



# MODEL CLUB ROLE DESCRIPTIONS

# **POSITION:    PRESIDENT**

## **DESCRIPTION OF ROLE.**

The President of the Club is accountable to the Members for the overall good Governance of the Club including:-

- Ensuring that there is a documented and published structure for the delivery of the Club Programs.
- That the structure is populated with appropriately skilled and committed volunteers.
- That the Club vision, mission and values are appropriate to a junior sporting club and clearly communicated to all Members.
- That the Club is operated responsibly and professionally and that Natural Justice principles apply to all dealings.
- Act as an Ambassador, advocate and promoter of the Club.
- Ensure that the Club operates in a financially responsible and accountable manner.
- Ensure that the Club acts legally, morally and ethically in all it's dealings.

## **ROLE TASKS:**

Specific tasks that the President will discharge are as follows:-

- Establish and review for appropriateness the structure of the Club for the delivery of Club Programs at least once annually.
- Chair all meetings of the Board of Management of the Club at which attendance is possible.
- Oversee the preparation and publication annually of a Club Strategic Plan that clearly sets out the key Club initiatives and directions for at least the forthcoming twelve month and preferably three year period.
- Represent the Club at key League and other appropriate forums to ensure that the interests of the Club and it's members are properly and professionally put forward.
- Communicate openly with the Board and the Members about issues that are affecting the Club.
- Make sure that true and accurate records of all Club proceedings are kept and published.
- Ensure that the Club complies with policies of the Board and the rules of the League.
- Strive to ensure that the Club achieves the maximum possible amount of positive publicity.
- Actively build good and positive relationships between the Club and the wider community.

# **POSITION: EXECUTIVE VICE PRESIDENT**

## **DESCRIPTION OF ROLE.**

The Executive Vice President is an important support role to the President of the Club. The Executive Vice President will act as an Ambassador for the Club, act for the President in all official capacities in the absence of the President and support the President and Secretary in particular with the discharge of their official duties.

## **ROLE TASKS:**

Specific tasks that the Executive Vice President will discharge are as follows:-

- Deputise for the Club President on all occasions that the President is unavailable or requests a substitute.
- Act as an Ambassador for the Club especially with the XXXXXX Council, AFL(NSW/ACT, XXXXXXRegional Committee, sponsors of the Club and media.
- Assist support and mentor Club Board Members to help discharge their responsibilities.
- Deputise for the Club Secretary in the event of absence of the Secretary.
- Advise on quasi legal and administrative matters.
- Manage the fund raising and sponsorship program for the Club.

# **POSITION: VICE PRESIDENT - CLUB AND CODE DEVELOPMENT**

## **DESCRIPTION OF ROLE.**

This role is required to assist and guide the work of the Recruitment Co-ordinator and to act as a "Patron" for any new Club/s that the XXXXX Club may establish in accordance with Club policy which is to:-

- Maintain the Club at around XXXXX registered players with a team in each age group
- By so doing ensure that all members have a personable and enjoyable experience in AFL footy
- Make AFL footy as easy as possible to access geographically within the XXXXXX Municipal district
- Progressively and sensitively engage the Private schools in experiencing the AFL code

## **ROLE TASKS:**

Specific tasks that the Vice President - Club and Code Development will discharge are as follows:-

- Assist the Recruitment Co-ordinator with the development and implementation of appropriate recruitment strategies to achieve the player profiles that the Club requires to compete within the XXXX competition
- Manage in particular the Club and code relationships with the private schools within the Club recruitment area
- Support the Recruitment Co-ordinator in the relationship aspects with the public schools
- Act as Club "Patron" representative and mentor to the Board of any new Club that the XXXXX AFL Club may sponsor the development of

# **POSITION: VICE PRESIDENT - AUSKICK**

## **DESCRIPTION OF ROLE.**

The Auskick Program is of such strategic importance to the future of AFL Football in NSW and to the future of the XXXX Club that it has been determined that it should be under the management of a Club Vice President. This structural arrangement also acknowledges that the Club Auskick Program often operates to quite different timetables and geographical arrangements from the mainstream of the Club and therefore demands a high level of autonomy within the Corporate structure of the Club.

