



BUNDABERG TOUCH ASSOCIATION

REPRESENTATIVE COORDINATOR ROLE DESCRIPTION

The Representative Coordinator is responsible for the managing and administering the association Representative Team 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
- On closing of nominations, a list of officials seeking positions with each team to be presented at the next BTA Management meeting
- Provide the list of players recommended for selection to the BTA Management.
- Collection of completed – player profiles – signed obligation forms including codes of behaviour – parent/guardian agreement – medical forms
- Responsible for the booking and confirmation of all, transport, accommodation associated with the team/s;
- Prepare and submit all relevant event documentation to the appropriate hosts within the required time prior to closing date;
- Submit progress reports regularly to the BTA Management;



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- All issues relating to the BTA Representative Teams uniforms (playing, training, walkout) including try-on, orders and distribution
- Liaising 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
- Athletes under 18 years of age must be supervised at all times
- Liaising with an appropriate person regarding any athlete's inappropriate behaviour, misconduct, injuries or illness
- Being responsible (in conjunction with the treasurer) for all financial details, including collecting receipts and providing a financial statement of monies expended
- Being responsible for team transport and hire vehicles if required
- Organising meal arrangements in liaison with the coach or other officials