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**AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## Age Coordinator

<b>21.1 Subject</b>	Club statement on the responsibilities and duties of the position of Age Coordinator.
<b>21.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>21.3 Principle</b>	At the Brindabella Blues Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>21.4 Duties</b>	<p>The Age Coordinator's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) endeavouring to increase the profile of junior football with BBFC.</li> <li>b) assisting the BBFC Management Committee to develop and adopt policies to aid junior football.</li> <li>c) assisting in the placement of registered players into appropriate teams.</li> <li>d) facilitating the location and appointment of coaches for the upcoming season.</li> <li>e) ensuring that all teams have an allocated coach that is appropriate to the position.</li> <li>f) liaising with the club Equipment Officer to ensure all junior teams are adequately kitted out and the coach has signed for the equipment allocated to his/her team.</li> <li>g) ensuring the distribution of information packages to coaches/managers.</li> <li>h) acting as a liaison between the junior coaches and the BBFC Management Committee.</li> <li>i) assisting with any disciplinary matters arising from junior teams in association with the BBFC Management Committee.</li> <li>j) continually liaising with team coaches/managers to ensure smooth and proper running of the teams for the season.</li> <li>k) attending monthly meetings of BBFC or as so directed by the Management Committee, to report on events and happenings concerned with junior football.</li> </ul>

<b>21.4 Duties con't</b>	<ul style="list-style-type: none"> <li>l) assisting in ensuring the accuracy of all team lists in the preceding period up to and including the club's annual Presentation Day.</li> <li>m) acting as the first contact point for any fundraising activities directly related to that specific age group.</li> <li>n) dealing with any issues or complaints from that specific age group during match times before escalating to the Management Committee.</li> <li>o) ensuring that all coaches are aware of their responsibilities for ground set up on match days.</li> </ul>
<b>21.5 Objective</b>	<p>Each age division shall have an Age Coordinator individually appointed to each one and that Age Coordinator shall be responsible for that specific age division.</p> <p>Under 10 to Under 18 Age Coordinators will be appointed where possible. Where no Age Coordinator is appointed for a specific age group, the Junior Coordinator will be responsible.</p>
<b>21.6 Reference Codes</b>	Nil.