



## **ORANGE THUNDER TOUCH FOOTBALL**

### **Representative Director**

**Responsibility:** The Representative Director is responsible for the management of the club's representative matters, including but not limited to open aged, senior and junior representative programs. The Representative Director is responsible for the facilitation of all high performance and development programs for adults and/or juniors.

### **Duties:**

Actively manage the representative operations of the club at all times and keep the committee informed of all representative matters and areas of concern.

Be the communication link between the club, WSW Suns Touch Football, NSWTA, TFA and other clubs on all representative matters.

Possess the ability to write and edit documents for representative purposes, including but not limited to selection policies for officials and players, representative pathway guidelines, eligibility criteria, representative levies and high performance guidelines.

Should provide leadership and relevant information on all matters pertaining to representative touch football to the committee, officials and members.

Design and implement high performance and development programs for adult and junior representatives.

Facilitate all club representative trials, ensuring the selection of teams are fair and in line with all representative selection documentation.

Lead the recruitment process of coaching staff for all representative teams.

Where required provide leadership, guidance and mentorship to coaching staff for all representative teams.

Where required promote further development of coaching staff for all representative teams, as well as encourage coaching staff to progress to regional and upward roles within WSW Suns Touch Football, NSWTA and TFA.

Where required provide appropriate feedback to coaching staff for all representative teams, players, parents and guardians.

Where possible to assist the club, NSWTA and TFA in the promotion of touch football in the school systems.

To be actively involved in talent identification (TID) within the affiliate for players and coaching staff.

Develop and maintain a sound understanding of the club, NSWTA, TFA code of conduct, rules, policies and guidelines.

Foster, promote and where necessary, insist, that all club members respect and abide by the club, NSWTA, TFA code of conduct, rules, policies and guidelines.

Provide detailed representative reports at committee meetings as well as a yearly representative report at the Annual General Meeting.

In conjunction with Competition Administrator and Treasurer, maintain a register of all financial members of the club.

In conjunction with Treasurer, prepare and distribute all representative player levies and ensure all representative honorariums for coaching staff and/or referees are received.

In conjunction with Executive Committee, facilitate all club representative events such as Representative Awards.

Attend and preside at all special, committee and annual general meetings.

Should hold at minimum a current TFA Talent (Level 2) coaching accreditation and Level 1 selectors accreditation.

Perform any other duties as required by the committee.

### **End of Year Handover**

*Updating Key Documents:* At the end of each year a key activity of the Representative Director Coordinator is to review and revise their position description to ensure it continues to reflect the requirements of the role.

At the end of the year the Representative Director should also update the register of key stakeholders within the Club's Junior and Senior Representative program's including their name, contact details and any relevant information the incoming Junior Representative Director needs to know about each stakeholder.

The updated Position Description and supporting information must be provided to the club secretary prior to the Annual General Meeting each year.

*Induction of the Representative Director :* An important responsibility of outgoing Representative Director to train, mentor and support the incoming Representative Director.

**Term of Appointment:** One year term

**Honorarium:** \$4000 per annum