

Academy Administrators Role Description

Titans Academy is aimed at our youngest club members, starting from age 6 and up to age 14. It runs every Saturday in Westside. There is a need for club volunteers to help out with organising this, especially at the start of the season (September/October)

Note: Ideally, this role would work best if split between 2 or 3 volunteers to limit the workload for any one volunteer.

At the start of the season

- To attend the academy sessions on Saturdays in Westside (they run from 9.30 to 4.30) - again this could be split between 2/3 people to limit the time commitment for any single volunteer.
- To greet parents and children as they enter - this is often our members first introduction to the club, so they should all receive a warm welcome
- To use a copy/record book and ensure that all children's details are recorded on the door sheets - especially name and parent contact details (Once the first few weeks are done, these names and contact details can be entered into a spreadsheet once the children have registered, with blank lines left under for writing the names of any child who has not yet registered)
- To deal with registration queries and show people how to register online and to ensure that all children are registered online and paid for (either in full, or first part of staged payment) by the end of September
- To take cash registration payments and issue receipts, and to liaise with the registrar and the treasurer regarding any payments received
- To ensure that children do not leave the building unaccompanied
- To make up blank door supervision rota sheets with the dates of all the upcoming Saturday academy sessions.
- To share with parents that a parental door supervision rota will be set up.
- To liaise with the academy coach(es) regarding players moving from one group to another

From October/November onwards:

- Administrators would not need to attend every Saturday once the parents supervision rota is up and running (leave a contact number(s) clearly marked on door supervision rota) - however, it would be good for one administrator to drop in at changeover times to take registration payments and deal with any enquiries, and to get parents to sign up to fill gaps in the door supervision rota - maybe every other week
- To send reminders to parents who have put their names down for door supervision for the next Saturday
- To arrange alternative cover with other parents if someone is unable to do their door supervision slot
- To continue to liaise with the academy coach(es) regarding players moving from one group to another
- To continue to issue receipts for payments, and to liaise with the registrar and the treasurer regarding any payments received