

President

Objectives

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

Responsibilities

- Ensure the Executive & Management Committee and Sub Committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Executive & Management Committee and AGM.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Co-ordinates
 - Strategy
 - Forward planning
 - Media management
 - Policy & procedure
 - Education
- Assist other Management Committee members in their duties as required.
- Undertake tasks at the request of the Executive or Management Committee.

Relationships

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

Accountability

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

Vice President

Objectives

- To provide support to the President.
- To provide support to the Executive and Management Committee members to ensure the efficient operation of the Club.

Responsibilities

- Preside over meetings in the absence of the President.
- Oversee the operations of the following functions:
 - Facilities Manager
 - Bar Operations Manager
 - Canteen Manager
 - Meals Coordinator
 - Apparel Manager
- Assist other Management Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or Management Committee.

Relationships

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

Accountability

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

Club Secretary

Objectives

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

Responsibilities

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

Relationships

- Reports to the Management Committee.
- Liaises with the Executive.
- Liaises with sub-committees.

Accountability

- The Club Secretary is accountable to the President and the Management Committee.
- Seek ratification from the appropriate Management Committee member prior to committing the Club to any financial expenditure or action.

Treasurer

Objective

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

Responsibilities

- Prepare the annual budget of the Club for presentation at the Management Committee meeting (the draft budget having earlier been formulated by the Club Executive).
- Ensure all Managers and Management Committee members do not exceed authority ceilings for financial expenditure without reference to the Management Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report regularly to the Management Committee on budget performance.
- Prioritise payment of accounts.
- Make details of all accounts available to the Management Committee and members as provided in the relevant Acts.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Manage any overdraft facility held by the Club.
- Ensure any surpluses are invested wisely after approval by the Management Committee.
- Ensure the Club finances are correctly reviewed or audited.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Management Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or Management Committee.

Relationships

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

Accountability

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

Senior Football Director

Objectives

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

Responsibilities

- Ensure the effective and efficient operation of the senior men's football operations.
- Coordinate formulation of the Football Operational Plan.
- Ensure that all sectors of the Club senior football operations are managed effectively and efficiently so that on field performance is maximised.
- Oversee the senior football development program so that participation at senior levels is maximised.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Oversee recruitment of coaches and players according to policies outlined by the Management Committee.
- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Club Executive prior to the Club being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Liaise with players, coaches, Club Executive and Management Committee
- Provide documentation in consultation with the Treasurer, of all player and coaches payments.
- Provide input for the junior development programme to ensure development is in line with future senior football requirements.
- Assist other Management Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or Management Committee.

Relationships

- Reports to the Management Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with Junior Football Director.
- Liaises with Female Football Director.

Accountability

- Provide a report on portfolio operations to the monthly Management Committee meeting.
- Seek ratification from the Executive Committee of a senior football budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive
- Seek ratification from the appropriate Management Committee member prior to committing the Club to any financial expenditure or action.
- Provide a report on portfolio operations to the monthly Management Committee meeting.

Female Football Director

Objectives

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

Responsibilities

- Ensure the effective and efficient operation of the female football operations.
- Coordinate formulation of the Football Operational Plan.
- Ensure that all sectors of the female football operations are managed effectively and efficiently so that on field performance is maximised.
- Oversee the female football development program so that participation at junior & senior levels is maximised.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Oversee recruitment of coaches and players according to policies outlined by the Management Committee.
- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Club Executive prior to the Club being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Liaise between players, coaches, Club Executive and Management Committee
- Provide documentation in consultation with the Treasurer, all player and coaches payments.
- Provide input for the junior development programme to ensure development is in line with future senior football requirements.
- Assist other Management Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or Management Committee.

Relationships

- Reports to the Management Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with Junior Football Director.
- Liaises with Senior Football Director.

Accountability

- Provide a report on portfolio operations at the monthly Management Committee meeting.
- Seek ratification from the appropriate Management Committee member prior to committing the Club to any financial expenditure or action.

Senior Football Secretary

Objectives

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

Responsibilities

- Process all clearances and player registrations in accordance with the league rules
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order - includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Ensure that all umpires are supplied where required
- Oversee the maintenance and management of all training and match equipment including goal post covers.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club
- Coordinate submission of running sheets and match reports after both home and away games.
- Liaise with league on issues relating to player and club
- Coordinates player and trainer payments,
- Coordinates player incentives
- Process insurance claims
- Security of all team players votes
- Number of games played by player
- To follow up with teams and ensure players are registered and able to play.
- Coordinate collection and follow up outstanding fees
- Coordinate senior BFF presentations and any other senior functions.

