



Canning City Soccer Club

Life Members
Hans Meyer
Jeff Rowlands
Sally Allomes
Malcolm Watson

Position Description – Age Group Coordinator

The Role	Coordinates registrations between the age group and registrar Provides administrative assistance between teams managers and coaches Communicates emails between the Club, Coaches, Team Managers and Families.
Communication	All emails are sent and received using the Club's Gmail account; Username ccscunderX@gmail.com ie ccscunder10@gmail.com
Responsibilities	Promote the Club's Values. Promote the Club's Aspire Program <i>*Refer to program</i> Provide support on game day. Assist with providing information on registration day Pass on player certificates and promotional materials. Establish rosters with team managers for; <ul style="list-style-type: none">• Line marking<ul style="list-style-type: none">*Alternate with paired age group – 6/7s, 8/9s, 10/11s*Check lines at training*Line marking on Saturday mornings only Attend one meeting per month – 2 nd Monday of the month. Assist towards end of season trophies / photos / wind up day. Return the Club kit.