



## Role Description – Teams Coordinator – Boys, Girls, Mini Ball

The Teams Coordinator reports regularly to the Committee.

The Teams Coordinator is elected by club members at the Annual General Meeting (AGM) and is appointed for 1 calendar year from the date of the AGM to the next AGM.

The estimated time commitment required is approximately 4 hours per week. This time commitment will vary during key times of the year.

This is a volunteer position.

### **Desirable Attributes:**

The Teams Coordinator should:

- be organised and professional
- be able to delegate and support a working group
- be personable and can present the club and the virtues of being a player
- be creative in looking at new ways to service and satisfy the clubs needs.

### **Specific duties include but are not limited to:**

The Teams Coordinator should:

- Manage the allocation of players into teams
- Manages communications to Team Managers and Coaches
- Liaise with Coaching Coordinators to build, recruit and structure players and teams seasonally
- Liaise with Coaching Coordinator to manage training rosters
- Report to KMDBA delegate regarding team lodgement and changes