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| POSITION TITLE: | Kids Summer Soccer Coordinator |
| SCOPE: | Set up and running of Kids Summer Soccer – Tuesdays, Term 4 |
| IS THIS POSITION ASSISTED: | Preferable |
| REPORTS TO: | EXECUTIVE COMMITTEE |

GENERAL ROLE DESCRIPTION AND RESPONSIBILITIES

- Check Exec have confirmed GPSC Summer Soccer Allocation.
- Mid August
 - Review estimated numbers and order KSS International Kits via “The Footyman” and maintain liaison with progress and any changes. The Footyman will confirm available team names via jersey/kit availability.
- Late August
 - Confirm competition dates for Term 4. Notify Grays Point Public School of Competition dates.
- Late August
 - Liaise with SSFA Shared Services to set up “Playfootball” for registration process.
- Early September
 - Advertise competition via socials and email through SSFA Shared Services.
 - Tend to email enquiries, monitor and collate team requests.
- Mid September
 - Seek KSS referees (normally about 14).
- Late September
 - Estimate each age groups team numbers and number of teams.
- 1st week October
 - draft teams, set draw and confirm KSS Referees.
- 2nd week October
 - communicate teams and referees draw to players and refs.
 - Field team enquiries from concerned parents.
- 1st Game Day
 - Distribute uniforms (with committee/parent assistance)
 - Arrange field set up for game days, facilitate changeover of field between age groups.
- Weekly
 - Maintain Draw, allocate referees, maintain competition tables, maintain referees fee tally.
- Early November
 - Confirm Medallions, get names and numbers to Peter Slater
 - Arrange Presentation for last day (President or Vice President to be present)
- End of season
 - Submit referees payment fees to treasurer.
- Always Seek permission for financial expenditures via executive.
- Report to monthly committee meetings.

POSITION EXPERIENCE REQUIREMENTS

- Organisational Skills
- Communication Skills
- Basic Understanding of Rules
- Customer Service Skills

QUALIFICATION REQUIREMENTS

- Working With Children Check.
- Remain Familiar with SSFA Rule Book & By Laws.
- Remain Familiar with SCC & SSFA Wet Weather, Heat & Smoke Procedures.

REVIEW

NAME: Melissa Taylor

DATE: 14/07/2025

ROLE: Club Secretary