

## Chisholm United FC

### Patricia Arapis – Job Description (Club Coordinator)

#### Duties: Roles & Responsibilities

##### Administration

1	Attend MFC (My Football Club) conference / Assist Club Administrator
2	Set up packages online via MFC / Assist Club Administrator
3	Collect all Final Team lists from U12/13/14/15/16/18 Team Managers
4	Correspond with each team on a weekly basis during online registration – Progress Report
5	Confirm via email on players list and online system who is registered or not this process must be completed before kick-off – Preparation Phase (Getting things ready for season)
6	Check online ID Cards are completed prior to start season U12/13/14/15/16/184 (Consultation with Team Managers)
7	Email teams completed Team list /ID Cards with Team Managers
8	Enter Teams via online to FFV / Assist Club Administrator
9	Complete Home/Away wish list via Team entry / Assist Club Administrator
10	All correspondence done with FFV / Assist Club Administrator
11	Web Update Sports for coming season / Assist Club Administrator
12	Ensure all Coaches, Team Managers, Volunteers are registered via FFV
13	Check final fixture release for clashes / Assist Club Administrator
14	After R4 submit any re- grading request via FFV and recheck fixtures after grading for clashes
15	Prepare online ground booking via City of Monash for whole season / Assist Club Administrator
16	Prepare summer / winter tenancy paper work for City of Monash / Assist Club Administrator
17	Advise teams of positions in leagues via FFV announcement
18	Submit documents for ITC if required to FFV / Assist Technical Director
19	Weekly report to advise games on which grounds to TD / Assist Club Administrator

##### Finance

42	Attending to checking 1 <sup>st</sup> round acceptance.
43	Ensuring everyone is registered and 2nd instalment paid.

##### Ground & Pavilion

44	Match Day Ground setup/ Pickup – Across all venues (Build a support team to help)
45	Cleaners / Assist Club Administrator (Build a support team to help)
	Key Management – Across All sites / Assist Club Administrator

##### Risk Management, Insurance & First Aid

46	Organising Training for Team First Aiders / Assist Risk Management / Insurance & First Aid
47	Making sure everyone working with kids have a wwc certificate / Assist Risk Management / Insurance & First Aid
48	First Aid Supplies / Assist Risk Management / Insurance & First Aid

## Football Operations

20	Organising lists for trials re: prospective new kids.
21	Attending trials and administering registration desk together with all queries.
22	Attending to all e-mails re: acceptance and refusal
23	Attending to lists in anticipation of new season.
24	Ensuring every team has a team manager & first aider.
25	Making sure coach has all equipment to train
26	Registering some kids
27	Arranging meet & great with coach & parents and going through policies & procedures of club & attending to Medical Forms of children.
28	Sizing kids for outfits and forwarding same to Football Galaxy. Also chasing orders with Football Galaxy.
29	Packing and distributing uniforms. (Build a support team to help)
30	Ensuring the teams know their fixture for the year
31	Attending to all queries & disputes / complaints.
32	Forwarding all e-mails & notices necessary.
33	Trials (Admin) – Preparation/ Documents
34	Contact Lists,
35	Uniform size up (Build a support team to help)
36	Uniform ordering
37	Uniform distribution to teams/players (Build a support team to help)
38	Deal with Issues/Disputes as they arise
39	Attend meetings (for disputes/issues) when required
40	Overview/Review of Club Policies
41	Assist the Technical Director when required