



## ROLES AND RESPONSIBILITIES



### EXECUTIVE COMMITTEE

1. President
2. Secretary
3. Treasurer
4. Registrar
5. Revenue/Sponsorship Coordinator
6. Football Operations Manager
7. Football Director
8. Volunteer Coordinator

### GENERAL COMMITTEE

9. Merchandise Coordinator
10. Membership Manager
11. Fundraising/Social Coordinator
  - 11a Fundraising/Social Committee
12. Coaching Coordinator

### NON COMMITTEE POSITIONS

13. Communications Manager
14. Strategic Planning Manager
15. Facilities/Projects Manager
16. Grants Manager
17. Australian Sports Foundation Manager
18. Canteen Manager
  - 18a Canteen Volunteers
19. Score Board Coordinator
20. Team Manager Coordinator
21. First Aid Coordinator
22. Child Safeguarding Officer
23. Safety and Risk Officer

### MATCH DAY SUBCOMMITTEE

24. Team Coach
25. Team Manager
26. Venue Manager
27. Assistant Coach
28. Equipment Coordinator
29. Line Marking
30. Ground Marshall
31. Time Keeper
32. Goal Umpire
33. Club Umpire
34. Runner
35. Trainer
36. Photographer

### AUSKICK

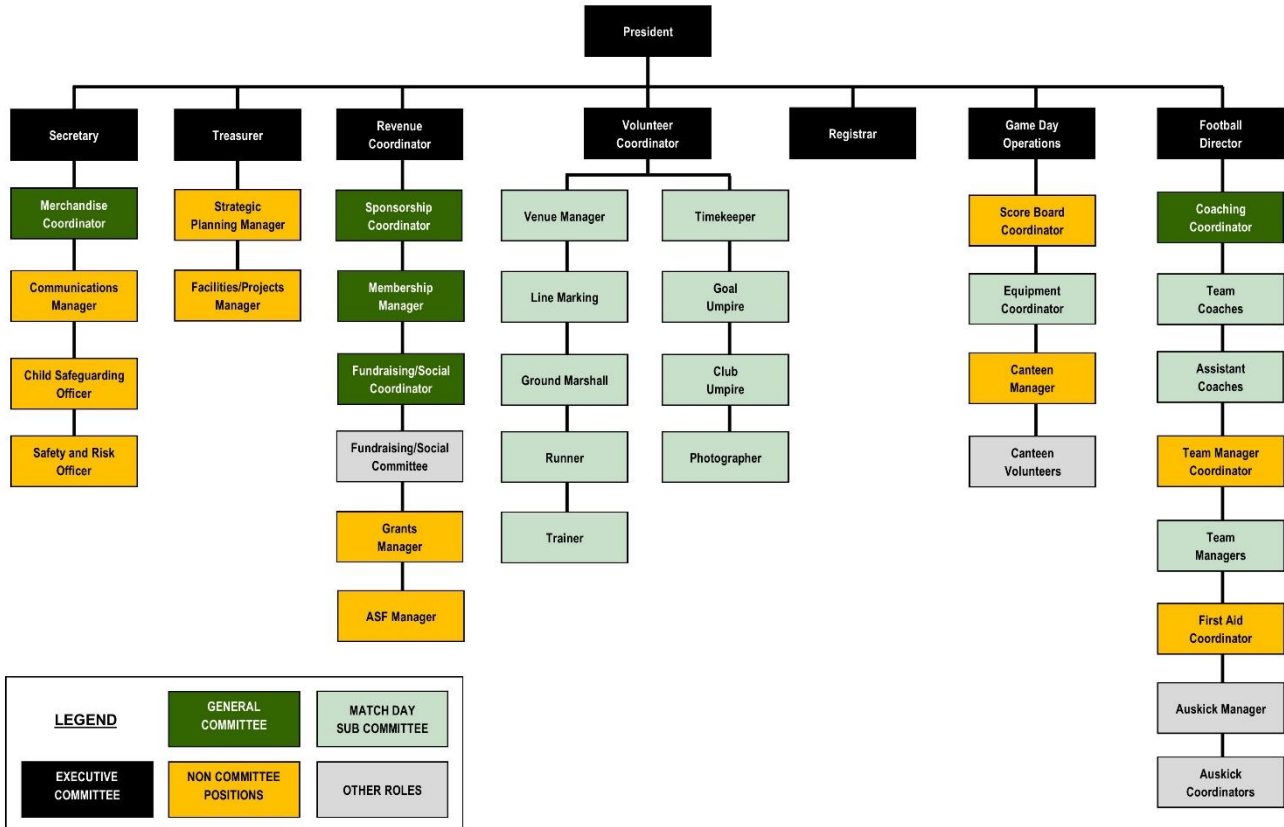
37. Auskick Manager
38. Auskick Coordinators

#### We ask that all volunteers:

- Register as a volunteer at PlayHQ <https://www.playhq.com/af/register/66e3f0>
- Hold a Current Working with Children Accreditation <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>