The Auskick Vice President will therefore be accountable to the Board for ensuring the success of the Program both within the Club and at a minimum of two Primary schools within the Club catchment. With prior Board approval for the overall program and subject to regular reporting arrangements the Auskick Vice President will have autonomy to operate the Program.

## **ROLE TASKS:**

Specific tasks that the Vice President - Auskick will discharge are as follows:-

- Present a comprehensive strategy to the Board for the operation of the Program both within the Club and in at least two Primary Schools in the Club catchment area by no later than the end of November of each year that addresses the following points:-
  - The structural arrangements to support the robust and reliable delivery of the Program.
  - The schools proposed to be hosts for the Program and the status of the school commitment to the Program.
- Recruit sufficient Coaches to reliably and professionally deliver the Program and arrange for those Coaches to receive appropriate skills training through the NSW AFL at Club expense.
- Liaise with the Coaches, volunteers and schools to keep them informed of important directions within the Club and the code that will be of interest to or impact on them.
- Represent the equipment or other requirements that the Coaches may need to the Board to secure support to acquire those items.
- Contribute Auskick items regularly to the Club Newsletter to keep the Auskick and other families apprised of Auskick activities.
- Assist the Recruitment and Registration Co-ordinator to deliver on the approved recruitment strategy each year.
- Contribute to the good Governance of the Club as both a member of the Club Board and Executive Team.
- Encourage and foster the maximum possible amount of parental participation in the operation of the Program and development of the enrolled children.

# **POSITION: CLUB SECRETARY**

## **DESCRIPTION OF ROLE.**

The Club Secretary plays an important statutory position within the Club. The Secretary is an important watchdog on Club Governance and compliance with all of the Statutory requirements that apply to the Club and it's operations including the notion of procedural fairness in all our dealings.

## **ROLE TASKS:**

Specific tasks that the Club Secretary will discharge are as follows:-

- Ensure that The Club Governance arrangements are not in conflict with the Clubs Constitution, Articles of Association, Rules and the laws of Natural Justice.
- Ensure that the Club fully complies with all of it's legal obligations in relation to Constitution, Articles of Association and the Incorporated Clubs Legislation.
- Ensure that Board meetings of the Club are regularly called, properly notified to all entitled to attend and are legal.
- Prepare and distribute the agenda for all meetings of the Club Board.
- Prepare true and accurate records of all meetings of the Club Board and promptly distribute them to all entitled to receive them.
- Ensure that the Club and it's physical and notional assets is properly protected for Insurance purposes.
- Manage the Club records and protect the Clubs' past heritage.
- Prepare and distribute official Board correspondence.
- Ensure that the Club mailbox in regularly monitored, cleared and that correspondence is promptly brought to the attention of the relevant Club official.
- Give notice of and convene the Club Annual General Meeting before the end of September in each year in consultation with the Club President

# **POSITION: TREASURER**

## **DESCRIPTION OF ROLE.**

The Treasurer is the Clubs' Chief Financial Officer and a member of the Executive of the Board of Management. The Treasurer is responsible for discharging the stewardship function over all Club funds, setting and up keeping the accounts of the Club to track financial activities, for reporting at least Monthly to the Board on Club financial performance, preparing the Club budget annually and the three year financial plan and for establishing and monitoring internal control mechanisms and procedures.

## **ROLE TASKS:**

Specific tasks that the Executive Vice President will discharge are as follows:-

- Prepare an annual budget for the funding of the Club operations.
- Assisting with the setting of annual registration fees based on projected costs and revenue streams.
- Reporting at least Monthly to the Board on the financial status and performance of the Club.
- Developing, implementing and monitoring internal control measures that are both practical and that protect the Club's asset base.
- Setting up and administering the Club Chart of Accounts.
- Acting as the principal point of contact between the Club and it's Banker and managing the Banking relationship.
- Acting as one of the Club signatories to all Club accounts.
- Acting as the principal "payer" of accounts rendered to the Club for services and goods that it buys or consumes.
- Managing Club "liquid funds" so that returns on any surplus funds are maximised consistent with minimising the Club to exposures to loss.
- Preparing the Annual Accounts of the Club and presenting them for audit in a timely manner each year - ideally such that the Annual Accounts are audited before the end of September in each year.
- Presenting the Audited Financial Statements each year to the Club community and responding to any questions that may arise about them from within the Membership base.

