

Kyneton District Soccer Club – MiniRoos Coordinator



OBJECTIVE:

The MiniRoos coordinator is primarily responsible for providing the coordination of MiniRoos program by providing information and resources to parents of club members from the ages between 5 and 11.

RESPONSIBILITIES / TASKS:

- Act as the Club Officer and Point of Contact for all parents and Game Leaders for MiniRoos players.
- Promote MiniRoos football
- Actively organise, promote & encourage Game Leaders to complete Grassroots Clinics
- Explain the rules to club members and parents
- Promote the benefits of MiniRoos football
- Provide correct training equipment to each Game Leader for their age group
- Ensure that players train and play on correct size pitches
- Ensure that the number of players assigned to each team does not exceed the maximum allowable number for that specific age group.
- Ensure that players are playing in correct age groups
- Ensure that Game Leaders are registered through PlayFootball and assist where necessary
- Regularly seek feedback from Game Leaders and assist where possible or refer to Registrar or Administrator if necessary.

RELATIONSHIPS:

- Game Leaders, managers and parents of MiniRoos players
- Registrar & Assistant Registrar
- Will be in regular contact with Football Victoria Club Ambassador & MiniRoos Development Manager to promote MiniRoos.

ACCOUNTABILITY:

- The MiniRoos Coordinator is accountable to the Registrar, President and General Committee.
- The estimated time commitment required as the MiniRoos Coordinator is 2-3 hours per week during the season. This may be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Enthusiasm and dedication.
- Good leadership skills.
- Effective communicator.
- Clear thinker and positive attitude.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.

DESIRABLE SKILLS:

- Planning skills
- Communication skills
- Problem solving skills
- Negotiation skills
- Mediation skills

Approval Date:		
Review Date:		
Version No:		1.0
President:	Sign:	Name:
Vice-President:	Sign:	Name: