

# Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806  
P.O Box 183, Berwick, 3806



**Subject:** Job Description  
**Title:** Female Football Coordinator and Female Registrar  
**Reports to:** Vice President - Football

<b>1</b>	<b>Basic Functions</b>
a)	To oversee and coordinate all matters relating to female football within the Club.
b)	To promote and develop female football participation within the Club.
c)	Compliance and accountability with Club policies.

<b>2</b>	<b>Specific Responsibilities</b>
a)	Actively promote and develop Female Football within the Club.
b)	Encourage recruitment and increase of female football participants.
c)	Ensure specific resources and requirements are provided for players and coaches.
d)	To ensure the Coaching Plan provides for structured player pathways to higher level competitions.
e)	Plan and coordinate initiatives and events to support and promote female participation.
f)	Monitor the progress and development of Female Football and report on its progression.
g)	To assist with the review, organisation and updating of the registration of players, in conjunction with the Registrar.
h)	First point of contact for female players for registration enquiries.
i)	To arrange all clearances for players to and from relevant clubs.
j)	To be conversant with the League Player Points Policy (if appropriate)
k)	To compile and distribute all registration information and documentation to coaches, team managers, trainers and committee.
l)	To monitor team and player numbers.
m)	Monitor team formation in line with player points policy and club policies.

<b>3</b>	<b>Entry Qualifications, Experience</b>
a)	Genuine interest and commitment to the promotion and development of Female Football participation.
b)	Good organisational and leadership skills.
c)	Minimum coaching level accreditation beneficial.

<b>4</b>	<b>Role Requirements</b>
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position: Female Football Coordinator  
and Registrar

Name: \_\_\_\_\_

Witnessed by:  
Position: President

Name: \_\_\_\_\_