## COMMITTEE STRUCTURE



LEGEND		
<span style="background-color: #003366; color: white; padding: 2px;">EXECUTIVE COMMITTEE</span>	<span style="background-color: #006633; color: white; padding: 2px;">GENERAL COMMITTEE</span>	<span style="background-color: #c1e1c1; padding: 2px;">MATCH DAY SUB COMMITTEE</span>
<span style="background-color: #ffcc00; padding: 2px;">NON COMMITTEE POSITIONS</span>	<span style="background-color: #cccccc; padding: 2px;">OTHER ROLES</span>	

## EXECUTIVE COMMITTEE

### 1. President

The President will ideally have well developed communication skills and can provide strong, efficient and effective leadership for the Club. They will have the ability to communicate with people at all levels, whether it be children, parents/guardians, other committee members, coaches, officials, other club presidents, local business owners, business partners and potential sponsors. They will be a role model for not only the players of the club but also parents/guardians, other committee members and coaches and ensure all football activities are played in a competitive and fair spirit.

#### **DUTIES**

1. Attend President meetings with other AFL Presidents and AFL convened meetings as required during the year
2. Report back to monthly club committee meetings with relevant information disseminated at President meetings
3. Read and respond promptly to emails sent by AFLSE
4. Delegate duties to relevant committee members
5. Provide support to the Executive and Committee members to ensure the efficient operation of the Club
6. Ensure sub committee's and committee members fulfil their responsibilities to the Club
7. Manage any public comment concerning any situation or incident that may reflect on the public well-being of the club
8. Act as tribunal delegate as required
9. Chair and manage monthly meetings
10. Chair and manage Annual General Meetings
11. Report activities of the portfolio to the membership at the annual general meeting
12. Ensure the club operates in a financially responsible and accountable manner
13. Liaise with local council
14. Provide the committee with goals and both a yearly and 5 yearly plan on the future direction of the club
15. Create an Annual Strategic Plan in conjunction with the Executive Committee
16. Review all club positions, roles and subcommittees position descriptions regularly
17. Knowledge of the constitution, club rules and by laws, policies and procedures as well as a strong understanding of the legal and compliance obligations of running the club
18. Seeks ratification from the appropriate committee members prior to committing the club to any financial expenditure or action

### 2. Secretary

The Secretary is responsible for ensuring that the appropriate support is provided to the President and Sub Committees to ensure the efficient operation of the Club. The secretary is the focal point of the Club's administrative processes and is the point of contact for people outside the Club.

#### **DUTIES**

1. Scheduling of regular committee meetings as well as the Annual General Meeting, record minutes and distribute
2. Develop meeting agendas in consultation with other committee members and distribute prior to meeting
3. Follow up on action items and all correspondence
4. Prepare venue for meetings and arrange catering if required
5. Oversee and assist the game day operations manager, fundraising/social coordinator, communications manager, social media manager and database manager
6. Ensure all required licenses and certificates held by the club are renewed each year and displayed as required
7. Receive all correspondence directed to the Club (including registrations and clearances)
8. Prepare and send correspondence in accordance with the direction of the President and Committee
9. Attend league and council workshops and forums where required
10. Responsible for upholding legal requirements:
  - a. Act as the "public officer" under the Incorporated Associations Act
  - b. Lodging club reports and notices as required by the relevant Incorporated Associations Act
  - c. Attend to Insurance and other legal matters as they arise
11. Promptly communicate information to members from AFLSE, Local/State Governments and other external bodies
12. Update fixtures and send out to parents as required
13. Maintain an accurate copy of the Rules and By-Laws of the Club
14. Prepare a comprehensive report of all activities of the club for presentation at the annual general meeting

15. Assist other Committee members in their duties as required
16. Be familiar with the rules of the Club, League, State Body, AFL and any other body that has governance to give advice to the President and Committee as required
17. Be familiar with the TidyHQ software package
18. Keep up to date contact details for the executive committee and other committee members
19. Ensure all players are registered and cleared to play in their nominated teams
20. Ensure the Team Coaches are registered with the AFLSE on Coach AFL before first game
21. Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action

### **3. Treasurer**

The Treasurer is the chief financial officer of the Club, responsible for discharging the stewardship function over the club funds. It is important, that the Treasurer has an understanding of GST and related practices and that they have a financial background and awareness of accounting procedures. The Treasurer is the point of contact between the club and its banker and the appointed auditor.

#### ***DUTIES***

1. Maintain accurate records of all income and expenditure into the clubs accounting system in order to provide an accurate, true and correct understanding of the financial status of the Club at all times
2. Ensure suppliers issue valid tax invoices
3. Ensure all money received is recorded and banked promptly
4. Prepare and distribute invoices/accounts for services rendered
5. Ensure all money that is due to the club is collected
6. Make details of all accounts available to the Committee and members as provided in the Corporate Affairs Act
7. Oversee and seek reports of all other accounts held by sections of the Club
8. Manage payments for honorarium payments to volunteers
9. Ensure payments are undertaken via Electronic Funds Transfer and that all revenue is collected using online payments where possible
10. Present all accounts for payment for approval
11. Maintain a list of club assets and liabilities
12. Manage any overdraft facility held by the Club
13. Ensure all taxation commitments are met by the Club
14. Issue tax certificates to employees as required under the Act
15. Ensure all committee members do not exceed authority ceilings for financial expenditure without reference to the general Committee
16. Attend monthly meetings to present monthly profit and loss reports
17. Provide a list of revenues outstanding and payments to be made
18. Prepare necessary financial reports for the Annual General Meeting
19. Prepare draft annual budget and cash flow projection in consultation with Club Executive for the forthcoming year
20. Prepare financial accounts for auditing and provide the auditor with all necessary information
21. Provide support to Committee members to ensure the efficient operation of the Club
22. Oversee and assist the apparel manager, manager of strategic planning and manager of facilities and special projects

