

Westside Grovely FC

Junior Sub-committee Roles

Junior Registrar

- Perform 1-2 hours training with FQ Squadi platform
- Liaise with Senior Registrar on registration requirements
- Approve or decline registrations in Squadi
- Liaise with Junior Coordinator on registration issues
- Coordinate Blue Cards for parents/players involved with junior team coaching/managing
- Coordinate Fair Play Vouchers (obtain electronic version from parents and input into the government website for reimbursement to the Club)
- Coordinate junior registrations with uniform orders (done via Google form/sheets) to ensure all registered players have ordered a uniform. Liaise with Equipment Coordinator.

The estimated time commitment required is approx. **10-15 hours during the pre-season**. There should be minimal time commitment during the Season once registrations have closed (within 2-3 weeks of Season start).

Referee Coordinator

- Create list of junior refs (preferably Westside players). Refs must be 2 years older than age group they are refereeing (ie. 9+ to ref U6/7s, 10+ to ref U8s, 11+ to ref U9s, 13+ to ref U10/U11s, 14+ to ref U12s >)
- Organise schedule of refs for each home game
- Provide junior refs with Miniroos playing formats and rules and Metro Junior formats & rules
- Assist to perform or organise a referee coach to perform sessions with junior refs prior to season start on rules, etc. Provide referee training during the season if required.
- Organise payment with Treasurer for junior refs (two payments during the season/potentially more regularly for the U13+ games)

The estimated time commitment required is **1-2 hours per week** during the Season.

Equipment Coordinator

- Obtain player/team lists from Junior Coordinator
- Order playing kits for junior teams through Veto (or contracted supplier)
- Organise kits for junior coaches & managers through Veto (or contracted supplier)
- Sort uniforms (jersey, shorts, socks) into teams and provide to team managers
- Sort team kit bags (balls, cones, bibs, first aid kit)
- Provide Junior Coordinator with list of items required
- Assist Junior Coordinator with budget for Junior equipment

The estimated time commitment required is approx. **10 hours during the pre-season** to sort equipment and uniforms and approx **5 hours during** the 18 week Season.

Field Manager

- Measure and mark out U6/U7 fields (30m x 20m field)
- Open boom gate, place witches' hats for parking extents and place field layout sign
- Open Clubhouse toilets
- Place field 2A & 2B referee assistant poles (10m from keepers box – 4 x poles on each field).
- Organise coaches/managers to put out goals, corner flags and shade gazebos.
- Ensure coaches/managers pack up fields after last games.

The estimated time commitment required is **1-1.5 hours per week** during the 18 week Season.

Merchandise Coordinator

- Coordinate with Veto (or contracted clothing supplier) on options for Club merchandise
- Provide Newsletter Coordinator with items to be advertised for purchase
- Create online Order Forms (ie. Google Forms/Sheets) for merchandise orders
- Download orders & send to Veto (or contracted clothing supplier)
- Organise bank transfer or canteen EFT payment & hand out merchandise only after payment

The estimated time commitment required is **5-10 hours** during the 18 week Season.

Canteen Coordinator

- Coordinate with Junior Coordinator on Junior teams & Season draw
- Create a weekly roster for Junior teams to assist with canteen duties (ie. Sales, coffee machine, cooking) based on a team doing a 1hr shift prior to their allocated kick-off time.
- Miniroos games (U6-U12) run for 18-weeks from late April to early September 8:30am to mid afternoon.
- Juniors games U13s and up run for 22-weeks from early March to early September.

The estimated time commitment required is **5-10 hours** for the 18 week Season.

Events Coordinator

- Organise Team Photos for the Season which includes liaising with Photography supplier (currently Sports in Focus) on date/times for team photos, coordinating with team coaches/managers. Junior Coordinator will provide all team lists.
- Coordinate with Junior Coordinator and Social Media Coordinator on Club events during the Season (ie. Major raffle, social events)
- Assist Junior Coordinator with planning for End of Season Presentation Day
- Organise Team trophies which includes liaising with Trophy supplier. Trophies include individual trophy for all players, Achievement trophies (2 per team and some extras), 5 year service medal and 10 year service medal. Junior Coordinator will provide all team lists.
- Assist with planning/rostering for Bunnings BBQs (usually 3-4 per year) and potential other fundraisers (ie. Rebel Sports BBQs) etc.
- Assist with organising teams or parents to run the Arana Leagues Club raffles (usually 3-4).

The estimated time commitment required is **10-15 hours** during the 18 week Season.