# **POSITION: PROPERTY MANAGER**

## **DESCRIPTION OF ROLE.**

The Property Managers' role is a very important support to the operations of the Club - particularly the on field operations.

The Club has a significant investment in both short and medium term assets that it uses to support on field activities and these assets need to be ordered, despatched, maintained, tracked and replaced on a programmed basis.

The Property Manager is the person responsible for carrying out that asset management role.

## **ROLE TASKS:**

Specific tasks that the Property Manager will discharge are as follows:-

- Identify quantities and order all match and training footballs at the commencement of each season.
- Audit and refurbish all "team kits" at the commencement of each season to ensure that the kits contain the required:-
  - clothing.e.g. Goal umpire coats, runner T-shirt.
  - medical items.
  - match support materials. e.g. Goal signalling flags, coaches team boards, boundary umpire whistles, ball pump, etc.
- Order Club clothing for resale to players including socks and shorts.
- Order new and replacement Club Jumpers to cater for projected demand and to replace worn jumpers according to an agreed programmed replacement approach.
- Source and buy other operational support equipment as agreed from time to time.e.g. White Boards, Coaches Team Boards, training equipment.
- Package Team jumpers for each team at the commencement of the season for hand over to the Team Manager for allocation to the players such that there are adequate numbers, of good quality and without any duplicate jumper numbers.
- Ensure that Team Managers keep track of the player to whom each jumper has been allocated.
- Collect all jumpers and other operational team equipment from the Team Managers at the conclusion of each season.
- Safely pack all clothing and stock items of equipment for safe and protected storage at the conclusion of the season.

# **POSITION: RECRUITMENT CO-ORDINATOR**

## **DESCRIPTION OF ROLE.**

The role requires the incumbent to plan and implement a player recruitment strategy for each year that will deliver sufficient players in each of the age groups that the Club is fielding teams. A critical aspect of the role requires that the incumbent set up close and enduring relationships with the schools within the recruitment area of the Club and the sporting representative bodies operated and supported by those schools. E.g. PSSA's etc.

The Recruitment Co-ordinator must work closely with the Club Registrar in the pre season time period to develop strategies for recruiting players in the appropriate age groups required to support Club operations in the following season.

## **ROLE TASKS:**

Specific tasks that the Recruitment Co-ordinator will discharge are as follows:-

- Develop a recruitment strategy for the acquisition of new players for the forthcoming season for endorsement by the Board by no later than the middle of October in each year.
- In conjunction with the Recruitment Sub Committee implement the elements of the approved plan.
- Establish a schools register and contact list for all target schools within the defined geographical recruitment area of the Club
- Prepare recruitment promotional material each season and its suggested method of distribution for endorsement by the Board by no later than mid October in the year prior to the relevant season
- Address meetings of relevant school community sporting groups. E.g. PSSA
- Assist with the preparation of the annual player presentations.

# **POSITION: CLUB SPONSORSHIP CO-ORDINATOR**

## **DESCRIPTION OF ROLE.**

To recruit and relationship manage with Board approval the sponsorship portfolio that the Club uses support Club finances and members of the Club community. The management of this function will be undertaken within Club policy guidelines which include:-

- That there is to be only one sponsor in any given category of service or product
- That there are three classes of sponsor - Gold, Silver and Blue recognising differential levels of sponsorship
- That in consideration for their sponsorship, sponsors receive a copy of each Club newsletter, receive an invitation to all Club social functions and to the Presentation functions that the Club conducts, receive a certificate in recognition of their sponsorship (Gold and Silver to be framed) and have their preferred presentation published graphically in each edition of the Club newsletter with position determined by sponsorship class

## **ROLE TASKS:**

Specific tasks that the Club Sponsorship Co-ordinator will discharge are as follows:-

- Look after existing Club sponsors on a relationship basis and ensure that they are receiving the service from the Club that we committed to at the original point of contact in accordance with Club policy
- Recruit new Club sponsors to the Club as required and available in accordance with Club policy
- Present presentations of the benefits of Club sponsorship to prospective new sponsors in accordance with the standard Club presentation pack
- Work with sponsors to develop their preferred means of representation for the newsletter and web site and hand over to the Communication Co-ordinator for ongoing publication
- Actively seek to continue to promote the products and services offered by Club sponsors to the Club community
- In conjunction with the sponsors gather together a presentation pack of sponsor generated promotional material for handing out to all Club members at the commencement of each season.