#### ***MANDATORY REQUIREMENTS***

- Financial/bookkeeping experience

### **4. Registrar**

#### ***DUTIES***

1. Be the first point of contact for parents and potential players wanting to know more about the club
2. Liaise with the communications and social media managers to advertise and promote the playing opportunities of the club
3. Organise a “come and try” or “meet the coach” days and invite potential players to come and experience the sport and the club culture
4. Register all players within the leagues guidelines
5. Coordinate all player clearances and transfers



6. Liaise with Secretary and database manager to ensure up to date register of all players and contact details are accurate
7. Keep up to date with collection of new players Birth Certificates
8. Advise appropriate committee members of health conditions from registration form
9. Follow up with Treasurer on outstanding fees
10. Provide information at the start of the season for team formation
11. Develop strategies for the ongoing expansion of the membership base of the club
12. Develop proposal for ensuing year's membership fees for consideration by the Executive Committee at the completion of each season
13. Liaise with stakeholders to ensure membership fees reflect current opinion of various sections of the club
14. Liaise with Team Managers to ensure all player records are complete and all appropriate registration fees have been paid

## **5. Revenue/Sponsorship Coordinator**

The Revenue Coordinator is responsible for ensuring the executive committee receives accurate financial reports on membership, sponsorship, fundraising events and activities. They must be committed to providing support to managers of membership, grants, Australian Sports Foundation, fundraising events and other income producing activities.

### ***DUTIES***

1. Ensure that all social events held are promoted to return the highest possible financial benefit to the club, whilst giving special consideration to charity and local fundraising events
2. Establish a subcommittee to program and organise social events for the club
3. Establish a fundraising and social calendar for the year
4. Oversee and assist the managers of membership, grants, Australian Sports Foundation and fundraising roles
5. Be the primary point of contact for all sponsorship enquiries
6. Keep an up to date list/database of all organisations contacted regarding sponsorship and current sponsors (including contact details, sponsorship inclusions, etc)
7. Review current sponsorship offers and ensure contract obligations are met
8. Assist with the collection of sponsorship applications and fees
9. Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season
10. Ensure all sponsorship agreements are honoured
11. Invite sponsors to club events
12. Arrange a sponsor's luncheon at an appropriate home game of the season, ideally early in season
13. Educate scoreboard coordinator on scoreboard advertisement requirements
14. Formulate an annual sponsorship budget and set targets as part of the annual financial planning process
15. Contact potential sponsors and make and attend meetings with them regarding sponsorship
16. Ensure all existing sponsors are contacted three months prior to the season commencement
17. Liaise with Communications Manager to reflect current sponsorship information and to ensure sponsors are recognised accordingly
18. Ensure all sponsors are thanked personally by the club for their support throughout the season
19. Request feedback from key sponsors to review on how the club can continue to create value for the next season
20. Provide a report on any aspect or portfolio of the club's operations to the committee as and when requested
21. Seek ratification from the committee prior to committing the club to any financial expenditure or action

## **6. Football Operations Manager**

The Football Operations Manager is responsible for the co-ordination of all off field football activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level. The successful candidate will provide support to the Executive and Committee members to ensure the efficient operation of the Club



## **DUTIES**

1. Coordinate formulation and delivery of the Football Operational Plan in conjunction with Football Director.
2. Coordinate appointment of appropriate personnel, or ensure they are appointed, team managers, umpires, trainers, runners and other team support staff to ensure smooth running on game days.
3. Liaise with away teams and umpires, when required
4. Manage all clearances and player registrations in accordance with the league rules
5. Liaise between players, coaches, Club Executive and General Committee.
6. Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – includes match balls.
7. Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
8. Oversee the maintenance and management of all training and match equipment including goal post covers.
9. Support team managers and oversee the submission of team sheets and match reports after both home and away games.
10. Ensure players attending League tribunal hearings are supported by quality advocates.
11. Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.
12. Coordinate home matches to ensure all teams and supporters have access to the correct facilities and equipment.
13. Provide a report on portfolio operations to the monthly Committee meeting.
14. Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action
15. Assist other Committee members in their duties as required
16. Undertake tasks at the request of the President, Executive or General Committee

## **7. Football Director**

The Football Director is responsible for ensuring leadership and support is provided to all coaches, players, training staff and volunteers.

