

BUNDABERG TOUCH ASSOCIATION Inc.

Greg Duncan Fields
University Drive
P.O. Box 1285
Bundaberg, QLD 4670



BUNDABERG TOUCH – REPRESENTATIVE COORDINATOR APPLICATION

NAME:	
ADDRESS:	
PHONE: Work	
PHONE: Mobile	
E-MAIL:	
WORKING WITH CHILDREN	Blue Card No. Expiry Date:

I would like to nominate for:

- Senior Representative Coordinator Role
- Junior Representative Coordinator Role

PLEASE ATTACH A COPY OF YOUR EXPERIENCE IN MANAGING REPRESENTATIVE TEAMS

Applications close: Friday 24 February 2023

Email: bundytouch@gmail.com

All Enquiries: David Field - bundytouch@gmail.com or 0418199676

Representative Coordinator Positions will be appointed by the Bundaberg Touch Management Committee.





BUNDABERG TOUCH ASSOCIATION

SENIOR REPRESENTATIVE COORDINATOR ROLE DESCRIPTION

The Senior Representative Coordinator is responsible for the managing and administering the association Senior Representative Teams.

Knowledge and Skills required

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules/regulations of the competition
- Driver's license
- Current First Aid certificate
- Working with children blue card
- Previous experience in coordinating teams is preferred

Key Responsibilities

- Maintain an up-to-date knowledge of the Central Queensland, Queensland Touch Football and Touch Football Australia events, locations and dates.
- Present (in consultation with the appointed team Manager) to the BTA Management recommendation on the cost per player, (established via a shared cost method) and outlining the cost to the Association for the officials of the team.
- Declare open team and official nominations, and provide a timetable for the selection of each team (approved by BTA Management)
- Provide the list of players recommended for selection to the BTA Management.
- Collection of completed documentation - signed obligation forms including codes of behaviour – parent/guardian agreement – medical forms etc.
- Responsible for the booking and confirmation of all, transport, accommodation associated with the team/s (if required);
- Ensure that the Association has met all the requirements under the event conditions of entry e.g. online registrations, referees, levies.
- Submit progress reports regularly to the BTA Management;

BUNDABERG TOUCH ASSOCIATION



SENIOR REPRESENTATIVE COORDINATOR ROLE DESCRIPTION

- All issues relating to the BTA Senior Representative Teams uniforms (playing, training etc) including try-on, orders and distribution.
- Liaise with all team members, coaches and officials to ensure the needs of athletes are met and team members, coaches and officials are appropriately dressed, disciplined and informed of schedules, especially for training, competition and official functions.
- Ensuring all welfare and safety requirements for the team.
- Ensuring athletes under 18 years of age be supervised at all times.
- Liaise with an appropriate person regarding any athlete's inappropriate behaviour, misconduct, injuries or illness.
- Responsible (in conjunction with the treasurer) for all financial details, including collecting receipts and providing a financial statement of monies expended
- Responsible for meal arrangements in liaison with the coach or other officials (if required).



BUNDABERG TOUCH ASSOCIATION

JUNIOR REPRESENTATIVE TEAMS COORDINATOR

ROLE DESCRIPTION

The Junior Representative Teams Coordinator is responsible for the managing and administering the association Junior Representative Teams programs.

Knowledge and Skills required

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules/regulations of the competition
- Driver's license
- Current First Aid certificate
- Working with children blue card
- Previous experience in coordinating teams is preferred

Key Responsibilities

- Maintain an up-to-date knowledge of the Central Queensland, Queensland Touch Football and Touch Football Australia events, locations and dates.
- Present (in consultation with the appointed team Manager) to the BTA Management recommendation on the cost per player, (established via a shared cost method) and outlining the cost to the Association for the officials of the team.
- Declare open team and official nominations, and provide a timetable for the selection of each team (approved by BTA Management)
- Provide the list of players recommended for selection to the BTA Management.
- Collection of completed documentation - signed obligation forms including codes of behaviour – parent/guardian agreement – medical forms etc.
- Responsible for the booking and confirmation of all, transport, accommodation associated with the team/s;
- Ensure that the Association has met all the requirements under the event conditions of entry e.g. online registrations, referees, levies.
- Submit progress reports regularly to the BTA Management;



BUNDABERG TOUCH ASSOCIATION

JUNIOR REPRESENTATIVE TEAMS COORDINATOR

ROLE DESCRIPTION

- All issues relating to the BTA Junior Representative Teams uniforms (playing, training etc) including try-on, orders and distribution.
- Liaise with all team members, coaches and officials to ensure the needs of athletes are met and team members, coaches and officials are appropriately dressed, disciplined and informed of schedules, especially for training, competition and official functions.
- Ensuring all welfare and safety requirements for the team.
- Ensuring athletes under 18 years of age be supervised at all times.
- Liaise with an appropriate person regarding any athlete's inappropriate behaviour, misconduct, injuries or illness.
- Responsible (in conjunction with the treasurer) for all financial details, including collecting receipts and providing a financial statement of monies expended
- Responsible for Team transport and hire vehicles (if required).
- Responsible for meal arrangements in liaison with the coach or other officials (if required).