



# ROLE RESPONSIBILITIES

## SENIOR AGE COORDINATOR ALL AGE O35 & O45 MEN AND WOMEN

### PRE-SEASON

- Liaise with Team Managers to ensure all teams have completed the **Senior Team Nomination** form including: -
  1. All players are registered in FFA system including payment, new photo uploaded and MWFA Application to Register form completed, if required.
  2. Each team, with the exception of PL and AL1 squads, has nominated two referees with current credentials.
  3. Each team has a nominated Team Manager and Team Coach registered in MyFootball and a new photo uploaded.
- Respond in a timely fashion to all **New Player Enquiry** forms received, liaising with Team Managers to arrange pre-season trials with appropriate level team.
- Coordinate pre-season and in-season training time slots prioritising teams who complete the **Senior Team Nomination** form first with at least 11 players, Team Manager, Team Coach and Team Referees all registered, paid and new photo uploaded.
- Coordinate pre-season trial requests prioritising teams who complete the **Mosman FC Trial Request** form and **Football NSW Trial Request** form, as required. Please note all pre-season trial requests must be submitted for final approval to **Mosman Council Liaison** officer prior to confirming with individual teams.
- Conduct pre-season Team Manager briefing.
- Collate all team kit requirements including shirts by size and playing number, training and match balls, cones, bibs or other and provide **MFC Kit Manager** with a list at least 4 weeks prior to the season commencing.
- Distribute kit to all teams at pre-season Team Manager briefing.
- Be familiar with registration fees including discounts for early and penalties for late registration.
- Be familiar with deadlines for team submission.

### IN-SEASON

- Ensure any club or association communications are distributed to all Team Managers in a timely manner.
- Ensure all teams are aware of and are adhering to ground set up and pack away instructions.
- Ensure all teams are wearing the Mosman FC kit including shirt, shorts and socks.
- Remind teams of their responsibility to wear the Mosman FC Away strip when playing Beacon Hill or Brookvale teams.

**The Senior Away Kits are available from Peter Schmidt:  
EMAIL = [findpete@gmail.com](mailto:findpete@gmail.com) ADDRESS = 17 Central Ave, Mosman**

**Please ensure kits are washed and returned promptly after use.**

- Ensure each team understands and fulfills their responsibility to comply with the **Mosman FC** and **FFA Code of Conduct**.
- Ensure a team representative attend any relevant Mosman FC or MWFA judiciary/disciplinary hearings.

### POST-SEASON

- Ensure Team Managers collect all the Mosman FC Home shirts at the conclusion of the last scheduled game.
- Schedule and attend an end of season team kit return time and place ensuring all teams are aware of their responsibilities to complete the **Team Kit Return - Senior** form.
- Promote and encourage team members to attend the Mosman FC End of Season award night.