



## ROLES AND RESPONSIBILITIES 2025



### EXECUTIVE COMMITTEE

1. President
2. Secretary
3. Treasurer
4. Game Day Operations
5. Registrar
6. Football Director
7. Child Safety Officer

### GENERAL COMMITTEE

8. Safety & Risk Officer
9. Merchandise Coordinator
10. Social Events/Fundraising Coordinator
11. Grants Manager
12. Sponsorship Coordinator
13. Team Manager Coordinator
14. Facilities Manager
15. First Aid Coordinator
16. Girls Football Coordinator
17. Non-Competition Football Coaching Coordinator
18. Competition Football Coaching Coordinator
19. Talent Acquisitions Manager

### NON COMMITTEE POSITIONS

20. Database Manager
21. Donations Coordinator
22. Social Media Manager
23. Canteen Manager

### MATCH DAY SUBCOMMITTEE

24. Team Coach
25. Assistant Coach
26. Team Manager
27. Venue Manager
28. Ground Marshall
29. Time Keeper
30. Goal Umpire
31. Volunteer Umpire
32. Boundary Umpire
33. Runner
34. Trainer
35. Photographer

### AUSKICK

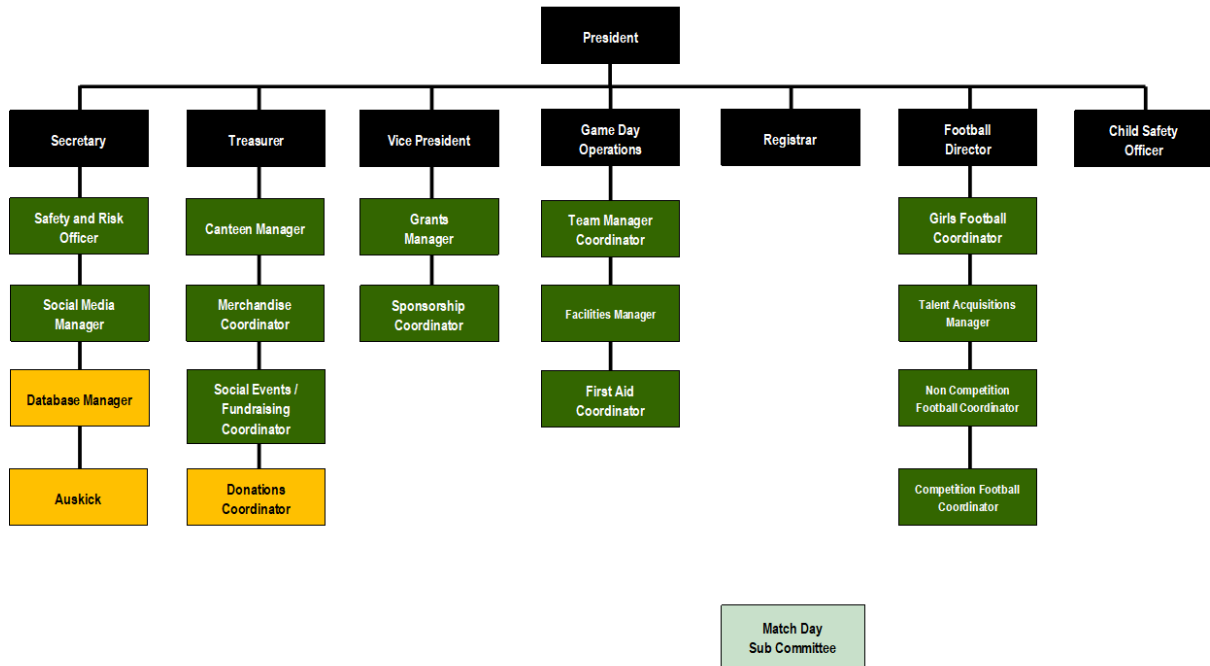
36. Auskick Manager
37. Auskick Coordinators

### We ask that all volunteers:

- Register as a volunteer at Play HQ <https://www.playhq.com/afj/register/25948c>
- Hold a current Working with Children Accreditation  
<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>