### **DUTIES**

1. Ensure all personnel including coaches, training staff, team managers, runners and club umpires are suitably qualified and are carrying out their duties as required
2. Maintain Team Manager resources
3. Ensure all coaches have access to, and complete Level 1 or 2 coach accreditation requirements
4. Maintain accurate records of accreditation status of coaches
5. Assist coaches with re-accreditation needs
6. Oversee and manage recruitment of all coaches and players according to policies outlined by the club committee and ensure that all contracts are formalised and documented
7. Ensure all personnel are properly attired when representing the club
8. Plan for and implement programs for the continuous improvement of the players at all levels
9. Undertake regular reviews of all coaching staff and player performances throughout the season
10. Conduct coaching meetings to cover areas of support and evaluation as well as coaching resources and strategies
11. Formulate the annual Football Operational Plan and budget and manage its ongoing administration
12. Manage grievances between parents and coaches
13. In consultation with coaches, coordinate the use of training facilities including preseason matches and training locations.
14. Arrange the purchase of all player jumpers and support staff apparel
15. Maintain stocks of medical supplies and training equipment
16. Recommend new equipment where required
17. Attend governing body workshops and forums where required
18. Report activities of the portfolio to the membership at the annual general meeting
19. Oversee and assist other committee members including Coaches, Team Managers and the Medical Manager in their duties as required
20. Ensure players, parents, coaches, first aid and team management compliance with all club, league and AFL Victoria policies and code of conducts
21. Acts as a liaison between the Clyde Football Club and Auskick
22. Assist in developing and implement transition program for Auskickers into the club
23. Responsible for the collection of team photos
24. Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action

## **8. Volunteer Coordinator**

The Volunteer Coordinator is responsible for prospecting, recruiting and retaining of volunteers, coordinating their deployment and overseeing the recognition and rewarding of volunteers.

### **DUTIES**

1. Assist Team Managers to successfully recruit and fill volunteer roles each week to ensure all teams are suitably prepared and supported for a successful match day performance
2. Coordinate volunteer rosters and work with the Secretary to maintain accurate club records
3. Be the primary contact for volunteers should they have any concern or problem
4. Attract and recruit new volunteers to the club
5. Develop clear job descriptions for all required tasks
6. Work with the committee or selected subcommittee to develop and review volunteer support resources (e.g volunteer handbook, role descriptions, and training programs)
7. Develop and educate volunteers to fulfil their roles
8. Supervise volunteers or allocate other members to supervise
9. Develop a system to replace volunteers if they are unavailable to fulfil their role
10. Identify methods of recognising volunteers and promote the efforts of volunteers throughout the year (not just at the end of the season)
11. Submit regular reports to the committee as required
12. Investigate and implement government financial assistance initiatives to support club volunteers

## **GENERAL COMMITTEE**

## **9. Merchandise Coordinator**

### **DUTIES**

1. Order and maintain stock
2. Keep records of players jumpers
3. Coordinate uniform sales
4. Display merchandise
5. Advertise merchandise
6. Liaise with the Social Media Manager and Treasurer
7. Order new stock when required, once approved by the Executive Committee
8. Provide financial reports to the Executive Committee when requested
9. Liaise with Sponsorship Manager
10. Attend regular committee meetings

## **10. Membership Manager**

### **DUTIES**

1. Develop and maintain strategies for the continual expansion of the club's membership base and manage its ongoing administration
2. Liaise with stakeholders to ensure membership fees reflect current opinions of the club
3. Develop a proposal for membership fees and packages for the ensuing season for consideration by club committee
4. Provide to the committee as soon as possible after the completion of each season recommendations for all membership types and fees for the ensuing season
5. Ensure that tickets and related membership information is prepared for distribution and sale by a specified date of the current season
6. Ensure life members receive their membership prior to the commencement of the season
7. Coordinate the collection of membership fees from players and general members
8. Maintain an accurate database of all club members and provide details to the club secretary when required

9. Be familiar with your database that you have in place
10. Assist other committee members in their duties as required
11. Liaise with the communication manager, secretary, treasurer the committee, players and all club members
12. Provide a report on any aspect of the portfolio operations to the committee when requested
13. Seek ratification from the secretary prior to committing the club to any financial expenditure or action

## **11. Fundraising/Social Coordinator**

### ***DUTIES***

1. Hold fundraising/social sub committee meetings to brainstorm and plan events for the purposes of fundraising and social interaction of the parent group during the playing season
2. Prepare a calendar of social events for the season to provide a range of appropriate entertainment for all club members and to enhance the appeal of the club to the wider community
3. Ensure all events are considerate and complimentary to other activities within the club
4. Form a social sub-committee to suitably share the workload and deliver the annual social calendar of events
5. Attend monthly committee meetings and provide updates and submit fundraising and social events ideas for committee approval
6. Be the first point of contact for social enquiries, as well as any issues or complaints from social activities
7. Network with local businesses within the area to build rapport, offering to promote their business while obtaining support for the club
8. Prepare budgets for each social event for consideration by the executive committee
9. Document how each social activity was undertaken and include as much information as possible (eg suppliers involved, processes and procedures)
10. Ensure that all social events held are at least cost neutral to the club
11. Liaise with the communications and social media mangers to ensure that all fundraising events held are well promoted
12. Sources volunteers from teams as required to assist with the management of any fundraising or social events
13. Organises the presentation day function
14. Orders presentation day trophies and organises the update of the Club Honour Boards
15. Count, receipt and ensure money is banked from any fundraising activity
16. Seek ratification from the Executive Committee prior to committing the Club to any financial expenditure or action
17. Work with the Treasurer to set social activities/fundraising targets to be reflected in the club's budget and ensure these are reviewed at end of season
18. Review previous seasons social activities and plan activities for the new season accordingly
19. Provide a report on any aspect of it's portfolio to the committee when requested
20. Seek approval from the appropriate committee member prior to committing the club to any financial expenditure or action

