



POSITION DESCRIPTION

Position: Age Group Coordinator

Responsibility: An Age Group Coordinator (AGC) reports to the Vice President supports the Coaches of the Age Group by coordinating certain aspects of fielding teams, thereby allowing the Coaches to focus on the development and enjoyment of players. Specifically, an AGC is responsible for:

1. Assisting with the registration of members for the upcoming season. This includes responding to queries from new and existing members, and helping manage player waiting lists.
2. Administering the team selection process in accordance with the Team Selection Policy. This includes assisting to schedule player assessment sessions, convening the Selection Panel for the selection of teams, representing requests from parents of players at the Selection Panel, and reviewing the accuracy of draft team sheets.
3. Assisting the Membership Officer in allocating parents to the Team Manager role as part of the drafting of team sheets.
4. Communicating with players and their parents about the upcoming season. This includes supporting the Coaches to respond to queries about team selection, and helping to resolve player issues (e.g., inability to attend training).
5. Assisting with the ongoing communications and administration of the Age Group throughout the season. This includes helping Team Managers in the Age Group to both understand their role and responsibility, and to resolve any team-specific issues (e.g., helping find fill in players)
6. Attending meetings of the General Committee to discuss matters relating to the AGC's Age Group and the Club more broadly.

It is important to clearly distinguish the role of the AGC versus the role of the Coaches, particularly in the team selection process. The Coaches are responsible for the development and enjoyment of all players, and therefore have principle responsibility for team selection considering player capability and team balance. The AGC is responsible for ensuring the requests of parents are appropriately considered during team selection process, and for assisting the Coaches in responding to parent queries.

Appointment: The AGC role is voluntary, and is performed by a parent of a current junior player who is familiar with the Club and its administration (e.g., has previously served the Club as a coach or a Team Manager). One AGC is appointed for each Age Group, however a parent may be the AGC for more than one Age Group.

An AGC is appointed in the pre-season and hold the role for duration of the season. Candidates for AGC are nominated prior to commencement of pre-season registration, and all appointments must be approved by the Executive Committee. The Club's Vice President is responsible for managing the nomination and appointment of AGCs, as well as ongoing supervision and support of AGCs during the season.

Effort: The AGC role requires most effort around the time of registering players and selecting teams for the upcoming season. For the Winter season, this is March and April. For the Summer season, this is August and September. During this time, the AGC may commit 5 to 20 hours, depending on the size of the Age Group. At other times, ongoing responsibilities require around 1-2 hours/week.