



# Junior Blues Co-ordinator Job Description

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## Objectives

The Junior Blues Co-ordinator (JB Co-ordinator) oversees all matters relating to the Macquarie Saints Junior Blues. The Junior Blues Co-ordinator liaises with the VP Juniors and other members of the committee to ensure the smooth running of the Junior Blues & assists Parent Umpires in the teams.

**This is position APPOINTED BY THE BOARD with voting rights on all board issues.**

## Responsibilities and Duties

- Attend all regularly scheduled meetings
- Main contact between RHBL JB Co-ordinator and the JB's & Parent Umpires within Macquarie Saints
- Follow up relevant correspondence from members such as feedback on Umpires with RHBL
- Ensures JB's are given the right assistance & support to do the job well, safely & happily

## Start of the Season

- Liaise with the Registrar to get Junior Blues from the players
- Set JB payments - amount, timing, optional rewards (eg jackets), possible co-ordination with other clubs
- Coordinate attendance at RHBL Game Management sessions
- Attend the Club Coaches & Manager's meeting
- Provide RHBL with the required contact details of the Junior Blues

## During the Season

- Each week assign Junior Blues
- Each week add JB info to Diamond Allocation & publish (by Tuesday evening) to JB's, coaches, managers
- Assist JB's with any concerns or feedback
- JB's xmas dinner (optional)

## End of the Season

- Coordinate the Junior Blues presentation with the Juniors VP

## Relationships

- Reports to the Juniors VP and Committee
- Liaises with the Juniors VP and Committee as and when required
- Liaises with RHBL Junior Blues contacts

## Accountability

- Reports to the Juniors VP committee and members of the Club
- Acts as or ensures his/her delegate acts in the best interests of the club
- Supports Juniors VP, committee members and all team officials and players of the junior club

## Period of Appointment

The Junior Blues Co-ordinator is appointed for one term (March to March) and can serve a maximum of three terms (up to 8 if there are no other candidates).