Relationships

- Liaises with the Senior Football Director, Female Football Director, Club Secretary and Treasurer
- Liaises with all senior club members
- Liaise with other clubs

Accountability

- Reports to Senior Football Director and Management Committee

Junior Football Director

Objective

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

Responsibilities

- Develop and implement Junior Club Development programs and coordinate junior football development plans.
- To recruit and manage Junior Coaches, appoint Age Coordinators, Coaching Mentors and other volunteers as necessary.
- To ensure appropriate policies and guidelines are in place for Junior members and their families and those people working with Juniors.
- To represent the interests of Junior members at Management Committee meetings.
- To manage issues arising from Junior football and report to the Management Committee when required.
- To work with other outside agencies to improve/sustain club membership.
- To constantly review the activities of Junior football through feedback and evaluation.
- To work with local Junior Football clubs and the SANFL.
- To create an environment that Coaches and Team Managers feel safe from harassment and bullying so they can provide an environment whereby Junior Footballers are able to enjoy their football and develop.

Relationships

- Reports to the President and the Management Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with Senior Football Director.
- Liaises with Female Football Director.
- Liaises with Junior Football Secretary.

Accountability

- Provide a report on Junior Football at the monthly Management Committee meeting.
- Seek ratification from the Management Committee of a junior football budget.

Junior Secretary

Objectives

To ensure all aspects of player administration (including player registrations and transfers), internal and external correspondence and communication, compliance with relevant regulations and guidelines are well-managed, and to ensure the smooth running of the off-field aspects of the junior competition.

Responsibilities

- Management of registrations, renewals and transfers, and ensuring equitable player distributions across teams and age groups
- Coordination of Team Managers, as the primary conduit between the Club and parents
- Ensure information is shared and communicated with the relevant groups
- Coordination of Team Managers with regard to match day paperwork, accreditations, results entering and finals qualification
- Coordination of Milestone Certificates and other forms of recognition
- Liaison with SANFL, other clubs and vendors/sponsors as appropriate
- Organisation of Junior Presentation Day, including trophies, annual photos, and other events during the season
- Management of player registration payments, refunds, Sports Voucher claims and payment plans

Relationships

- Reports to the President, Junior Football Director and Female Football Director, as well as to the Management Committee
- Supports all junior Team Managers, players, parents, support staff and volunteers
- Liaises with the Executive
- Liaises with the Senior Football Secretary

Bar Operations Manager

Objective

- Provide bar facilities to Club members & visitors on match days and functions.
- To ensure a safe and comfortable environment for club members through the implementation of the Responsible Management of Alcohol policy.
- Ensure that bar operations are managed efficiently to meet budget requirements.
- To provide support to the Executive and Management Committee members to ensure the efficient operation of the Club.

Responsibilities

- Provide bar services for all functions and events as required by the Management Committee.
- Coordinate bar staffing for all bar operations.
- Ensure appropriate licences are held by Club and displayed as required.
- Manage the sale of liquor in accordance with the provisions of the Liquor Licence as held by the Club.
- To account for all purchases and sales of liquor.
- Ensure sufficient supplies of liquor is available to meet the needs of all Club members and visitors.
- Implement the Club Responsible Management of Alcohol policy.
- Assist other Management Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or Management Committee.

Relationships

- Reports to the Vice President.
- Liaises with the Management Committee.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- Accountable to the Vice President, Treasurer, Club Executive & Management Committee.
- Provide a report on any aspect of the portfolio operations to the Vice-President to be presented at the monthly Management Committee meeting.
- Seek ratification from the appropriate Management Committee member prior to committing the Club to any financial expenditure or action.

Canteen Operations Manager

Objective

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

Responsibilities

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

Relationships

- Reports to the Vice President,
- Liaises with the Management Committee.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- Accountable to the Vice President, Treasurer, Club Executive & Management Committee.
- Provide a report on any aspect of the portfolio operations to the Vice-President to be presented at the monthly Management Committee meeting.
- Seek ratification from the appropriate Management Committee member prior to committing the Club to any financial expenditure or action.

