure that all team coaches and managers are registered online as volunteers through the Play Football / Dribl registration system.
* Ensure that any team officials that are not registered, are not involved with the team on game day.
* Review all competition fixtures and provide feedback to Football SA. Any requests for changes to fixtures are required to be notified to Football SA within the timeframe specified.
* Notify Football SA in a timely manner, of any changes or issues relating to scheduling of games, grounds, players registrations, changes to club officials or any other matters relating to the club.
* Respond to all emails that are sent from Football SA in a timely manner.
* 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 a game.
* Ensure that information relating to notices of suspensions, disciplinary hearings, appeals, and other matters are distributed to the relevant people within the club and ensure that any required information is communicated to the Senior Men’s or Women’s Competition Coordinator.
* Is familiar and knowledgeable of Football Australia Regulations and Football SA Competition Rules and Regulations and Competition Guidelines.
* Attend meetings as required.
* Ensure information distributed by Football SA is disseminated to the relevant people within the club in a timely manner.

**Knowledge and Skills Required:**

Ideally the Senior Team Club Delegate is someone who:

* Can communicate effectively.
* Sound organizational skills.
* Can work effectively in a team environment.
* Maintains confidentiality.
* Is proficient in the use of computers.
* Has a sound knowledge of the Senior Men’s and/or Women’s competition requirements.

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

The estimated time commitment required as the Senior Team Club Delegate is \_\_\_\_\_\_\_\_\_\_\_ hours per week.

The Senior Team Club Delegate is appointed for \_\_\_\_\_ year term.