### **○ 11a. Fundraising/Social Committee**

#### ***DUTIES***

1. Hold fundraising/social committee meetings
2. Prepare a calendar of social events for the season
3. Provide regular updates to the Executive Committee
4. Network with local businesses
5. Document how each social activity was undertaken
6. Liaise with Social Media Manager to promote events
7. Organise the presentation day function
8. Order presentation day trophies
9. Count, receipt and bank money from any fundraising activity
10. Work alongside Treasurer



## **12. Coaching Coordinator**

### **DUTIES**

1. Assist with the development of all coaches
2. Oversee and offer assistance for training drills and skills
3. Ensure coaches accreditation is up to date
4. Arrange education sessions for coaches and team ages groups as required
5. Recommend new equipment where required
6. Liaise with all coaches, providing regular feedback on training and match days

## **NON COMMITTEE POSITIONS**

## **13. Communications Manager**

### **DUTIES**

1. Undertake publicity tasks at the request of the Executive Committee where required
2. Actively update all communication channels including the club's website throughout the week and during the season (eg achievements, quotes, articles, videos, photographs, etc)
3. Continually aim to make improvements to all communication sites in consultation with the Executive Committee
4. Respond to requests to add information or make changes on communication sites promptly
5. Manage any public comment concerning any situation or incident that may reflect on the public wellbeing of the club
6. Promote milestones, club events and activities as well as special promotions or offers from sponsors
7. Seek ratification from the Executive Committee prior to committing the club to any financial expenditure or action
8. Review and update the social media policy (code of conduct)
9. End of season, review and remove administrator access to people who no longer require access to the club's communication sites

## **14. Strategic Planning Manager**

### **DUTIES**

1. Assist the executive committee to organise a planning day to set out the budget and the 12-month operational plan
2. Assist to put a 12-month operational plan in place
3. Make sure the club stays on track with the 12-month operational plan
4. Assist to put a 12-month revenue plan in place
5. Make sure the club stays on track with the 12-month revenue plan
6. Assist the club to set out a 3-5-year strategic plan
7. Organise a 12-monthly review of the 3-5-year plan
8. Develop a succession plan for the executive and non-executive committees
9. Provide a coordinating and support role for club sub committees
10. Undertake tasks at the request of the president, executive or general committee
11. Provide a report on any aspect of portfolio operations to the committee when requested

## **15. Facilities/Projects Manager**

### **DUTIES**

1. Ensure that there is a facilities master plan / precinct plan for 3, 5 and 10 years
2. Ensure a full audit of the facilities has been undertaken
3. Ensure a funding plan for major projects is in place
4. Provide a report on any aspect of the facilities and major projects to the committee when requested
5. Form a strong relationship with the local council
6. Distribute all messages from Council to the appropriate people within the club
7. Undertake a safety review of the council facilities that are handed over to the club for the season
8. Create and maintain a register of keys that are distributed for sporting facilities and maintain database of who has them
9. Research Council events for the year and identify if the club can participate in the event to promote themselves and support the council's initiatives
10. Liaise with the grants manager, fundraising coordinator and the Australian Sports Foundation manager
11. Post-season, collect all keys that have been distributed out and return to the Council whilst updating the register
12. Ensure all facilities are clean and vacated by the date required by the Council

## **16. Grants Manager**

### **DUTIES**

1. Prospect for grants from government, public and private companies, public and private philanthropic trusts and foundations to meet the priorities and goals of the club
2. Make applications to various organisations that offer grants as they arise and ensures the Club meets the criteria specified
3. Follow up on the progress of all grants applied for
4. Record successful grants for the year
5. Ensure acquittals are completed and all receipts supplied if required
6. Build a strong relationship with the local council
7. Provide a report on grants to the executive committee when required
8. Build a relationship with grant specialists to assist with grant prospecting and application
9. Liaise with Executive Committee to identify proposed expenditure for future grant submissions
10. Prepare necessary financial statements for the Annual General Meeting

## **17. Australian Sports Foundation Manager**

### **DUTIES**

1. Develop a full understanding of all of the offerings of the Australian Sports Foundation
2. Register with the Australian Sports Foundation
3. Develop a point of contact and sound working relationship with the Australian Sports Foundation
4. Assist sponsorship, membership and fundraising departments to maximise revenue opportunities through the Australian Sports Foundation
5. Assist financial stakeholders (sponsors, members & supporters) to understand and benefit from Australian Sports Foundation and its tax benefits
6. Work with the executive committee and communication manager to inform stakeholders of the tax advantages of the Australian Sports Foundation
7. Keep informed of any changes occurring within the Australian Sports Foundation
8. Provide a report on any aspect of the Australian Sports Foundation to the executive committee when requested



