



Position Description

Administrator

Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt and modify to their needs

Position Summary

The Touch Football Club Administrator plays a crucial role in supporting the smooth operation of **Griffith Touch Association** football competitions and programs. This position coordinates competitions/programs using My Sideline, supports community engagement, and ensures players and volunteers enjoy an inclusive, well-organised environment. It's perfect for someone passionate about growing the game at the community level.

Key Responsibilities

- 1.1** Organise game schedules, team registrations, and field bookings
- 1.2** Maintain accurate records of players, volunteers, and fixtures
- 1.3** Communicate with players, referees, coaches, and parents
- 1.4** Support referee and volunteer coordination and training
- 1.5** Ensure compliance with child safety and local sporting policies
- 1.6** Assist with fundraising, sponsorship, and local partnerships
- 1.7** Promote competitions and events via social media and community channels
- 1.8** Help foster a welcoming and inclusive club culture

Key Selection Criteria

- 1.9** Strong communication and organisational skills
- 1.10** Experience in sports or club administration (preferred but not required)



Griffith Touch Association Incorporated

ABN: 54 023 573 864 PO Box 1053 Griffith NSW 2680 W: griffith.nswtouch.com.au
president@griffithtouch.com.au / admin@griffithtouch.com.au / secretary@griffithtouch.com.au



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1.11 Ability to work with diverse groups, including young people and volunteers

1.12 Comfortable with digital tools (e.g., spreadsheets, social media)

1.13 Passion for sport and community engagement

1.14 Knowledge of Touch Football rules and local league operations (desirable)

Recommended Qualifications

1.15 Certificate III or IV in Sport and Recreation Offers foundational knowledge in sports operations, event coordination, and community engagement.

1.16 Diploma of Sport Development or Sport Management. Ideal for those looking to take on broader responsibilities in planning, governance, and stakeholder management.

1.17 Working with Children Check (WWCC) Mandatory for anyone working with youth in sport.

1.18 First Aid and CPR Certification Essential for ensuring safety during games and events.

1.19 Touch Football Australia Accreditation (Optional but Valuable) While primarily for coaches and referees, having a basic understanding of the *Foundation Coach* or *Level 1 Referee* accreditation can be helpful for administrators supporting game-day operations.

1.20 Experience with Sports Management Software Familiarity with platforms like My Sideline (used by Touch Football Australia) is a big plus.



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Suggested Pay Scale

For paid roles under the *Sporting Organisations Award*, the relevant classification is typically **Clerical and Administrative Grade 2 or 3**:

Classification	Weekly Pay (Full-Time)	Hourly Pay (Part-Time/Casual)
Grade 2	\$1,029.00	\$27.08 (part-time) / \$33.85 (casual)
Grade 3	\$1,068.40	\$28.12 (part-time) / \$35.15 (casual)

Note: Rates are current as of June 2025 and may vary depending on experience, location.



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