## COMMITTEE STRUCTURE



## **EXECUTIVE COMMITTEE**

### **1. President**

#### **DUTIES**

1. Attend President meetings and AFL convened meetings as required during the year
2. Act as a representative for external stakeholders including AFLSE, local council and sponsors
3. Foster a positive and inclusive club culture
4. Work closely with all committee members to ensure the effective running of the club
5. Address escalated issues or conflicts within the club
6. Act as tribunal delegate as required
7. Chair committee and Annual General Meetings and oversee governance
8. Lead the strategic direction of the club
9. Seeks ratification from the appropriate committee members prior to committing the club to any financial expenditure or action

### **2. Secretary**

#### **DUTIES**

1. Prepare and distribute agendas and minutes for all meetings including the AGM
2. Manage club correspondence and maintain records
3. Oversee and assist the Safety and Risk Officer and Social Media Manager
4. Attend league and council workshops and forums where required
5. Acts as a liaison between the Clyde Junior Football Club and Auskick
6. 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
7. Promptly communicate information to members from AFLSE, Local/State Governments and other external bodies
8. Maintain a list of club assets and liabilities, as well as maintain key register
9. Ensure Parent Handbook is updated each season
10. Responsible for the collection of team photos
11. Orders presentation day trophies and organises the update of the Club Honour Boards
12. Ensure all club activities comply with safety regulations and guidelines in conjunction with the Safety and Risk Officer
13. Seeks ratification from the appropriate committee members prior to committing the club to any financial expenditure or action

### **3. Treasurer**

#### **DUTIES**

1. Oversee the club's financial management, including budgets and forecasts
2. Process payments, reimbursements and invoices
3. Provide regular financial reports to the committee
4. Ensure timely collection of membership fees and grants
5. Ensure all committee members do not exceed authority ceilings for financial expenditure without reference to the Executive Committee
6. Prepare necessary financial reports for the Annual General Meeting
7. Oversee and assist the Merchandise Coordinator, Canteen Manager and Social Events.Fundraising Coordinator

#### **MANDATORY REQUIREMENTS**

- Financial/bookkeeping experience

## **4. Game Day Operations**

### ***DUTIES***

1. Coordinate formulation and delivery of the Football Operational Plan in conjunction with the Football Director.
2. Oversee and manage match day operations, including scheduling, logistics, and coordination with officials
  - a. Oversee the recruitment, training, and management of volunteers for various operational roles including Team Managers and Trainers
  - b. Ensure training is conducted on the use of the electronic scoreboard
  - c. Create and display signage for change rooms each round (eg identify home/away change rooms and what time each club/team has access to the room)
  - d. Coordinate game day setup and pack down
3. Oversee facilities, grounds and equipment maintenance
4. Work with the Facilities Manager to ensure readiness for training and match days
5. Ensure compliance with AFLSE operational requirements
6. Collaborate with the Football Director and Facilities Manager to oversee the maintenance, management and purchase of all training and match equipment
7. Seek ratification from the Executive Committee prior to committing the Club to any financial expenditure or action

## **5. Registrar**

### ***DUTIES***

1. Serve as the main point of contact for member enquiries
2. Liaise with the Social Media Manager to advertise and promote the playing opportunities of the club
3. Manage player registrations and Play HQ records
4. Ensure compliance with AFLSE registration requirements
5. Coordinate team lists and player transfers
6. Manage playing jumper spreadsheet and coordinate jumpers for all teams
7. Communicate registration deadlines and procedures to members
8. Maintain accurate records in Tidy HQ
9. Advise Team Managers of player milestone games for each team
10. Provide information to the Executive Committee at the start of the season for team formation
11. Develop proposal for ensuing year's membership fees for consideration by the Executive Committee at the completion of each season
12. Liaise with Football Director and Coaches regarding 'fill in' players
13. Seeks ratification from the appropriate committee members prior to committing the club to any financial expenditure or action

## **6. Football Director**

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

### ***DUTIES***

1. Develop and implement football programs and pathways for all players
2. Work with coaching coordinators to support player development
3. Liaise with AFLSE on football-related matters, including fixturing and rules
4. Manage player registrations and team allocations in collaboration with the Registrar
5. Oversee recruitment and retention strategies for players and coaches
6. Prepare and distribute agendas and minutes for all coaches meetings
7. Maintain accurate records of accreditation status of coaches
8. Organise "Come and Try", "Meet the Coach" and "New Parent Information" days
9. Undertake regular reviews of all coaching staff throughout the season and provide regular feedback on training and match days when required
10. Formulate the annual Football Operational Plan and budget and manage its ongoing administration
11. In consultation with coaches, coordinate the use of training facilities including preseason matches and training locations