## **18. Canteen Manager**

### **DUTIES**

1. Open and run the canteen on all game and training days
2. Oversee the running of the bbq
3. Maintain weekly monitoring of records for inspection purposes
4. Ensure all canteen staff are instructed on correct canteen hygiene and procedures
5. Ensure a safe work place is in order at all times
6. Maintain accurate and complete records
7. Operate POS terminals
8. Prepare money for banking
9. Liaise closely with Treasurer
10. Order and/or purchase of stock
11. Maintain a clean and sanitary workplace at all times
12. Report any faults or problems with canteen to the committee
13. Any other duties as required by the committee.

### **MANDATORY REQUIREMENTS**

- Food Handlers Certificate
- Working with Children's Check

*(Training can be organised and paid for by the club for the right candidate)*

### **○ 18a. Canteen Volunteers**

#### **DUTIES**

1. Knowledge of correct canteen hygiene and procedures
2. Assist in the canteen at home games and during training sessions with jobs delegated to you by the canteen manager including preparing, cooking and serving food, greeting customers, money handling and cleaning and tidying the kitchen

#### **MANDATORY REQUIREMENTS**

- DoFoodSafely DHHS Online Accreditation

## **19. Score Board Coordinator**

### **DUTIES**

1. Setup the scoreboard
2. Ensure scores are displayed accurately and correctly to all observers
3. Secure the scoreboard upon leaving
4. Advertise sponsors on electronic scoreboard at appropriate times

## **20. Team Manager Coordinator**

### **DUTIES**

1. Arrange education session for team managers prior to the start of the season
2. Assist team managers throughout the season
3. Provide support for team managers when required
4. Assists to distribute team manager kit bags at the start of the season
5. Liaises with team mangers to recognise and acknowledge player milestones
6. Assists to collect team manager kit bags at the end of the season, including return of all equipment, uniforms, etc
7. Arranges collection of all best and fairest votes

## **21. First Aid Coordinator**

### **DUTIES**

1. Knowledge of bylaw requirements
2. Coordinates Trainers for all age groups
3. Arrange training courses for Trainers
4. Coordinates first aid requirements for game playing
5. Knowledge of Ambulance entrance points
6. Document injuries
7. Provide advice to injured players
8. Manage player medical clearances
9. Perform regular stocktake and replenish first aid supplies
10. Ensures all equipment is up to date/in date
11. Liaise with Treasurer

### **MANDATORY REQUIREMENTS**

- Current and up to date First Aid Certificate
- Current and up to date CPR
- Current and up to date ERC training
- Working With Children Check

*(Training can be organised and paid for by the club for the right candidate)*

## **22. Child Safeguarding Officer**

The CSO role is a volunteer role appointed by the Clubs' Committee. The role will serve as the first point of contact for club community members and others who have concerns about a child or young person within the club and provide advice and support to assist that person with making a report. The CSO will champion the safeguarding message and work with the Committee to practically implement the policies and procedures.

### **DUTIES**

1. Communicate and promote awareness and understanding of Safeguarding Policy and Procedures.
2. Help adults at the Club understand their obligations to protect children and young people and promote their rights.
3. Be the first point of contact for all safeguarding matters.
4. Receive and escalate complaints, concerns and incidents to the club, Committee, or the AFL State Entity/AFL for appropriate action.
5. Provide regular updates at committee meetings.
6. Work with the Committee to assess risks to children and young people within the club and develop strategies and action plans to minimise the risks.
7. Ensure the clubs undertakes correct screening of people in accordance with the current safeguarding laws and legislation and that appropriate records are maintained.
8. Any other duties required to promote the safety of children and young people.

### **ROLE REQUIREMENTS**

- Working With Children Check (or equivalent)
- Undertake training on safeguarding and/or child safety issues, as directed by the Club, AFL State Entity or AFL.
- Experience and / or qualifications in community services, social work, psychology, justice, welfare, education or policing is desirable.

Free training and resources to support this role are available and provided by the AFL and other organisations, including:

- AFL Safeguarding [Webinars](#) and Safeguarding Education Program.
- Play by the Rules Child Protection and Safeguarding [course](#).

## **23. Safety and Risk Officer**

### ***DUTIES***

1. Create and maintain a Risk Management Plan providing information of all activities within the club
2. Ensure all new team members, coaches and officials understand the health and safety aspects of the club and processes
3. Ensure all club participants are aware of their responsibilities under the clubs Risk Management Plan
4. Be the first point of contact for all health and safety enquiries
5. Ensure playing, training and social facilities are continually monitored prior to each session to identify and minimise any possible risks that may occur
6. Complete match day insurance safety checklist before each game
7. Liaise with various stakeholders in the planning and development of social, sporting and fundraising activities to prevent any unwanted risks

