



# ROLE RESPONSIBILITIES

## YOUTH AGE COORDINATOR U12-U18 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.
- Communicate with Team Managers and players from the season prior advising of the registration opening and pre-season trial dates.
- Respond in a timely fashion to all [New Player Enquiry](#) forms received, liaising with Team Managers to arrange pre-season trials with appropriate level team.
- 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 [PlayFootball.com](#), have uploaded a new photo and have provided a valid [Working With Children](#) (WCC) number.
- Coordinate pre-season and in-season training time slots.
- Coordinate pre-season trial requests prioritising teams who complete the [Mosman FC Trial Request](#) form and [Football NSW Trial Request](#) form, as required. Please note all pre-season trial requests must be submitted for final approval to [Mosman Council Liaison](#) officer prior to confirming with individual teams.
- Conduct pre-season Team Manager briefing.
- Collate all team kit requirements including shirts by size and playing number, 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.
- 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.
- Remind teams of their responsibility to wear the Mosman FC Away strip when playing Beacon Hill or Brookvale teams.

**The Youth Away Kits are available from Maria Jones:**

**EMAIL = [pachi.jones@gmail.com](mailto:pachi.jones@gmail.com)**

**ADDRESS = 5/2 Paling St, Cremorne**

**Please ensure kits are washed and returned promptly after use.**

- Ensure each team understands and fulfills their responsibility to comply with the **Mosman FC** and **FFA Code of Conduct**.
- Ensure a team representative attend any relevant Mosman FC or MWFA judiciary/disciplinary hearings.
- Respond to any Team Manager queries promptly.
- Coordinate participation in any MWFA or Mosman FC Gala Days or special events.

### POST-SEASON

- Coordinate individual team trophy requirements.
- Schedule and attend an end of season team kit return time and place ensuring all teams are aware of their responsibilities to complete the **Team Kit Return - Youth** form.
- Promote and encourage team members to attend the Mosman FC End of Season award night.