Meals Coordinator

Objective

- Provide meals/menu as required.

Responsibilities

- Ensure that an adequate food safety plan is in place for operations
- Ensure that adequate equipment is available for providing the services
- Establish a menu of goods for sale that provides variety that will attract all members and visitors.
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible
- Clean & Maintain kitchen area after use.
- Account for all purchases and receipts
- Undertake tasks at the request of the President, Executive or Management Committee

Relationships

- Reports to the Vice President.
- Liaises with the Management Committee.
- Liaises with official Club suppliers & other key stakeholders.
- Liaises with canteen co-ordinator regarding stock levels, WH&S issues

Accountability

- Accountable to the Vice President, Treasurer, Club Executive & Committee.
- Provide a report on any aspect of the portfolio operations to the Vice-President to be presented at the monthly Management Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

Sponsorship Manager

Objective

- To maximise the number of sponsors supporting the Club and to maximise revenue from the sponsorship base.
- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long-term basis.
- To provide support to the Executive and Management Committee members to ensure the efficient management of Club sponsorship activities.

Responsibilities

- Develop a proposal, for ratification by the Management Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible.
- Co-ordinate all sponsorship for all areas of the club.
- Meet the sponsorship budget target set as part of the annual financial planning process.
- Ensure all existing sponsors are contacted prior to the season commencement
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season.
- Arrange a sponsor's day at an appropriate time of the year.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all Club sponsors.

Relationships

- Reports to the President & Club Secretary.
- Liaises with the Management Committee.
- Liaises with Sponsors.
- Supports Sponsorship support staff and any person responsible for providing services associated with sponsorships.

Accountability

- Sponsorship Manager is accountable to the President and the Management Committee.
- Provide a report on portfolio operations to the monthly Management Committee meeting as required.
- Seek ratification from the appropriate Management Committee member prior to committing the Club to any financial expenditure or action.
- The Sponsorship Manager shall seek ratification from the Management Committee of sponsorship packages offered by the Club and shall thereafter have the authority to act within the limits of the packages without reference to the Management Committee.

Facility Manager

Objective

- To manage the Club physical facilities (buildings, grounds and ovals) to ensure a high standard of safety and presentation for matches, training, events and other activities conducted from time to time
- To provide support to the Executive and Management Committee members to ensure the efficient operation of the Club

Responsibilities

- Ensures the club's facilities are
- Coordinate cleaning of the
 - Player and umpire change rooms
 - Removal of rubbish from oval and spectator surrounds
 - Clubrooms
- Coordinates line marking on both ovals.
- Coordinates any necessary servicing or repair to the clubrooms in accordance with Management committee guidelines.
- Assist other Management Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or Management Committee

Relationships

- Reports to the Vice President,
- Liaises with the Management committee,
- Liaises with official Club suppliers & stakeholders

Accountability

- Accountable to the Vice-President and Management Committee
- Seek ratification from the appropriate Management Committee member prior to committing the Club to any financial expenditure or action
- Provide a report on any aspect of the portfolio operations to the Vice-President to be presented at the monthly Management Committee meeting.

Head Medical Trainer

Objective

- To coordinate the Club trainers & first aiders
- To oversee the management of senior player injuries

Responsibilities

- Ensure that all grades of football have sufficient numbers of skilled training staff to service training and match days.
- Arrange training courses to ensure that all trainers are appropriately skilled in first aid and sports injury treatment.
- Coordinate the management of player injuries and treatment to ensure that lost time due to injury is minimised.
- Coordinate a register of injuries to players in all grades.
- Coordinate setup and maintenance of medical kits
- Coordinates purchase of medical supplies within pre-set budget.
- Provide recommendations to the Senior & Female Football Directors on the recruitment of appropriate football support staff.
- Checks that all medical supplies that invoiced have been received and signs invoice confirming that all has been received.

Relationships

- Reports to the Senior, Female & Junior Football Directors
- Liaises with any injured player and medical/training staff
- Liaises with the Club Secretary and Treasurer
- Liaises with official Club suppliers & other key stakeholders

Accountability

- Accountable to the Senior, Female & Junior Football Directors
- Provide a report on any aspect of the portfolio operations to the Senior & Female Football Directors to be presented at the monthly Management Committee meeting.
- Seek ratification from the appropriate Management Committee member prior to committing the Club to any financial expenditure or action

Medical Trainer (Senior Men & Women)

Objective

- To provide medical treatment and advice to the Coach and players for the team allocated to his/her care.