## **MATCH DAY SUBCOMMITTEE**

## **24. Team Coach**

### ***DUTIES***

1. Liaise with and respond to requests of the football director
2. Attend any required AFL training courses and meet and maintain the correct levels of Coach accreditation qualifications
3. Plan and deliver the elements of AFL coaching at a team level in line with the Coaching Handbook, Bylaws and AFL skills and team playing information. At all times being mindful of the players skills and strengths and weaknesses
4. Attend coaching information sessions and meetings as required
5. Collect and maintain allocated equipment during the season
6. Respond to and work closely with the Team Manager
7. Develop and establish an appropriate pre season training program
8. Attend and run training for allocated age groups on training days
9. Coach in accordance with the AFL Match Policy for the conduct of the game for players 5-18 years of age
10. Apply the code of conduct for coaching staff and players that supports the objectives of the Club on and off the field
11. Recruit parents as Assistant Coaches to assist with the delivery of training and game playing and delegate tasks accordingly
12. Liaise with other team coaches to establish a consistent coaching policy throughout the club
13. Award best and fairest votes to the relevant players after each game
14. Contact all families as soon as practicable after the completion of the previous season to outline plans for the coming season
15. Provide regular reports as required throughout the season

### ***MANDATORY REQUIREMENTS***

- Current AFL Level 1 Coaches Accreditation
- Registered at Coach AFL
- Ensure the Coach AFL annual membership fee is paid



## **25. Team Manager**

1. Respond to and work closely with Team Coaches and Football Director
2. Collect water bottles from players
3. Communicate all Club, Team and game specific information to all team members and their parents/guardians and/or the Social Media Manager
4. Ensure the Team Coaches and players are provided with sufficient equipment to ensure the efficient operation of the team
5. Ensure all equipment (including a stretcher) is available before the game and that goal post pads are fitted
6. Liaise with Registrar to ensure all players are either currently registered with the League or have an approved transfer from previous club
7. Liaise with the Apparel Manager to maintain a list of all players and jumper numbers
8. Check club jumpers are in good order at all times
9. Be aware of the number of games played by all players in a season with regards to the eligibility of players for finals or life membership (10 years playing), and pending milestone games to be celebrated (particularly 50 and 100 milestone games)
10. Be a conduit and filter for communications between parents and the committee. The Team Manager is relied upon to determine which matters need elevated communications where necessary
11. Understand and have a copy on hand of the [SEJFL MATCH DAY GUIDE](#)
12. Liaise with Volunteer Coordinator to ensure game day volunteer support staff including Scoreboard Attendant, Boundary and Goal Umpires, Time Keeper, Interchange Steward, First Aid Officer, Water Carrier, Runner, Score Board Attendant and Venue Manager have been appointed, are in attendance as required, know their tasks, wear their correct attire and have their required equipment
13. Be responsible for printing and completion of team sheets on Sports TG
14. Upload home game match scores to Sports TG and keep tally of goal kickers during match (for internal Club use only)
15. Assist Coaches to determine best player votes, collect votes from opposition and hand out weekly awards

## **26. Venue Manager**

### **DUTIES**

1. Ensure officials are adequately identified with the appropriate uniform
2. Support and uphold the principles of the junior league and club's code of conduct
3. Be the first point of contact in relation to Match related matters for home and visiting club officials, umpires and parents/spectators
4. Move between matches observing if officials are behaving within the Junior League's and AFL's Code of Conduct
5. Be a complaints receiver; listener and enforcer. If inappropriate behaviour is observed, and you feel safe to do so, politely remind players, officials and supporters of their responsibilities in providing a safe and supportive environment for everyone and if applicable, make a note of the club they represent and report to the League
6. Involve police where appropriate and notify the League immediately

## **27. Assistant Coach**

### **DUTIES**

1. Assist the Team Coach of your team with their role
2. Attend the required AFL training courses and meet and maintain the correct levels of Coach accreditation qualifications
3. Plan and deliver the elements of AFL coaching at a team level in line with the Coaching Handbook, Bylaws and AFL skills and team playing information. At all times being mindful of the players skills and strengths and weaknesses
4. Attend coaching information sessions and meetings as required
5. Coach in accordance with the AFL Match Policy for the conduct of the game for players 5-18 years of age
6. Apply the code of conduct for coaching staff and players that supports the objectives of the Club on and off the field

### **MANDATORY REQUIREMENTS**

- Current Australian Football Level 1 Accreditation

## **28. Equipment Coordinator**

### **DUTIES**

1. Allocate club equipment to appropriate committee members and keep track of who is responsible for each item in the equipment register
2. Ensure equipment register is up to date and important information of where equipment is currently stored and who is in possession/still in use of equipment
3. Follow up on non-returned equipment
4. Ensure those using club equipment have been trained or are qualified to do so
5. Ensure the equipment storage rooms are tidy
6. Complete stocktake on a regular basis and update the equipment register for any new purchases
7. Oversee the maintenance and management of all training and match equipment including goal post covers
8. Seek ratification from the Executive Committee prior to committing the Club to any financial expenditure or action
9. Liaise with Football Director to revise and notify the committee of equipment requirements for the following season
10. Ensure all equipment is collected and stored appropriately during off season