12. Handle and resolve complaints related to coaches, clubs, and teams in a timely and effective manner
13. Ensure players attending League tribunal hearings are supported by quality advocates
14. Attend governing body workshops and forums where required
15. Assist in developing and implement transition program for Auskickers into the club
16. Seeks ratification from the appropriate committee members prior to committing the club to any financial expenditure or action

## **7. Child Safety Officer**

### **DUTIES**

1. Communicate and promote awareness of Safeguarding Policy and Procedures
2. Serve as the main point of contact for all child safety matters
3. Maintain WWCC records
4. Assess risks within the club and develop strategies and action plans to minimise these
5. Seeks ratification from the appropriate committee members prior to committing the club to any financial expenditure or action

### **ROLE REQUIREMENTS**

- 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](#).

## **GENERAL COMMITTEE**

## **8. Safety and Risk Officer**

### **DUTIES**

1. Maintain a Risk Management Plan
2. Communicate health and safety processes where necessary
3. Be the first point of contact for all health and safety enquiries
4. Liaise with various stakeholders in the planning and development of social, sporting and fundraising activities to prevent any unwanted risks

## **9. Merchandise Coordinator**

### **DUTIES**

1. Manage all uniforms and merchandise
2. Coordinate sales
3. Liaise with the Social Media Manager to advertise merchandise
4. Work with the Treasurer to track sales and manage expenses
5. Liaise with Sponsorship Manager for sponsors on training apparel



## **10. Social Events/Fundraising Coordinator**

### ***DUTIES***

1. Plan and execute fundraising initiatives to support club activities
2. Work with the Treasurer to ensure financial transparency
3. Collaborate with other committee members to align fundraising efforts with club goals
4. Engage with members and the community to maximise participation in fundraising events
5. Prepare a calendar of social events and fundraising calendar for the season
6. Liaise with the Social Media Manager to ensure that all social events held are well promoted
7. Organises the presentation day function
8. Seek ratification from the Executive Committee prior to committing the Club to any financial expenditure or action

## **11. Grants Manager**

### ***DUTIES***

1. Source new grants to meet the priorities and goals of the club
2. Maintain records of all grants including acquittals
3. Prepare necessary financial statements for the Annual General Meeting

## **12. Sponsorship Coordinator**

### ***DUTIES***

1. Source new sponsorship opportunities to support the club's financial needs
2. Maintain relationships with existing sponsors, ensuring they receive agreed benefits
3. Work with the Social Media Manager and Fundraising Coordinator to maximise sponsor visibility
4. Work with the Treasurer to ensure collection of sponsorships
5. Maintain database of all sponsors
6. Invite sponsors to club events
7. Educate Game Day Operations Manager on scoreboard advertisement requirements
8. Seek ratification from the Executive Committee prior to committing the Club to any financial expenditure or action

## **13. Team Manager Coordinator**

### ***DUTIES***

1. Coordinate Team Manager meetings
2. Ensure the Team Manager's Handbook is up to date
3. Assist Team Managers to successfully recruit and fill volunteer roles each week, submit match day paperwork, volunteers are prepared and teams are supported
4. Maintain team manager kit bags

## **14. Facilities Manager**

### ***DUTIES***

1. Liaise with both the Game Day Operations Manager and Football Director
2. Oversee the maintenance and readiness of club facilities, including grounds, change rooms and equipment
3. Coordinate with external contractors for facility repairs or upgrades

## **Clyde Junior Football Club Roles and Responsibilities**



4. Ensure compliance with safety and cleanliness standards
5. Ensure the oval lines are marked at the beginning of the season and throughout the season as required
6. Maintain the equipment register

### **15. First Aid Coordinator**

#### ***DUTIES***

1. Ensure the Trainer's Handbook and folders are up to date
2. Coordinates Trainers for all age groups
3. Coordinates first aid and CPR training
4. Manage injury reporting
5. Manage first aid supplies

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

- Current and up to date First Aid/CPR Certificates

### **16. Girls Football Coordinator**

#### ***DUTIES***

1. Coordinate all matters relating to female football within the Club
2. Promote and develop female football participation
3. Create and promote an inclusive environment for female participants

