



2024 CO-ORDINATOR JOB DESCRIPTION PRIVATE AND CONFIDENTIAL

Position Title: Co-Ordinator 2024
Responsible To: Coaching Committee and or LRLC Committee

Primary Objective

The Co-Ordinator/s is/are responsible for the co-ordination of the teams from Under6's – Under 12's **or** Under 13's – Under 18's.

Key Responsibilities:

- To Communicate messages and information to either all Under6's – Under 12's **or** Under 13's – Under 18's team managers and coaches when provided by the Club or Coaching Committee.
- Request regular registration lists from the Club Registrar and send to the relevant team managers/coaches (with comment on privacy).
- Provide relevant documents/paperwork to each junior team manager i.e., dispensation forms/parent consent forms/mouth guard forms/ ochre card forms etc.
- Be a ground level contact point for parents and players regarding information and concerns – directing them in the first instance to their relevant team managers/coaches. Any non-team issues can be directed to the committee if unable to rectify immediately.
- Ensure all coaching, managing and support staff obtain, maintain the correct qualifications by the registration (cut-off date usually around 30th June). Record this in the clubs google drive and provide copy to Club Secretary.
- Ensure Club equipment is handed out to respective team managers and coaches and keep a sign in/out register to provide to the club committee.
- Encourage Team and Parent participation with-in the club at designated events but not limited to training days, Home Games from Ground Set UP, Canteen, BBQ, Clean up etc.
- Ensure team managers are trained in the use of the online team management app.
- Attend various committee and coaches' meetings as requested.
- Carry out all duties in accordance with the appropriate WHS and the LRLC Codes of Conduct, NRL Code of Conduct.

Name: _____

Signature: _____

Date: _____

Office Use Only

All forms attached. Y / N
Successful Unsuccessful

Interview Offered? Y / N Date/Time:
Date of Notification.....