## **29. Line Marking**

### **DUTIES**

1. Liaises with the Equipment Coordinator to have the oval lines marked at the beginning of the season

## **30. Ground Marshall**

### **DUTIES**

1. Escort the umpires from the umpire's room to the centre of the field prior to the commencement of the first and third quarters and from their assembly point on the field to their umpire room at the conclusion of the second and fourth quarters
2. Remain with the umpires during the quarter time and three quarter time breaks
3. Ensure the safety of umpires in accordance with the [SEJFL Bylaws](#)
4. Oversee the Codes of Conduct for all officials and supporters of their own club and bring inappropriate conduct to the attention of club officials
5. If an offence is reportable, obtain signed statements from witnesses and any other relevant material eg video footage
6. Email a report to the Football Director of any substantiated misconduct by supporters or club officials within 24 hours of the end of the game

### **MANDATORY REQUIREMENTS**

- Must be performed by a person at least 18 years of age

## **31. Time Keeper**

### **DUTIES**

1. Obtain [Time Keepers card](#) from the Team Manager, and be familiar with operation of the clock and siren provided
2. Liaise with the umpires and the Time Keeper from the opposition team
3. Ensure that quarters or breaks run no longer than the allocated time by keeping time
4. Sound the siren at the beginning and end of each quarter
5. Record scores throughout the game
6. Complete all details on the timekeeping card, including the scores, and sign the Time Keeper's card on completion of the game and to give to the Team Manager

### **MANDATORY REQUIREMENTS**

- Must be performed by a person at least 18 years of age



## **32. Goal Umpire (Club appointed)**

### **DUTIES**

1. Ensure goal flags, white coat and [Goal Umpires cards](#) have been procured from the Team Manager
2. Make scoring decisions in conjunction with Field Umpire in accordance with the [Laws of Australian Football](#) (as advised by AFL Victoria as being applicable to AFL Victoria member matches) and the AFLSE Bylaws
3. Record all goals and behinds scored by each team on the Goal Umpires card in numerical sequence
7. The Goal Umpires card is to be handed to the Team Manager at the conclusion of the match
8. Liaise with all other umpires officiating in the match
9. Shall act at all times in a professional manner and are not permitted to barrack, give support to a team or give advice or make comments to the players, other officials or supporters.

### **MANDATORY REQUIREMENTS**

- Must be performed by a person at least 15 years of age

## **33. Club Umpire (Club appointed)**

Can be the coach, assistant coach or suitably qualified club umpire.

### **DUTIES**

1. Umpire matches in accordance with [the Laws of Australian Football](#) (as advised by AFL Victoria as being applicable to AFL Victoria member matches) and the [SEJFL Bylaws](#)
2. Be aware of any modified rules pending the age group umpiring
3. Liaise with all other umpires officiating in the match
4. Must check nails and boots of each player of the team

### **MANDATORY REQUIREMENTS**

- Must be performed by a person at least 13 years of age

## **34. Runner**

### **DUTIES**

1. Deliver messages from the Coach or Assistant Coach to players whilst each quarter is in progress
2. The runner must not interfere with any players or officials throughout the game
3. Liaise with Coach, Assistant Coach and Team Manager

### **MANDATORY REQUIREMENTS**

- Must be performed by a person at least 18 years of age

## **35. Trainer**

### **DUTIES**

1. Develop and revise code of conduct regarding injury treatment for coaching staff and players
2. Provide medical treatment and advice to the Coach, Team Manager and players for the team allocated to his/her care
3. Ensure phone numbers of each player's parents or guardian are readily available and that relevant medical conditions of players are known
4. Attend team training sessions and games
5. Obtain the First Aid kit from the Team Manager
6. Knowledge of Ambulance entrance points
7. Attend to injured players on the ground. If any injury appears to be serious, qualified medical assistance should be obtained immediately
8. Provide regular reports to the Coach/Assistant Coach/Team Manager on the state of any injury to any player





**MANDATORY REQUIREMENTS**

- Current First Aid and CPR certificate

## **36. Photographer**

**DUTIES**

1. Take photos of all players at the start of each season
2. Take photos during games and training sessions to be used in social media, the club's website, advertising material and on presentation day

**MANDATORY REQUIREMENTS**

- Must supply own camera and any other equipment or software necessary to complete the role

## **AUSKICK**

## **37. Auskick Manager**

**DUTIES**

1. Ensure the player database is kept up to date
2. Liaise with the junior football club in regards to shared events
3. Consider, act upon and forward all information and communications from the club as it arises
4. Recruit Auskick Coordinators and Age Group Coordinators
5. Attend AFLSE seminars and coaching courses
6. Manage equipment
7. Coordinate games to be played at half time of Senior AFL games
8. Liaise with the junior football club and the Football Director to facilitate a pathway for Auskick players
9. Create new initiatives to continually foster and develop Auskick and junior participation
10. Responsible for the delivery of the Auskick program to the Auskick Coordinators

## **38. Auskick Coordinators**

**DUTIES**

1. Deliver the Auskick program as set by the Auskick Manager to the players at the level appropriate to the player's stage of development
2. Direct, assist and facilitates participation by all parents
3. Identify players eligible for encouragement awards each week