Responsibilities

- Maintain a current First Aid and Sports Trainer certification.
- Develop/revise code of conduct regarding injury treatment for coaching staff and players.
- Ensure adequate supplies of strapping tape and medical supplies are available in accordance with Club policy.
- Instruct the players placed under their care, in the treatment of any injury.
- Be in attendance on team training nights as arranged by the Head Medical Trainers.
- Wear appropriate attire as required by the Club.
- Be in attendance in the change rooms prior to the game at a time agreed upon with the team coach.
- Provide game day medical support to all players.
- Provide post-game treatment of any injuries to players.
- Provide regular reports to the relevant coaches on the state of any injury to any player.

Relationships

- Reports to the Head Medical Trainer.
- Liaises with the Head Medical Trainer, Club Secretary & Coaches

Accountability

- Accountable to the Head Medical Trainer and Senior & Female Football Directors.

Match Day Official - Senior Men & Women

Objective

- To ensure the safety of umpires.
- To monitor the behaviour of our club officials and spectators.

Responsibilities

- Shall wear the official Match Day official attire as prescribed by The League for the duration of the match being played.
- Attend the Umpire(s) Room twenty (20) minutes prior to the commencement of the match and introduce themselves to the officiating umpires.
- Escort the umpires from their change rooms to the centre of the field prior to the start of each match.
- Escort the umpires from their assembly point on the field to their change rooms at half time.
- Escort the umpires from their change rooms to the centre of the field after the half time break.
- Escort the umpires from their assembly point on the field to their change rooms at the conclusion of the match.
- Stand with the umpires during the quarter and three-quarter time intervals and ensure a Match Day Official or the Captain of the team in the match being played, are the only persons who approach an umpire(s) at quarter, half, or three-quarter time breaks in regard to any issue their Member Club would like addressed.
- Ensure that water is provided to the umpires at the breaks.
- Advise the opposing Member Club Match Day official that The League may be notified of any persons connected with their Club for bad language, abusive, aggressive or threatening behaviour towards another person(s).
- Ensure that spectators are kept behind the spectator defined line or fence.
- Ensure that Member Club coaches and officials keep within their defined area.
- Ensure alcohol is not consumed in the defined non-alcohol consumption areas.
- Ensure no alcohol or any drinks in glass are taken onto the playing field at any time.
- Ensure no Member Club officials, players or supporters enter the umpire's rooms without the umpire's permission.
- For all major round matches each Member Club participating shall be responsible for supplying two (2) match day officials.
- Ensure that the conduct and the behaviour of any official Interchange Steward, Timekeeper, Club member, player, supporter or any other person associated with their Member Club ("Associated Person(s)") at matches in which their teams are participating.

Relationships

- Reports to the Team Manager

Timekeeper - Senior Men & Women

Objectives

- To act as the official keeper of time for the duration of the match.

Responsibilities

- Keep time for each quarter of the match
- Record on timecards the time taken to play each quarter
- Lodge completed timecards with the Team Manager after the game has finished
- Sound the siren in accordance with the procedures contained in the association / league rules and regulations
- Stop the clock used for timing of each quarter as required by the association / league rules and regulations
- Perform any other function as may be directed
- Ensure a suitable siren or horn is supplied for Home matches.

Relationships

- Reports to the Team Manager
- Liaises with the umpires and the timekeeper from the opposition team

Accountability

- The Timekeeper is accountable to the Field Umpires officiating the game and the Team Manager

Interchange Steward - Senior Men & Women

Objective

- To monitor and approve the interchange of players during a match.

Responsibilities

- Be positioned throughout the match at or near the interchange area.
- Monitor the interchange of players made by each team during a match.
- Report to the Controlling Body and infringement by a team.

Relationships

- Reports to the Field Umpire
- Reports to Controlling Body on any infringements made by a team.
- Liaises with team managers.

