



ROLE RESPONSIBILITIES

MINIROOS AGE COORDINATOR U6-U11 BOYS AND GIRLS

PRE-SEASON

- Liaise with the Director of Coaching regarding trial dates for the various age groups including both academy and non academy teams.
- In consultation with the Director of Coaching, form the teams. Circulate team lists with contact details and identify a Team Coach, (Club Coach or Volunteer), and Team Manager for each team.
- Ensure each Team Coach and Manager are registered in [MyFootball](#), have uploaded a new photo and have provided a valid [Working With Children](#) (WCC) number.
- Distribute team lists to Team Managers.
- Coordinate pre-season and in-season training time slots.
- Conduct pre-season Team Manager briefing.
- Collate all team kit requirements including training and match balls, cones, bibs or other and provide [MFC Kit Manager](#) with a list at least 4 weeks prior to the season commencing.
- Distribute kit to all teams at pre-season Team Manager briefing.
- Be familiar with registration fees including discounts for early and penalties for late registration.
- Be familiar with deadlines for team submission.

IN-SEASON

- Ensure any club or association communications are distributed to all Team Managers in a timely manner.
- Advise Team Managers of any changes to the draw.
- Check that teams have enough players each Thursday prior to the scheduled weekend game.
- Assist teams with organizing borrowed players.
- Ensure contacts for Team Managers and Coaches are correct and that team lists remain updated with players joining or leaving the squad.

IN-SEASON

- Ensure all teams are aware of and are adhering to ground set up and pack away instructions.
- Ensure all teams are wearing the Mosman FC kit including shirt, shorts and socks.
- Collate team results and send to Mosman FC **Competition Secretary**.
- Ensure each team understands and fulfills their responsibility to comply with the **Mosman FC** and **FFA Code of Conduct**.
- Respond to any Team Manager queries promptly.

POST-SEASON

- Coordinate participation in any MWFA or Mosman FC Gala Days or special events.
- Coordinate individual team trophy requirements.
- Schedule and attend an end of season team kit return time and place.
- Promote and encourage team members to attend the Mosman FC End of Season award night.