



Ingleburn Eagles Soccer Club Inc Position Description – Coach

JOB TITLE:

Club Coaching Coordinator

OBJECTIVE:

The primary purpose of the position is to provide relevant and valued coach support in the club environment, and to monitor and mentor coaches to conduct appropriate quality football activities that will enhance the players' and coaches' experience.

RESPONSIBILITIES:

- Develop a positive club coaching culture.
- Promote inclusive practice within the coaching at the club.
- Monitor and mentor club coaches and provide support based on their needs/ wants.
- Ensure the coaches have access to appropriate resources including websites.
- Ensure coaches are aware of any development opportunities including observing senior coaches and up to date information related to coach education.
- Present parents with relevant information at the start of the season and update at regular intervals.
- Ensure coach registration is completed for each club coach
- Liaise with Federation staff/personnel and other CCCs.
- Attend meetings/workshops in relation to the role of the CCC.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Work with Schools Liaison Officer to provide clinics for local school children.
- Work with Small Sided Football Coordinator to provide information sessions for parents.
- Work with Senior / Junior Teams Coordinators to coordinate grading sessions as required.

ACCOUNTABILITY:

- It is the responsibility to ensure each team has a coach in place who is qualified and suitable to coach that level team.
- Should report to the General Committee to ensure all members are aware of any upcoming coaching courses available etc.



ESSENTIAL SKILLS:

- Desirable: Minimum 12-24 months coaching experience at Junior level
- Well known and respected within the club
- Attendance at Club Coordinator workshop
- Basic understanding of the Football National Curriculum
- Sound organisational skills
- Good communication skills – both verbal and written
- Well-developed interpersonal skills, including empathy and caring qualities
- An ability to think on their feet, be proactive.

The estimated time commitment required as the Coaching Coordinator is up to 4-6 hours per week.



NATIONAL CLUB DEVELOPMENT PROGRAM

Ingleburn Eagles Soccer Club Position Description –MiniRoos Football Coordinator

JOB TITLE:

MiniRoos Football Coordinator

OBJECTIVE:

The organisation and management of MiniRoos on match day.

RESPONSIBILITIES:

- Assist formulating teams after registrations are finalised
- Assist with organising coaches for MiniRoos teams
- Encourage MiniRoos Football Coaches to complete a Grassroots Coaching Course
- Ensuring fields are safe and fit to play on
- Ensuring all equipment is accessible to people setting up fields
- Ensuring that all game leaders are identifiable, have a whistle and are aware of the field they will be on
- Organising MiniRoos Games teams and ensuring coaches and managers are aware of which field their teams are playing on
- Timing the matches and making sure all matches start and finish at the same time
- Arrange the packing up of all equipment after the matches are completed

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaise with MiniRoos coaches, players & parents to provide information.
- Work with Club Coach Coordinator to accredit Grassroots coaches.
- Work with governing bodies MiniRoos Development Officer.

ACCOUNTABILITY:

- It is the responsibility to ensure smooth running of MiniRoos matches.
- Should report to the General Committee to ensure all members are informed of MiniRoos progress etc.

The estimated time commitment required as the MiniRoos Coordinator is up to 3-5 hours per week around peak periods of in season. Away from these times, it would decrease.

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and junior football.



NATIONAL CLUB DEVELOPMENT PROGRAM

- Understanding of the rules and regulations of the MiniRoos formats.



Ingleburn Eagles Soccer Club Inc
Position Description – Team Manager

JOB TITLE:

Team Manager

OBJECTIVE:

To ensure the successful management of the team and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely. Provide support to the coach and any support staff.

RESPONSIBILITIES:

- Liaise with all team members, parents, coaches and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the secretary.
- Liaise with the players, coaches and the General Committee, acting as a liaison officer between the club and the team.
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Secretary or General Committee.
- Coordinate return of equipment to appropriate storage area after training and matches.
- Coordinate submission of team sheets and match reports to secretary after both home and away matches.
- Ensure all players pay their membership fees and other required payments on time.
- Determine weekly awards with appropriate coaches and support staff.

RELATIONSHIPS:

- Reports to the President and Secretary.
- Supports the coach, committee and other support staff.
- Liaise with players, parents and club supporters.

ACCOUNTABILITY:

The Team Manager will report to the President, Secretary and General Committee of the club, as well as the coach of the team they manage.

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and team.
- Understanding of the rules and regulations of the competition.

The estimated time commitment required as the Team Manager is up to 5 hours per week.