

**Role Description – Mini-roo Coordinator**

The Mini-roo Coordinator is primarily responsible for providing the coordination of the Mini-roo teams by providing information, resources to individual team leaders from the ages between 5 and 11.

**Desirable Attributes:**

- Planning skills
- Problem solving skills
- Negotiation skills
- Mediation skills
- Enthusiasm and dedication
- Good leadership skills
- Good listening ability
- Effective communicator
- Clear thinker and positive attitude
- Ability to control and supervise others
- Organise and delegate tasks
- Well organised
- Dedicated club person

**Is Responsible To:** The Club President, Junior Registrar and Committee Members.

The estimated time commitment required as the Mini-roo Coordinator is 2-3 hours per week during the season. This may be increased at the beginning of the season.

**Specific duties include but are not limited to (examples):**

- Act as the club officer and point of contact for all parents and team officials for Mini-roo players.
- Promote small sided football.
- Actively organise, promote and encourage team officials to complete grassroots clinics.
- Explain the rules to team officials and parents.
- Promote the benefits of small sided football.
- Provide correct training equipment to each team official for their age group.
- Ensure that teams train and play on correct pitch sizes.
- Ensure that the number of players assigned to each team does not exceed the maximum allowable number for the specific age groups.
- Ensure players are playing in their correct age group, unless the age group does not exist at the club and is only one level above the players' age group.
- Ensure that teams have sufficient players for upcoming games and if short, source players from other teams within the same age group.
- Ensure that team officials are registered through MyFootballClub and assist where necessary.



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- Ensure that team officials are holders of blue cards and that these are carried at all times when involved in official duties for the club.
- Ensure that team officials have received their team official lanyards for identification purposes. (If these are not available through Football Bundaberg, the club will ensure that these are provided to team officials)
- Attend games regularly to assist team officials with any help needed and to ensure that the development of the Mini-roo players is a continual improvement.
- Regularly seek feedback from team officials and the committee, as well as club director of coaching, and assist where possible or refer to the registrar or administrator if necessary.