



West Auckland Association Football Club

Delegates Role Description

This is a voluntary position that supports the coaches and managers of the various age groups or sections of West Auckland AFC (WAAFC) in the delivery of football. Reporting to the Football Chairperson and Football Committee these roles are responsible for the coaches and managers in their designated age group or section ensuring that their needs are met in providing a positive footballing experience at WAAFC.

Responsible to Football Chairperson & Club Captain

Responsibilities & Duties

- Be available to players, parents, coaches and managers of the club with their age group/section as required.
- Liaise with all coaches and managers preseason to determine ongoing services to the club.
- Liaise with players, coaches and managers within their age group/section regarding club requests, registrations and outstanding fees.
- Promote coach development opportunities as they become available.
- Promote tournaments and other football opportunities to your designated age group/section as they become available.
- In conjunction with the Football Chairperson and Club Captain manage the football disciplinary process as required and ensure required documentation is completed.
- In conjunction with the Football Chairperson and Club Captain discuss any challenges and concerns that are occurring with your designated age group/section to be reported to the Executive Committee.
- Be able to represent the club at meetings of the Federation (if required).
- Following all aspects of the WAAFC Code of Conduct and any other club policies as they relate.
- Meet all WAAFC reporting requirements as they become due or are requested.
- Evaluate personal performance annually reporting to the Football Chairman and ensure succession of own position.
- Review own position description to ensure accuracy and submit potential changes to the Football Chairperson.

Knowledge & Skills Desired

- Have an understanding of the laws of the game and any age related variances.
- Appropriate communication and management skills for the players and/or parents participating.
- Seek continual improvement through ongoing coach/management education and other personal and professional development opportunities.
- Highly motivated and committed to the club for the duration of the season.

Estimated Time Commitment Required

The estimated time commitment required for the role of Age Group Delegate is 1 - 2 hours per week for the duration of the season. Extra hours may be incurred when issues are raised.

Period of Appointment

Period of appointment 12 months.