

EDJSA Management Team

ROLE INFORMATION 3 People Required for role	
Role Outline	<p>To aid the club in managing the EDJSA teams.</p> <p>Being the 1st contact point for coaches and team managers for issues, questions or incident reporting.</p> <p>Attend the Council of Clubs meetings as the Angle Vale Soccer Club representatives</p>
Responsibilities	<p>Primary responsibilities for the role</p> <ul style="list-style-type: none"> • Being available on Game days (Saturday / Sunday) as the contact person for coaches & team managers for events and incidents that occur on gamedays. • Compile any incident reports from the weekend's action to provide to the executive committee after the weekend's games. • Be the communicator between the EDJSA league, Coaches & Team managers for the Foxes and the Executive Committee. • Attend monthly Council of Clubs meetings as the Angle Vale Soccer club representative. • Feedback on any information from these meetings to the executive committee. • Foster relationships with other clubs, the EDJSA committee and EDRA committee.
Report to	<p>You will report directly to executive committee, mainly the secretary & president for general updates.</p> <p>With any weekend incidents / issues compiled in email and send to the Vice-President and President of the club to action.</p>
Decisions to be made	<p>You will be the spokespersons for the Angle Vale Soccer Club on the weekends where EDJSA action is taking place.</p> <p>You will be able to make decisions involving these teams with the best interest of the Angle Vale Soccer Club in mind.</p> <p>Any formal incident reports being compiled from team managers / coaches to you is to be emailed to the person dealing with the incident's personal email address and then forwarded to the club email addresses.</p>

Working Hours

5 - 10 Hours a week – EDJSA Management Team

- You will need to be available on Saturday / Sunday home games as much as possible.
- When you are at away games you are the contact person for those teams at that location, this will aid us in being at away games with a representative as much as possible.
- Incident reports to be sent through to executive committee by Wednesday to allow us ample time to respond or provide follow ups to the EDJSA for any incidents reported.

EXPERIENCE AND CAPABILITIES**Qualifications and Experience**

No qualifications are required for this role other than being a person who is an effective communicator and able to be bipartisan on incidents.

You need to be able to listen and take notes without being swayed by the events and people involved to allow the executive committee to be able to make a clear judgement on any decisions required.