

Dubbo Touch Association

Position Description for Representative Players Coordinator

Brief description of Representative Players Coordinator role:

This position is responsible for the administration and coordination of DTA junior and senior representative teams including the promotion of representative opportunities, communication, allocation of coaches and managers, organisation of selection trials and coordination of training sessions.

Duties:

1. Ensure all DTA registered players are made aware of representative opportunities via Facebook, DTA website and email.
2. Seek interest and allocate appropriately qualified coaches to each DTA representative team.
3. Seek interest and allocate Managers to each DTA representative team.
4. Collect and pass on to the Member Protection Information Officer, Working With Children Check details for self, all Coaches and Managers as well as where appropriate additional persons who are travelling with junior representative teams.
5. Work with the Referees' Director to ensure the quota of appropriately qualified referees is achieved for each tournament based on the number of teams entered.
6. Communicate respectfully with coaches, managers, players and parents to ensure all are kept informed and up to date with representative touch details via Stack Team App.
7. Coordinate selection trials (if required) that allow all registered DTA players the opportunity to try out for selection in any representative team.
8. Work with the Registrar to ensure all representative players are registered and financial with DTA.
9. Review representative team costs to determine the DTA Rep Levy payable by players.
10. Make recommendations to the DTA committee on appropriate financial assistance for referees, coaches, managers and representative players.
11. Meet with coaches, assistant coaches and managers around their roles and responsibilities.
12. Collate team results for each rep tournaments
13. Manage and respond to representative correspondence and enquiries
14. Keep accurate and up to date records of players using rep player policy to offset their representative payments.
15. Liaise with the Merchandise Coordinator to organise DTA rep uniform purchases and requirements as well as ensure the allocation and return of DTA representative singlets to and from managers.
16. Prepare paperwork to ensure team nominations are submitted to the NSW Touch or Hornets by the allocated deadline.
17. Support and manage all representative player requests to enter a Tournament Player Pool.
18. Liaise with coaches and managers in the facilitation and/or coordination of training for representative players and teams.
19. Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
20. Provide support and assistance to other committee members as required.