# **POSITION: CLUB REGISTRAR**

## **DESCRIPTION OF ROLE.**

This role is responsible to the Club Board and the League Registrar for ensuring that the Club player records comply with League rules. This is a critical aspect as any lack of compliance in this regard could render the Club and any teams within the Club ineligible to compete in League finals. The Registrar reports to the Club Board on the profile of our player community, assists with targetting our player recruitment efforts, planning for the introduction of new teams within the Club structure, applying on the Clubs' behalf with Board endorsement for any player exemptions to play down, tracking individual players and advising on milestones.

This role works closely with the Club Recruitment Co-ordinator to discharge the responsibilities.

## **ROLE TASKS:**

Specific tasks that the Club Registrar will discharge are as follows:-

- Assist the Recruitment Co-ordinator to develop a recruitment strategy for the acquisition of new players for endorsement of the Board by no later than the middle of November in each year.
- In conjunction with the Recruitment Sub Committee implement the elements of the approved plan.
- Ensure that all players complete the appropriate registration form at the commencement of each playing season.
- Ensure that the Club player registration records fully comply with the requirements of the Northside League.
- Maintain the Club player data base in an up to date and accurate condition at all times.
- Report to the Board proactively on the profile of the Club player community, areas for targetting and issues to be addressed.
- Liase with Team Managers and the Treasurer to ensure that all individual player records are complete and that all players have paid the appropriate registration fees for each playing year by no later than the end of June in that year.
- Track the achievement of individual player milestones to allow the Club to honour those achievements.
- Assist with the preparation of the annual player presentations.
- Keep the data base of Life Members and friends of the Club up to date and clean.
- Prepare stick on address labels for the Communication Co-ordinator at least annually of the Life Members and Friends so that mail outs of the newsletter can be affected with ease

# **POSITION: SOCIAL CO-ORDINATOR**

## **DESCRIPTION OF ROLE.**

A key strategic direction for the Club is to build relationships within the Membership base to:-

- Foster relationship strength within the players of the various teams.
- Foster relationships amongst the parents of the players within each Club team.
- Assist families who have relocated from other States to quickly resettle in Sydney through support networks provided within the Club community.

The Social Co-ordinator is responsible for developing a social/events program for Board approval that will achieve those objectives.

## **ROLE TASKS:**

Specific tasks that the Social Co-ordinator will discharge are as follows:-

- Prepare a social program for approval by the Board each season which needs to include the following activities as a minimum:-
  - A Team bar- be- que by team to be held no later than the end of the second week from the commencement of the playing season.
  - A fun social evening for parents only at the XXXXX Bowling Club.
  - A gala auction fund raising evening.
  - A pie night for each team at the Club house.
- Submit information regularly to the Club newsletter to inform, market and advise all members of forthcoming activities and to report on the outcome of activities already conducted.
- Make all of the arrangements with the relevant people/organisations for the successful conduct of the activities in the social program.
- Arrange a co-ordinator for the Club tipping competition.
- Liase with the Team Managers to ensure that they are aware of all social activities and assist with the promotion and management.

