



Roles and Responsibilities

There are a substantial number of roles to be filled within a football and netball club. The following Position Descriptions outline the objectives of each role, the responsibilities pertaining to the role, who the role interacts with on a regular basis and lines of accountability. No matter what your position is on the committee or at the Club, your participation is vital in ensuring that we have a smooth running of the club, that helps create an environment that encourages other people to get involved. The following positions are key to achieving the Clubs objectives;

President

Objectives

- To provide strong, efficient and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the senior football teams at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the Club.
- Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

Responsibilities

- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Club Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Members and General Committee of the Club.
- Acts as or ensure his/her delegate acts in the best interests of the Club at League, or Delegates Meetings.
- Supports all Managers, Committee Members and football staff.

Accountability

- The President is accountable to the Members and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Vice President

Objectives

- To oversee all football related matters across the Club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Ensure the effective and efficient operation of the Executive and all football operations.
- Preside over meetings in the absence of the President.
- Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximised.
- Oversee the football development program so that participation at junior and senior levels is maximised.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Oversee recruitment of coaches and players according to policies outlined by the Club Committee.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Club President and General Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- The Vice President is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Treasurer

Objective

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Prepare the annual budget of the Club for presentation at the February Committee meeting (the draft budget having earlier been formulated by the Club Executive).
- Ensure all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report monthly to the Club Committee on budget performance.
- Present all accounts for payment for approval.
- Prioritise payment of accounts.
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Manage any overdraft facility held by the Club.
- Ensure any surpluses are invested wisely after approval by the Committee.
- Ensure all taxation commitments are met by the Club.
- Issue tax certificates to employees as required under the Act.
- Ensure the Club finances are correctly audited.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Maintain and complete all salary cap reporting requirements.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- The Treasurer is accountable to the President and the General Committee.
- The Treasurer shall seek ratification from the General Committee of a Club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approve.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.



Secretary

Objectives

- To ensure that appropriate administrative support is provided to the President, General Committee and sub committee's.
- To provide a "whole of Club" planning focus to ensure the overall efficient management of club functions.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Establish a planning calendar for the year.
- Provide a coordinating and support role for Club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a complete record of all activities of the Club.
- Be familiar with the rules of the Club, League, Football Victoria, AFL and any other body that has governance to give advice to the President and Committee as required.
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
- Receive all correspondence directed to the Club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with sub committee's.

Accountability

- The Secretary is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Registrar

Objectives

- To ensure all players are registered or transferred in accordance with the league rules and regulations.

Responsibilities

- Register all new players within the league guidelines
- Register copy of injury reports
- Process insurance claims
- Security of all teams players votes
- Number of games played by player
- To follow up with teams as players can't play if registration not current
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate.

Relationships

- Liaises with the Club Secretary and Treasurer
- Liaises with all club members

Accountability

- Reports to President and General Committee



Roster Coordinator

Objective

- To provide support to the Executive and Committee members to ensure the efficient operation of the Club rosters
- To maximise contribution by Club players to enable a spreading of the workload required to conduct key operations and to assist and support our volunteers

Responsibilities

- Prepare rosters for the completion of identified tasks through the season
- Distribute rosters to all participants and ensure they are aware of their responsibilities to complete the tasks
- Liaise with Team Managers to ensure all rostered tasks are completed as scheduled
- Participate in an information session at the commencement of the season to ensure that Team Managers are familiar with the tasks to be completed and aware of their responsibilities as captains

Relationships

- Reports to the President & Club Secretary
- Liaises with the Club Committee
- Liaises with Roster Team Captains and members

Accountability

- Roster Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action



Merchandising Sales Coordinator

Objective

- To provide support to the Executive and Committee members to ensure the efficient management of Club clothing sales
- To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

Responsibilities

- Prepare a report proposing a suitable range of clothing for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines
- Arrange the display of clothing lines in the Club social rooms prior to the commencement of each season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines

Relationships

- Reports to the President & Club Secretary
- Liaises with the Club Committee
- Liaises with suppliers