Field Umpire (Club) - Senior Men & Women

Objective

- To umpire matches in accordance with the Laws of the Game

Responsibilities

- Apply the laws and their interpretations according to the spirit of the laws
- Attend to the administrative requirements necessary for the successful staging of the game
- Be aware of any modified rules pending the age group umpiring • Liaise with all other umpires officiating in the match

Relationships

- Liaise with other umpires officiating in the match

Accountability

- Reports to Senior & Female Football Directors

Boundary Umpire (Club) - Senior Men & Women

Objective

- To umpire matches in accordance with the Laws of the Game

Responsibilities

- Determining whether a football is out of bounds or out of bounds on the full and signalling to the field umpire when that has occurred
- Throwing the football back into play if it has gone out of bounds, when directed to do so by a field umpire
- Determine whether a player has incorrectly entered the centre square (as indicated in the association/league rules and regulations)
- Bringing the football back to the centre square after a goal has been scored
- Reporting a player or official who commits a reportable offence • Liaise with all other umpires officiating in the match

Relationships

- Reports to the Field Umpire during the match

Accountability

- Accountable to the Team Manager

Goal Umpire (Club) - Senior Men & Women

Objective

- To umpire matches in accordance with the Laws of the Game

Responsibilities

- Determining whether a football is out of bounds, a point or goal and signalling to the field umpire when that has occurred
- Reporting a player or official who commits a reportable offence
- Liaise with all other umpires officiating in the match

Relationships

- Reports to the Field Umpire during the match

Accountability

- Accountable to the Team Manager

Apparel Manager

Objective

- Provide a range of reasonable priced clothing & merchandise that will provide members & supporters with suitable attire to reflect professionally on the Golden Grove Football Club.

Responsibilities

- Promote items to members & supporters
- Provide convenient means of ordering items
- Ensure sufficient stocks are maintained & displayed
- Maintain display of available clothing to members
- Generate advertising of apparel and availability
- Communication management between Golden Grove Football Club & customers
- Approve payments received prior to apparel collection.

Relationships

- Maintain strong relationship with suppliers
- Reports to Vice President

Accountability

- Accountable to the Management committee

Junior Age Coordinator - Responsible to Junior & Female Football Directors and Junior Secretary

Main Duties

1. Disseminate information to coaches as required by the Junior & Female Football Directors and Junior Football Secretary.
2. Manage minor complaints and issues/enquires and assist with any player welfare issues.
3. Ensure coaches complete Level 1 coaching course and other required learning and complete the required clearance checks.
4. Assist the Coaching Mentor and the Junior & Female Football Directors with coaching appointments.
5. Conduct Coaches Meeting at start of season and mid-season.
6. Player Placement in conjunction with Junior Football Secretary.
7. To work with the Junior & Female Football Directors in recruiting and managing Junior Coaches.

Junior Coaching Mentor - Responsible to the Junior & Female Football Directors

Main Duties

1. Implementation of preseason program
2. Assist with Grading process
3. Assist coaches with training program and game day information
4. To be a resource to coaches during season
5. Attend at least (1) training session for each coach during the season, and offer guidance and advice for improvements and opportunities for training sessions
6. Mentor all new coaches, and check-in regularly during the season, attending training sessions and matches if it is identified that additional support is required
7. Ensure all coaches are aware of additional resources available to aid in their development, including but not limited to, AFL coaching information, online resources, access to senior coaches, and general mentoring available.

Junior Coaches - Responsible to the Junior & Female Football Directors and relevant Age Coordinator

Main Duties

1. To implement the Junior Coaching Program as outlined in the Junior Coaches Handbook, Game Plan Handbook and Player Management Guidelines.
2. To prepare coaching sessions beforehand in accordance with the Club's Junior Coaching Handbook.
3. To ensure that no child is left alone before leaving any game or training session.
4. To offer the Club feedback on the organisation and degree of success of the Junior Coaching Programme and recommend changes as required.
5. To travel to game venues and arrive at a time to meet with players and ensure that all pre-game activities are organised.
6. To gain and maintain trust, demonstrate integrity with parents and players, and treat all players and parents with respect.
7. To inform the Junior Age Coordinator in advance of any training sessions or matches that cannot be attended and arrange a suitable replacement with appropriate notice.
8. To work with the Club in recommending players for further development.
9. To hold a minimum of Level 1 coaching certificate and to maintain all required further training as outlined by the SANFL and the GGFC.
10. To attend Coaches Meetings when required.
11. To liaise with Junior Age Coordinators on all aspects regarding team environment, communicate any issues regarding players or parents to relevant Junior Age Coordinator.
12. To maintain a strong and healthy relationship with their Team Manager.
13. Ensure that all equipment and guernseys provided at the beginning of the season are returned in a good, clean condition.

