



**NATIONAL CLUB  
ACCREDITATION SCHEME**

**Rebels Football Club  
Position Description – MiniRoos Coordinator**

**JOB TITLE:**

MiniRoos Coordinator

**OBJECTIVE:**

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

**RESPONSIBILITIES / TASKS:**

- Act as the Club Officer and Point of Contact for all parents and team leaders for MiniRoos players.
- Promote MiniRoos football
- Actively organise, promote & encourage Team Leaders to complete Grassroots Clinics
- Explain the rules to team leaders and parents
- Promote the benefits of MiniRoos football
- Provide correct training equipment to each team leader for their age group
- Ensure that teams train and play on correct size pitches
- Ensure that the number of players assigned to each team does not exceed the maximum allowable number for that specific age group.
- Ensure that players are playing in correct age groups
- 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 leaders are registered through MyFootballClub and assist where necessary
- Ensure that team leaders are holders of blue cards and that they carry them at all times.
- Ensure that team leaders have received their Team Leaders Lanyards for identification purposes.
- Attend games regularly to assist Team Leaders explain MINIROOS rules to opposing Clubs if required.
- Regularly seek feedback from Team Leaders and assist where possible or refer to Registrar or Administrator if necessary.





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### RELATIONSHIPS:

- Team Leaders, managers and parents of MiniRoos players
- Registrar & Assistant Registrar
- Will be in regular contact with Townsville Football and Development Officers to promote MiniRoos.

### ACCOUNTABILITY:

- The MiniRoos Coordinator is accountable to the Registrar, President and General Committee.

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

### ESSENTIAL 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.

### DESIRABLE SKILLS:

- Planning skills
- Communication skills
- Problem solving skills
- Negotiation skills
- Mediation skills



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