



Position Description - KEBC Team Coordinator

The newly created Team Coordinator role will be an important conduit between the HBA, the KEBC Committee and club members (including players, parents and Team Managers). The role would be ideal for someone who enjoys working with people and being part of a community and is responsive with a strong focus on administration.

This is a paid, part-time (sub-contractor) position attracting an annual salary of \$5,000 per annum and requires a couple of hours a week on average. Key duties for this role are outlined below:

1. Foster a positive club spirit, and sense of belonging among members.
2. Be the go to person for parents needing club information and looking for assistance for their child.
3. Take enquiries for new players wanting to join a team or parents wanting to form a new team.
4. Support Team Managers with questions relating to the club or association and escalate where required.
5. Take ownership in submitting teams to the HBA in conjunction with the committee.
6. Work with the committee and the club's HBA Representative to ensuring grading is carried out correctly.
7. Maintain accurate records of Club teams including Team Managers, players and coaches (through Coach Coordinator)
8. Approve seasonal uniform order in club portal ensuring no number conflicts.
9. Retain spare club uniforms for temporary assignment to new players.
10. Stay in contact – and be available – to all Club members throughout the season to ensure they are supported by the Club.
11. Have a sound understanding of the Club's rules and regulations.
12. Advise and update Club members (Team Managers, Players, Parents and Coaches) of changes within the Club or Association including rules, fixtures, eligibility, etc in conjunction with the Coach Coordinator
13. Educate and distribute the relevant Club Code(s) of Conduct to members (every season) and provide content relevant to the club.
14. Attend Committee meetings and submit reports when required.

Last Update: January 2020