# **POSITION:    UMPIRING CO-ORDINATOR**

## **DESCRIPTION OF ROLE.**

To recruit and relationship manage Club Umpires and their development in Umpiring so that the Club:-

- Has a competent and preferably over subscribed panel of accredited Umpires to manage games
- Liase with the XXXX Region Umpiring Co-ordinator weekly during the season regarding allocation of Umpires to games and ensure that the Umpires are aware of the games they are to look after well in advance of the Saturday
- Work with the Club and the League to ensure that the Club panel Umpires are able to access development courses and workshops and encouraged to attend
- Manage Umpire development in accordance with Club policy which is that the Club will fund the cost of any development courses that our panel Umpires should undertake
- Assist the Club Umpires where possible and appropriate in a “pastoral” capacity

## **ROLE TASKS:**

Specific tasks that the Club Umpiring Co-ordinator will discharge are as follows:-

- Relationship manage existing Club Umpires to assist them to maintain their involvement and interest
- Liase with the League Umpiring Co-ordinator to ensure that:-
  - Our Club Umpires are aware of and take advantage of all development opportunities
  - Register all interested Club Umpires in development course which are to be fully funded by the Club
- Actively use Club communication channels to recruit new Umpires well prior to the commencement of each season
- Where both necessary and appropriate look after Club Umpires in a “pastoral sense”
- Act as an advocate for Club Umpires in relevant AFL forums including at Board Meetings

# **POSITION: CLUB COMMUNICATION CO-ORDINATOR**

## **DESCRIPTION OF ROLE.**

To develop and manage with Board approval the communication channels that the Club uses to communicate with its membership base such that there is:-

- Timely dissemination of quality information about Club activities to the wider Membership base.
- Ensure that through the dissemination of quality communication in a timely manner members expectations are managed and their opportunity to participate in Club activities is maximised.

## **ROLE TASKS:**

Specific tasks that the Club Communication Co-ordinator will discharge are as follows:-

- Prepare and distribute the Club newsletter.
- Ensure that a Club Newsletter is distributed reliably and on time to every player each week during the playing season.
- Ensure that a Club newsletter is distributed reliably during the "off season" to every registered Member of the Club from the season immediately preceding approximately every 6 to 8 weeks.
- Assist with the management of the expectations of the Life Members and friends regarding their desire for knowledge about Club activities by arranging a survey of them once annually.
- Act as the Club Administrator for the Web site to ensure that it is updated in a reliable, timely and regular manner with information about the Club.
- Manage the Club message Bank communication line - "xxxxline, including arrangements to record new messages at least weekly or as required and checking for incoming messages twice per week and ensuring that the appropriate Club official gets and responds to the message.
- Ensuring that there is alignment between the information distributed by the Club through all communication channels - newsletter, website and Saintline for consistency, quality and content.
- Assist with the management of e-mail that comes through the Club's electronic mail box by distributing it to appropriate Club office Bearers.
- Develop proposals for the Board to consider to improve its capacity to communicate with and involve the Club Membership base in Club activities.

# **POSITION: COACHING AND UMPIRING CO-ORDINATOR**

## **DESCRIPTION OF ROLE.**

This is a critical liason role within the Club. The role is the critical day to day liason role between the Club Board and the "Principal operatives" of our Club - our Team Coaches, Assistant Coaches and Team Managers.

The role also extends to support and mentoring of the Team Management panels so that:-

- they are aware of critical Board decisions that may impact on them operationally.
- The Board is made aware any support materials, equipment and /or other support that they may need to discharge their roles to the best and most professional standards possible.

## **ROLE TASKS:**

Specific tasks that the Coaching Co-ordinator will discharge are as follows:-

- Act as a proactive liason point between the Coaches, Assistant Coaches and Team Managers for all Club Teams to both convey important Board strategic initiatives that impact them to them and ensure that there is a conduit of information between them and the Board.
- Develop a proposed Coaching and Team Management structure for the Club for each season to be placed before the Board for approval. The structure should be developed and approved prior to the end of November in each year for the following season.
- Meet at least twice during each season with all of the Team Management panels in conjunction with other appropriate Board members to:-
  - Welcome them to the roles.
  - Explain the program for the season.
  - Provide them with support material and information to assist them to do their jobs.
  - Explain Club expectations.
  - Obtain feedback regarding operational requirements and any support materials that they feel they need to discharge their roles.
  - Provide proactive feedback to them on progress and development.
- Ensure that all Coaches complete an appropriate Level Coaching Course run by the AFL each season at Club expense.
- Assist Coaches where necessary during training sessions.
- Liase with the Team Management panels regarding washout matches and replayed games.
- Source the Club umpiring panel for each season for the age groupings that the Club is required to provide Umpires.
- Ensure that the Umpires make every effort to attend training and become accredited at Club expense.

