



Tooradin-Dalmore Football Club Inc

Junior Division

Po Box 280

Tooradin 3980

President: Gina Downey 0419 566 623

Email: juniorpresident@tooradinfc.com

Secretary: Kristine Simpson

Email: juniorsecretary@tooradinfc.com

Coaching Coordinator/Football Operations

Objective

- To co-ordinate all off field football activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

Pre Season

- Coordinate formulation of the Football Operational Plan for Committee consideration - may include:
 - Assistance with the development of all coaches
 - Development of training drills and skills
 - Organising education nights etc. for coaches and team ages groups as required
 - Selection of new equipment for training
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Negotiate all clearances and player registrations in accordance with the league rules

During season

- Coordinate delivery of the Football Operational Plan
- Liaise between coaches, Club Executive and General Committee.
- Ensure all equipment is available as required by Coaches and that it is in good working order – includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment including goal post covers.
- Coordinate submission of running sheets and match reports after both home and away games.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.

Relationships

- Reports to the President and Executive.
- Supports coaches, committee, football support staff including team managers, trainers, runners, boundary umpires and time keepers
- Liaises with official Club suppliers & other key stakeholders

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www.tooradinfc.com



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Accountability

- The Football Manager is accountable to the President and Executive
- Attend and report on portfolio operations at the monthly Committee meeting.

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