### **17. Non-Competition Football Coaching Coordinator**

#### ***DUTIES***

1. Support and mentor junior coaches (Under 12s and below)
2. Develop training programs tailored to junior players' skill levels
3. Act as the first point of contact for junior coaching concerns
4. Encourage the implementation of AFL-endorsed coaching resources

### **18. Competition Football Coaching Coordinator**

#### ***DUTIES***

1. Support and mentor competition aged team coaches (Under 13s and above)
2. Assist the Football Director in developing age-appropriate training and development programs for players transitioning to competitive football
3. Assist the Football Director in the facilitation of regular coaching workshops and feedback sessions
4. Ensure alignment with AFL coaching standards and club values
5. Collaborate with the Football Director on player and coach pathways

### **19. Talent Acquisitions Manager**

#### ***DUTIES***

1. Attend training and games and identify talent within the club



2. Work with Coaches and Football Director in player nominations for AFLSE Interleague, SEJ Academy or any other AFL Vic talent or development programs
3. Assist the Football Director at any training/development session for coaches and players
4. Work alongside Football Director on Player recruitment and retention

## **NON COMMITTEE POSITIONS**

### **20. Database Manager**

#### ***DUTIES***

1. Ensure the management of Stack Team app including:
  - a. Creating new Teams/Access Groups each year
  - b. Managing and approving requests
  - c. Placing players into the correct teams
  - d. Managing Player Profiles and adding Play HQ statistic pages
  - e. Creating and monitoring Chat Groups
  - f. Updating fixture links and sponsors each season
  - g. Managing Events and News Items
2. Liaise with the Registrar and Sponsorship Coordinator to ensure all information added is accurate
3. Provide to the committee as soon as possible recommendations for new features for the ensuing season
4. Seek ratification from the secretary prior to committing the club to any financial expenditure or action such as managing ad banners subscription

### **21. Donations Coordinator**

#### ***DUTIES***

1. Source donations for raffles and events throughout the season

### **22. Social Media Manager**

#### ***DUTIES***

1. Manage the club's social media platforms and website
2. Promote club events, achievements and announcements
3. Develop newsletters and marketing materials to engage members and the community
4. Collaborate with the Sponsorship Coordinator to highlight sponsor contributions
5. Seeks ratification from the appropriate committee members prior to committing the club to any financial expenditure or action

### **23. Canteen Manager**



### **DUTIES**

1. Manage canteen operations, including stock procurement and inventory management
2. Coordinate canteen volunteers for training and match days
3. Ensure compliance with food safety regulations
4. Work with the Treasurer to track sales and manage expenses
5. Report any faults or problems with canteen to the Executive Committee

### **MANDATORY REQUIREMENTS**

- Food Handlers Certificate
- Working with Children's Check

## **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

### **25. 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

## **26. 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 Merchandise Coordinator 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 Team Manager Coordinator to ensure game day volunteer support staff including Scoreboard Attendant, Boundary and Goal Umpires, Time Keeper, Ground Marshall, Trainer, 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 Play HQ
14. Upload home game match scores and record goals/behinds in Play HQ
15. Assist Coaches to determine best player votes, collect votes from opposition and hand out weekly awards

## **27. Venue Manager (when requested by Executive Committee)**

#### **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

#### **MANDATORY REQUIREMENTS**

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

## **28. Ground Marshall (U11-17)**

#### **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

## **29. 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

## **30. Goal Umpire**

#### **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

## **31. Volunteer 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

## **32. Boundary Umpire (U11-17)**

### **DUTIES**

1. Follow instructions as given by the Field Umpire
2. 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](#)
3. Be aware of any modified rules pending the age group umpiring

### **MANDATORY REQUIREMENTS**

- Must be performed by a person at least 14 years of age
- Must have a WWCC
- Must be registered as a volunteer in Play HQ

## **33. Runner (U11-17)**

### **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 16 years of age

## **34. Trainer**

### **DUTIES**

1. Provide medical treatment and advice to the Coach, Team Manager and players for the team allocated to his/her care
2. Ensure phone numbers of each player's parents or guardian are readily available and that relevant medical conditions of players are known
3. Attend team training sessions and games
4. Obtain the First Aid kit from the Team Manager
5. Knowledge of Ambulance entrance points
6. Attend to injured players on the ground. If any injury appears to be serious, qualified medical assistance should be obtained immediately
7. 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
- ERC certificate (U13-17)

## **35. 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

### 36. 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

### 37. 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