# **POSITION: CANTEEN CO-ORDINATOR.**

## **DESCRIPTION OF ROLE.**

The role of Canteen Co-ordinator is a critical one for all AFL Clubs and the XXXX Club is no different. We rely on our Canteen takings from home games each season to assist with the funding of our Program. We also rely on the Canteen to provide a centre for:-

- Voluntary Club support.
- Social interaction.
- The provision of healthy sustenance for players and spectators.

The home game Canteen runs from the commencement of the Auskick Program each home game till the completion of the last age graded match on the day.

The Co-ordinator is required to be in attendance for the majority of the days activities and manage the Canteen operations, assist, direct and support the volunteers, unlock in the morning and lock up at the end of the days activities.

Specific tasks are as follows:-

## **ROLE TASKS:**

- Prepare and publish a roster at the commencement of each season detailing the families who will be required to assist on Canteen duty by date and time.
- Set up the Canteen operating environment so that it is safe, clean and practical.
- Arrange for the ordering, receipting, storage and display of stock based on the following criteria:-
  - Perishable items sufficient to satisfy the projected demand for the immediate upcoming game.
  - Non perishable items sufficient to ensure that they are likely to all be sold prior to the end of the season and within use by date ranges.
  - Items to be limited to a range that will turnover quickly and be in demand.
  - Items to be of good nutritional value and of a type that could be considered to be appropriate for football match consumption.
  - Items that are cost effective and where possible and appropriate support major sponsors of either the Club or the AFL code.
- Ensure that there is an appropriate cash float in place to commence the operations of the Canteen at the commencement of each days' operation.
- Count, summarise and bank the Canteen takings after the completion of activities at each home game.

# **POSITION: GROUND MANAGER.**

## **DESCRIPTION OF ROLE.**

The Ground Manager is responsible for all Football Operations matters on home match days including supervising and assisting with the setting up of the Club operational facilities (excluding the canteen) on match days. The Ground Manager is also the match day “director” and principal point of liason between Coaches, Team Managers, Umpires and spectators.

## **ROLE TASKS:**

Specific tasks that the Ground Manager will discharge are as follows:-

- Supervise and assist with the establishment of the Ground Management infrastructure on home match days including:\_
  - Ground layout
  - putting out promotional and information signage
  - establishing the timekeeper location with required infrastructure including desk, protective fencing, siren, stationery and PA system.
  - putting out spectator seating.
  - erecting the scoreboard
  - placing protective padding on all goal posts
- Inspecting the ground before the commencement of play to establish safety i.e. removing sticks and other foreign objects that may cause harm or injury, making sure the playing surface is clear and flat.
- In conjunction with a member of the Club Executive making sure that the policies of the XXXXX Council in relation to use of the Ground are given effect to especially the wet weather policy. i.e. That there will be no play if the ground is deemed to be too wet.
- Acting as the principal point of contact for Team Managers and Coaches and ensuring that:-
  - Completed Team sheets are lodged by both Teams prior to quarter time in each match.
  - Team Managers/Coaches complete all League forms in relation to Club, Ground and crowd assessment are completed and lodged.
  - Taking all completed both League and Club votes cast for Best and Fairest Players in each match and ensuring that the League votes cast by the Umpires are forwarded to the League statistician and keeping the Club votes cast safe and secure with progressive totals for each age group by player.
- All games run strictly according to the published timetable.
- The scoreboard for each match is attended and kept up to date during the progress of the match.
- The results for all matches for each days play are faxed by no later than 6.00PM on the next Sunday after play to the League Statistician for updating of ladders and publication of results.
- Overseeing spectator behaviour at all home matches and taking appropriate action to “manage” any situations that might arise in conjunction with any available member of the Club Executive.
- Umpires are “looked after” properly at each match. i.e. drinks, facilities, forms, equipment.
- The opposing Coaches and Captains shake hands in the centre of the ground before the commencement of play in each match.
- Supervising and assisting with the dismantling and storage of equipment at the end of all scheduled home matches.