

# Representative Director

## South Tweed Community Touch Association Incorporated



### Position Description

**Position Title:** Representative Director

**Reports To:** President

**Direct Reports:** Coaches and Team Managers

### Role Description

#### **A. Primary Purpose of the Role**

To coordinate and deliver representative teams in the affiliate. Honorarium amount \$500 and the payment of the honorarium will be paid accordingly.

#### **B. Role Responsibilities**

##### Pre-season

- In November advertise for a Representative Committee to consist of Administration Officer, Uniform Convenor, Gear Stewart, Coaches and Team Managers for the up and coming Representative Season
- All Representative Committee applicants must submit an application form to [southtweedtouchfootball@outlook.com](mailto:southtweedtouchfootball@outlook.com) these emails will then be forwarded to the Representative Director
- All Coaches must have a minimum Level 1 Coaching Certificate or be prepared to complete this qualification within the current Season
- If more than one person applies for the same position the most qualified applicant will be selected
- Compile a spreadsheet of the Coaches names, phone numbers and email addresses with relevant coaching qualifications, Working with Children Check details and email this to the Friday Night Secretary
- Uniform Convenor to do a stock take and order any extra uniforms if necessary

##### Arrange Trials

- Ensure availability of coaches, independent selectors, referees (Friday Night Referee Coordinator) and administrative support for trial dates
- Notification of trial dates after approval from the General Committee on the Club's Facebook Page and Website – cannot be conducted before February
- Assist Rep Coaches to conduct talent identification during Friday Night games
- Contact all previous representative players by email two weeks prior to trials
- Prepare Facebook posts, Website notes, emails via Mysideline and flyers for handout at games
- Prepare nomination forms and have these available at the Clubhouse for Friday Night games from the first Friday Night game in December
- Review and update the seasonal information including costs, carnival dates and Code of Conduct
- Uniform Convenor to hold a size fitting and ordering on the day of trials. If a player is not selected in a Team, they will not have to pay for the uniforms

##### Team Selection

- Ensure all selected players are notified within seven days from the trials
- Notify Friday Night Treasurer as soon as possible of the selected players so acceptance invoices can be issued
- All Coaches must select a Team Manager and this Team Manager will be the point of contact for parents and carers

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### Team Selection – continued

- Teams must consist of a minimum of ten players and a maximum of fourteen players
- Teams should also consist of two to three shadow players who will train with the Team in the event of anyone leaving the Team
- Coaches must train at the South Tweed Touch Fields once a week at the discretion of the Coach
- Collate Team Manager name, phone numbers and email addresses and email this to the Friday Night Secretary
- Liaise with the Uniform Convenor to ensure uniform orders are fulfilled at the earliest convenience

### During the Representative Season

- Liaise with Coaches and Team Managers and remain their point of contact
- Notify the Friday Night Treasurer on withdrawal or removal of players
- At the direction of the Friday Night President and Friday Night Treasurer prepare and issue financial warnings
- Arrange for payments of all invoices
- Inform Coaches of optional carnivals within the Northern Rivers and South East Qld regions
- Monitor the Club's Facebook Page, Website and any emails forwarded to the Representative Director, responding at the earliest convenience
- Facebook posts with carnival information – dates and locations, changes to dates or venues
- Arrange judiciary hearings with the Friday Night President and prepare a written response of the outcome

### Tri Series and Invitational Carnivals

- Ensure carnival entries are completed and request Friday Night Treasurer to pay the entry fees from the Rep Bank Account by due dates
- Liaise with the Friday Night Referee Coordinator and provide referee details to the host Club
- Liaise with the host Club for all Tri Series and Invitational Carnivals
- Ensure all players have been registered for the Tri Series
- Liaise the SQBD Touch and Qld Touch and provide all requested information as required
- Liaise with the Club Gear Stewart to ensure tents will be available at carnivals
- Ensure the draw is made available to the Coaches, Managers and Players at the earliest possible time via Text Messages, Facebook Post and Website
- Attend the Managers meeting at all carnivals
- Facebook and Website updates after all of the carnivals

### Junior State Cup – Hervey Bay

- Ensure carnival entry is complete and request Friday Night Treasurer to pay the entry fees from the Rep Bank Account by due date
- Liaise with the Friday Night Referee Coordinator and provide referee details to the host Club
- Ensure all players have been registered for the Junior State Cup
- Complete the tent nomination form
- Ensure all Coaching qualifications and Working with Children Check have been verified and provided to Qld Touch when requested
- Individual nomination links to be provided to Coaches
- Ensure all players and Club Officials have been registered by the due date
- Enter all player shirt numbers into the Qld Touch team sheets by the due date

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### Junior State Cup – Hervey Bay

- Ensure all Coaches/Team Managers are aware of team attendance times to sign off the team sheets and collect the match ball
- Ensure the draw is made available to Coaches/Team Managers at the earliest possible time
- Facebook and Website updates throughout the Tri Series

### End of Season

- Arrange medallions to be ordered after liaising with the Coaches and organise Presentation time and location
- Ensure all tents and equipment have been returned

### Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Representative Director becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.