Junior Team Managers - Responsible to the Junior Secretary and Team Coaches

Main Duties:

1. To be the primary conduit between the Club and parents/players, sharing information provided by the Club in a timely fashion
2. Maintain a strong, healthy and mutually respectful relationship with their Team Coach
3. To ensure that all match day paperwork, including team sheets and match results is completed on time and to a quality standard
4. To ensure that a medical kit and a suitably qualified first aid officer or trainer is present at all games.
5. To ensure that all official roles are filled by volunteers on match days, and that officials have an understanding of their responsibilities on match days in accordance with SANFL rules.
6. To gain and maintain trust, demonstrate integrity with parents and players, and treat all players and parents with respect.
7. To ensure that all players are fully registered and eligible to play before they take the field on match day. This includes obtaining evidence of a medical clearance if required - consult Head Medical Trainer if needed.
8. To compile and lodge all team sheets by 12pm on the Thursday before a match, and to update results (including goal kickers where applicable), and any changes to team sheets, by 6pm on Sunday.
9. Provide the Junior Secretary with details of any yellow, red or blue cards issued, or any match-day incidents as soon as possible after the match.
10. To attend Team Managers meetings when required.
11. To roster and delegate activities to team parents, including but not limited to fundraiser, canteen attendance and match-day roles.
12. Monitor player milestones and advise the Junior Secretary when a player is approaching a milestone of 50, 100 or 150 games.
13. To make themselves aware of any player medical issues and to communicate with parents, first aid officer or trainer, and coach on these issues as required.

Junior Sub-Committee

Objective

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

Composition

The Junior Sub-Committee consists of the following 7 positions:

- Junior Football Director (Executive position)
- Female Football Director (Executive Position)
- Junior Football Secretary (Executive position)
- Junior Female Football Co-ordinator
- Auskick - U11 Age Group Coordinator
- U11-U16.5 Age Group Coordinator
- Coaching Mentor

Selection Criteria

1. *Persons holding Executive positions on the club Management Committee (JFD, FFD, JFS) that are also part of the sub-committee are not to hold Head Coaching position or Team Manager position within club to prevent any perception of biases.*
2. *Maximum of three persons allowed on the sub-committee from any playing age group, to ensure perspective from across all playing groups.*
3. *Persons holding the Age Group Co-ordinator and Coaching Mentor positions can also hold a role as a Coach or Team Manager within the club. (This is seen as an asset to these roles but is not an essential requirement.) - In the event the coach is the Age Coordinator or coaching mentor, issues can be raised directly with the relevant Junior Football Director.*
4. *Coaching Mentor to assist coaches of girls, mixed and boy's teams and attend training sessions when required. The Coaching Mentor is to assist the development of junior coaches and also assist junior coaches with the junior's pre-season program.*
5. *Vacancies on the Junior Committee to be filled by advertisement as they arise.*
6. *Prior to appointment members of the Junior Sub-Committee, all positions must be approved by the Golden Grove FC Executive Committee.*

Fundraising & Social Sub-Committee

Objective

- To establish a broad social and activity calendar 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.
- To provide support to the Executive and Management Committee members to ensure the efficient operation of the Club

Responsibilities

- Program & organise the social events
- Establish a calendar of social events for the season
- Oversee fundraising events
- Event Advertising & Flyers
- Generate/Implement new ideas for raising funds
- Undertake tasks at the request of the President, Executive or Management Committee

Relationships

- Reports to Treasurer
- Liaises with Club Secretary
- Liaises with all relevant Management Committee members and any person responsible for and or running any social event under the Club umbrella
- Liaises with official Club suppliers & other key stakeholders

Accountability

- The Functions & Events Coordinator is accountable to the Treasurer and the Management Committee.
- The Functions & Events Coordinator shall seek ratification from the Management Committee of the social calendar including financial arrangements and shall thereafter have the authority to act within the limits of that arrangement
- Provide a report on portfolio operations to the monthly Management Committee meeting