



WPL and NET Coordinator— Adamstown Rosebud Junior Football Club Job Description

The WPL and NET Coordinator is effectively the Administrator in charge of both these offshoots of Adamstown Rosebud JFC. The role was created 3 Years ago to take some pressure off the Club Secretary, and in recognition that these are Elite Competitions, requiring their own management expertise and knowledge of the competitions operations.

The WPL and NET Coordinator needs to have extensive Football knowledge and the ability to make hard decisions.

Responsibility of the Club WPL and NET Coordinator:

To advise the Club President on the management and administrative operation of the WPL and NET Teams and to provide leadership and support to all its members.

This consists of both 11 and 12 NET Teams as well as the 4 WPL Teams competing in the Herald Womens Premier League Competition Age Groups (14,17, Reserves and First Grade)

The WPL and NET Coordinator also needs to work closely with the other 3 Club Executive Members and support each of them.

The WPL and NET Coordinator achieves this through effective communication and responsible overview. Also in effective delegation of Match Day Duties to other members of the Committee and Volunteers. The WPL and NET Coordinator holds the Liquor Licence for WPL Home Games.

He/She needs to be “Hands On” and actively involved at all levels.

The WPL and NET Coordinator should have an understanding of human relationships and attitudes together with extensive experience in Football associated activities.

The image of a Club can be represented through the WPL and NET Coordinator and whenever representing the Club, the WPL and NET Coordinator should aim for the highest levels of efficiency, together with sound ethical and moral standards.

WPL and NET Coordinator Duties:

1. Be honest, trustworthy, fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of other involved in the Club.
2. Be unbiased and impartial, give clear direction and set an example for others to follow. Look outside the square for the solution that benefits the future of the Club and Players.
3. Be an effective and efficient Administrator, encourage focused discussion and have a sound knowledge of those participating and what they expect to receive from being a part of WPL or NET Teams. There is appropriate focus on improving players not just winning games.
4. Ensure that WPL and NET Yearly Trials are run in a professional and fair manner that is not detrimental to new players seeking to enter our Club WPL or NET Teams.
5. Keep informed of all Club activities and be aware of future planning initiatives.
Liaise closely with the other Executive Positions (as required) to formulate a Yearly Plan for WPL and NET Teams, including appointment of suitably qualified Coaching staff.
6. Report to Committee Meetings about WPL and NET Teams progress/requirements and also attend external WPL and NET Meetings as the Club Representative.
7. Have a good and clear understanding of ARJFC rules, the Constitution (Model Rules) and the responsibilities of the various office bearers.
8. Ensure the Club rules, constitution and by-laws are respected and observed by everyone, regardless of whether they are WPL or NET.

Interpret the different rules for each competition and ensure that our Teams are adhering to those rules.

9. Know how to run a meeting and be confident that this role can be carried out effectively if the need should arise.

It is necessary to meet with Coaches, Managers and sometimes Parents/Players (as required).

10. Actively educate players, officials, club members and parents involved in the Club, to abide by and support the Adamstown Rosebud Junior Football Club Rules, Regulations and Codes of Conduct, as well as the Rules of Newcastle Football and Northern NSW Football.

This includes Child Protection Legislation, WWCC numbers and RSA.

11. Ensure all players and officials are suitably attired, attend and leave games or training dressed in a professional manner, in the approved Club Team Wear.

12. Assist the Treasurer by ensuring all WPL/NET Players and Sponsors fees and/or sponsorships are paid within an acceptable time frame and that Players and Officials are registered on the FFA registration system playfootball.com.au prior to the first game of the season.

13. Monitor the level of training equipment required by the Elite teams and ensure that there is sufficient equipment for Coaches to run effective training sessions.

Current Club requirement, across the Club, is for every player to have a Club provided ball available for training, as well as sufficient poles, goals, cones and training bibs.

14. Be prepared to make difficult decisions on behalf of the Club (if necessary) in consultation with the Club President or Vice President. Insist on all members and parents respecting and abiding by ARJFC's (as well as all governing bodies) discipline provisions.

15. Consult with the Executive Members (when necessary) between Committee Meetings, to enable the ongoing day to day operations of the WPL and NET Teams. The WPL and NET Coordinator has permission to make decisions related to the running of the programs.

16. Appoint the WPL and NET Coaches/Managers each year after consultation with the Club President and Vice President.

17. Appoint an appropriate Team Wear Supplier, after consultation with the Executive Committee, and then report the decision to the Club Committee.
18. Organise Ground Allocations for WPL/NET Pre-season training, Match Day and Trial games.
19. Organise suitable Pre-season Trial Games for both WPL and NET Teams, in consultation with the WPL First Grade Coach, NET Coaches and Club President.
20. Conduct Weekly Coaches Meetings for the WPL Coaches and NET, if they wish to attend. Encourage feed back and productive discussion.
21. Ensure WPL and NET Coaches are suitably qualified for the level they are coaching and have provided their WWCC numbers to the Club, as well as evidence of their qualifications.
22. Ensure the smooth running of Home Match Days (at WPL fixtures) and be the trouble shooter at both Home and Away WPL fixtures.
23. Club Contact for NSW Football, Newcastle Football and Newcastle City Council for matters related to WPL and NET Teams.