

## **Onslow Junior Soccer Club**

### Position Guideline

#### ***Grade Representative (‘Grade Coordinator’)***

*The Grade Representative (‘Grade Coordinator’) is elected at the OJSC AGM and is a member of the committee (if Grade 7 and above).*

- To coordinate the Grade in accordance with the Club’s constitution, policies and the oversight of the OJSC Committee
- To allocate, from registrations received, players to appropriate teams having regard to club policies and players preferences (when that is feasible)
- To appoint coaches and managers in accordance with policies
- In grades with streamed teams, to coordinate Trials and team selection ,in accordance with policies (Note Policies/ Procedures in respect to Grade Coordinators wishing to also be considered for coaching Streamed teams)
- To ensure a regular dialogue with managers and coaches and grade members and to promote a grade culture that is appropriate to the OJSC objectives
- To bring relevant issues and concerns of the Grade to the committees attention
- To ensure the Grade is aware of relevant club policies, programmes and events
- To actively encourage player participation in appropriate tournaments (both internal and external) and club programmes / events
- To actively encourage participation by team coaches, managers, referees and supporters in appropriate courses and programmes run by or endorsed by OJSC
- To allocate gear received from the club gear coordinator and to ensure appropriate accountability and return from teams
- To ensure that all results are advised to the club before the cut off time and to make teams aware when the club is liable for fines from Capital Soccer (or equivalent)
- To regularly attend committee and general meetings

- To present a brief precirculated written report to all regular committee meetings
- To participate as a committee member in a collegial way that contributes to consensus
- To be an active participant in the committee's annual evaluation and planning efforts
- To carry out those functions as required by the OJSC Constitution
- To carry out those tasks and duties as from time to time are requested by the Committee