Accountability

- Clothing Sales Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action



Canteen Operations Coordinator

Objective

- To provide an appropriate canteen service at all home games and at other times as agreed.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Ensure that an adequate food safety plan is in place for canteen operations
- Ensure that adequate equipment is available for providing the canteen services
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from canteen
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible
- Ensure that the canteen is open for business from the commencement of the first game at home games
- Oversee and provide direction for all rostered "staff". Please note that it is not the responsibility of the Canteen Operations Coordinator to create the rosters.
- Account for all purchases and receipts
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

Relationships

- Reports to the Club Committee
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders

Accountability

- Accountable to the Club Executive & Committee
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action



Property Steward

Objective

- To provide support to Coaches, Team Managers and the Ground Manager by ensuring that all equipment and clothing are supplied for the effective operations of training and match days.

Responsibilities

- Audit and refurbish all “team kits” at the start of the season
- Ensure that all footballs, umpire flags and other associated equipment are supplied, in serviceable condition and adequate for match play and training.
- Ensure that Team Managers or Coaches keep track of the player to whom each jumper has been allocated.
- Provide adequate stock and sale of shorts & socks
- Collect all jumpers and other operational team equipment from the Team Managers or Coaches at the end of the season.

Relationships

- Reports to the Vice President
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders

Accountability

- Accountable to the Vice President



Fundraising Coordinator

Objective

- To coordinate and promote revenue generation for the club
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Develop a fundraising strategy for Yarra Glen Junior Football & Netball Club, including fundraising goals
- Organise fundraising activities and functions for the club
- Form fundraising sub-committees as required and supervise associated volunteers
- Ensure all materials required for fundraising are ordered and available
- Supervise the collection of all monies raised, and arrange payment to the Treasurer
- At the end of each function or activity, reconcile all funds raised with Treasurer
- Maintain appropriate fundraising records as required by the Treasurer
- Prepare submissions and supporting material, and present proposals to the Executive and general committee
- Maintain accurate records of all fundraising and donations received
- Arrange all necessary permits, registrations and approvals for fundraising activities as required.
- Notify the website coordinator of all approved fundraising events and strategies for inclusion on the website

Relationships

- Reports to the President and Club Secretary
- Liaises with the Club Committee
- Liaises with potential suppliers and venues

Accountability

- Fundraising Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the Committee member prior to committing the Club to any financial expenditure or action



Team Manager

Objective

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach and any football staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Responsibilities

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team
- Ensure all players are either currently registered with the League or has an approved clearance from previous Club
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required
- Ensure other support staff has been appointed and are in attendance as required
- Ensure the integrity of best and fairest voting in accordance with Club policy
- Maintain accurate records

Game day responsibilities

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each Saturday. Duties may be varied to reflect an individuals time commitment or the role as negotiated with the team Coach.

Team sheets

- Complete, sign and give to umpire in accordance with league rules.
- Ensure all players named on team sheet including runner and trainers and water boys are registered.
- Full names are required, first and surname.
- Ensure all players sign the Team Sheet
- Ensure that Umpire is provided with a copy of the Team Sheet

Goal kickers

- Ensure tally is kept during match.
- Goal kickers are to be recorded on the days running sheet.

Club best & fairest

- Vote cards are to be distributed prior to the match and collected after the match.

Players property

- Ensure players property is collected prior to each game and safely secured during matches.

Boundary & goal umpires

- Boundary and goal umpires are to be arranged as required
- All club umpires are to be correctly attired according to league regulations.

Drinks

- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).

Trainer's equipment

- Liaise with trainers to ensure sufficient equipment including towels are on hand.

Footballs

- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ball is returned after the completion of the match.



Scores reporting

- Check your league procedures for this.

Scoreboard

- Team manager responsible for the organisation of scoreboard attendant at all home matches.

Transport of gear

- Team managers are responsible for the organisation of transport of gear to away matches.

Awards

- Determine, with appropriate football staff, best player awards for the team side
- Prepare awards for distribution

Umpires

- Check with umpires within 10 minutes of finish of game that there were no reports ("all Clear").
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.

Relationships

- Reports to the Secretary
- Supports the coaches and match committee and other football staff as appropriate

Accountability

- The Team manager is accountable to Secretary and the Coach of that team which he manages