**Role of Club Delegate**

_Pic11

The Club Delegate with liaise directly with the relevant FFSA Competition Coordinator on all matters pertaining to their competitions. The Delegate will be responsible for distributing information and communicating with other interested parties within their club regarding competitions.

**Responsible To**

The Club Delegate is directly responsible to the President/Chairperson and members of the club.

**Responsibilities and Duties**

The Club Delegate shall liaise directly with the relevant FFSA Competition Coordinator on all matters relating to the relevant Competitions. This includes but is not limited to fulfilling the following roles:

* Attend meetings as scheduled by the FFSA.
* Follow up on any information that is required from the meetings attended.
* Distribute meeting notes or minutes to the relevant people within the club..
* Respond to all emails that are sent from FFSA in a timely manner.
* Notify FFSA within the required timeframe of any changes to fixtures or issues relating to scheduling of games, grounds, player’s registrations, changes to club officials or any other matters relating to participation in the competitions.
* Review all competition fixtures and provide feedback to the FFSA. Any requests for changes to fixtures are required to be notified to the FFSA within the timeframe specified.
* Notify all players, club officials and parents of any changes to fixtures including date, time and venue.
* Follow up with the club registrar to ensure that all players and team officials are registered in line with the registration process.
* Submit reports on behalf of the club. These may include but not limited to reports from coaches and/or managers relating to incidences or concerns that have arisen at games.
* Ensure that information relating to notices of suspensions, Disciplinary Hearings and Appeals are distributed to the relevant people and that the coaches, managers and players are aware of suspensions that must be served.
* Act as a communication link between the FFSA and the club.

**Knowledge and Skills Required**

Ideally the Club Delegate is someone who:

* Can communicate effectively
* Well developed written and oral communication skills
* Demonstrated organisational skills, time management skills and ability to work to deadlines
* Computer proficient
* Good interpersonal skills and ability to work within a team environment
* Can maintain confidentiality
* Has good knowledge and understanding of FFA National Regulations and FFSA Rules and Regulations.

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required as the Club Delegate is hours  
per week.

The Club Delegate is appointed for \_\_\_\_\_ year term.