

Grade managers: your role

Here's what your role is all about and what you can expect to do as a leader for one of our grades / year levels.

Key responsibilities

- abide by and champion the club's and Capital Football's code of conduct;
- co-ordinate organisation and management of all teams within their grade;
- champion coach and player development:
 - with the guidance and support from Pedro Garcias our director of junior football being available to coaches on a one-on-one basis or via grade sessions
- attend monthly Junior Committee meetings (first Tuesday of month, 7pm - 8:30pm) and notify of queries from teams and notify team managers of relevant details from meetings;
- attempt to resolve any issues within your grade and notify the junior committee if necessary.
- all scores should be obtained from the team managers or coaches and emailed or sent by text to the grade manager so they can be collated and provided to Capital Football on match day;
- organise and make available teams as requested by the tournament controller and if so required to co-ordinate their grades kick off times and results;
- pass on details of new players to the registration officer and have the power to close off their grade to late registrations, remembering that no player should be turned away, and a waiting list be utilised until an appropriate vacancy occurs;
- follow up non-paying players as advised by the registration officer and if required order coaches to stand down non-financial players until paid, with the proviso that mitigating circumstances like financial hardship be taken into consideration;

Tasks

- maintain accurate and confidential records of each grade;
- be the first point of contact for potential code of conduct breaches;
- provide online link to coaches and team managers for weekly game draws and how to see online about ground closures, so these can be distributed to teams as early as possible;
- officiate for their grade at prizegiving and give positive comment on their performances;
- co-ordinate / support your grade for fundraising initiatives like goal-a-thon;
- co-ordinate distribution of all gear bags complete with all equipment from all teams and to ensure that the correct amount is returned to the equipment officer when

requested.

- work with the junior committee to co-ordinate your grade's premiere league teams trials
- inform all registered players of trial times and venues, and trial process;
- monitor trials to ensure all parties are seen to be impartial;
- work with premiere league coaches to reach trial results and help select 1st and 2nd teams;
- communicate the result of the trials to all

those who participated – those successful in making a Premier League team and those that are not;

- assist coaches in booking turf sessions for their teams via the turf booking officer;
- select players for all other Hutt Valley teams from players that are in the grade after the travel teams have been formed.
- existing grade managers and the junior committee can make themselves available to guide and assist new grade managers.