



SAMFORD RANGERS FOOTBALL CLUB

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The Management Committee

Subject to the Associations Incorporation Act 1981, the business and operations of the club shall be controlled by a **Management Committee**. The members of the Management Committee (with exception of the Secretary) are elected at the club’s AGM or any general meeting of the association in accordance with the clubs rules. The Management Committee may appoint and remove the **Secretary** at any time.

The Management Committee must have at least 3 members of whom:

- a) One holds the office of **President**;
- b) One holds the office of **Secretary**; and
- c) Another holds the office of **Treasurer**.

Members of the Clubs Sub Committees are appointed by the Management Committee.

The Management Committee is responsible to all members for the clubs management. Its duties include:

- i. Ensuring that the club is efficiently organised to carry out the aims of its constitution, and to carry out the instructions given to it by members in general meetings;
- ii. Giving the members adequate information about the committees actions so that these actions can be understood;
- iii. Ensuring that the office-bearers perform their functions adequately;
- iv. Ensuring that any sub-committees or employees of the club carry out their functions as instructed;
- v. Obtaining information about previous policies and initiatives of the club to ensure they are successfully continued;
- vi. Forward planning, through the preparation of a development plan. This plan provides the basis for setting and working towards goals, establishing priorities, assessing the financial and manpower implications of what it wants to do, and for regularly reviewing its progress;

- vii. Handing over appropriate written records and written or oral reports to new committee members so that proper continuity is maintained.
- viii. Attend all monthly Management Committee Meetings
- ix. Vote on motions tabled at all Management Committee meetings

The office of a member of the Management Committee shall be vacated in such circumstances (if any) as may be prescribed by the rules of the incorporated association or if the person holding that office

- a) dies; or
- b) becomes bankrupt or compounds with creditors or otherwise takes advantage of the laws in force for the time being relating to bankruptcy; or
 - i. Is convicted of an offence under this Act; or
 - ii. Is convicted of an indictable offence or an offence punishable on summary conviction for which the person is sentenced to imprisonment, other than in default of payment of a fine; or
- c) has been convicted on indictment or summarily and sentenced to imprisonment, other than in default of payment of a fine, and the rehabilitation period in relation to the conviction has not expired.

Club President

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment

Estimated Time

- Approximately 2-4 hours per week for correspondence
- Approx 2-4 hours per week on committee tasks.
- Approx 2-4 hours per week on Business Development (Sponsorship / Grants)
- 1 hour per month for creating Management Committee Agenda
- 2 hrs monthly to attend Management Committee meetings.
- 2 hours for Football Brisbane meetings three or four times per year
- 3 hours for Club AGM
- The position is usually filled at the January AGM and held for 12 months.

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- 3rd Monday each month 7pm committee meeting

Special Skills

- An outgoing personality.
- Effective communication skills.
- Strong leadership skills.
- Personal organisational skills
- Able to work independently and as part of a team
- Able to delegate tasks
- Passion to grow the club, to make a difference, to give something back to the community
- Willingness to have fun.
- Access to a computer, the internet and basic computer skills

Objectives

The President is the leader of the Club and is there to ensure the Club is run efficiently administratively, financially and socially to support the on field efforts of the Club.

Responsibilities

- Be well aware of all current and future Club activities.
- Represent the Club at local, regional and national levels
- Ensure Managers and Committee Members fulfil their responsibilities to the Club
- Attend Football Brisbane's Presidents Meetings
- Prepare Clubs 5 Year Plans
- Design a committee structure (in consultation with club members) that will enable the club to move closer to its goal achievement.
- On most occasions act as Chairperson at Club meetings (held at least once in every 4 calendar months), ensuring that:
 - the meeting is lead, not directed;
 - there is fair discussion on each issue and that all points are expressed before a decision is reached;
 - the meeting keeps moving in the desired direction (Be firm, but tactful, with members deviating from the point under discussion);
 - after adequate discussion on an issue the points of view expressed, both for and against, are impartially summarised to make sure members know clearly what they will be voting or agreeing to;
 - the meeting is run so that a balance is struck between speed and efficiency on the one hand, and keeping the meeting enjoyable on the other;
 - meetings start and finish on time;
 - follows the agenda strictly, unless directed otherwise by the meeting;
 - all members contribute to the meeting where possible; and
 - is run enthusiastically – enthusiasm is catching.
 - In the event of a tied vote, the president has an additional casting vote.
- Present the Annual Report at the Annual General Meeting
- Oversee all operations of the club
- If an incorporated association appoints or elects a secretary for the

- association under section 65,13 the members of the management committee
- Notify authorities under the Associations Incorporations Act 1981 of Secretary in the approved form within 1 month after it happening.
- Develop/maintain differing levels of Sponsorship Arrangements
- Maintain relationship with existing club Sponsors
- Ensure that there is no conflict of interest among Sponsors competing in the same industry
- Source new and repeat Sponsorship arrangements and keep a record of the Sponsor's contact details, Sponsor's commitment (e.g. cash/goods/services), and the club's commitment (e.g. advertising in the newsletter/website)
- Coordinate the sourcing of the Sponsor's logo for advertising
- Issue Thank-you Letters and Invoices to Sponsors and the timely payment of such
- Ensure that the club's commitments to the Sponsors are fulfilled
- Issue invitations and host Sponsors at end of season Trophy Day/Night
- Issue sponsored player of the week awards to teams
- Prepare and submit grant applications on behalf of the club (e.g. Gambling Fund, Qld Sport & Rec, Pine Rivers Shire Community Benefit Fund, etc.)

Relationships

- Reports to the Members and Management Committee of the Club
- Acts as or ensures his/her delegate acts in the best interests of the club
- Supports all coaches, players and committee members

Accountability

The President is accountable to the Club Members and the Management Committee

Annual Report

A comprehensive summary of the previous years activity, detailing programs conducted, membership changes, physical developments and outstanding achievements. It includes a review of the financial situation and a look at plans and aspirations for the future.

Delegate! Do not try to "do it all" yourself.

Club Secretary

Objectives

To ensure that appropriate administrative support is provided to the President and Management Committee of the Club. The Secretary is the primary administration officer of the committee and provides the link between the committee, members and outside agencies.

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- Approximately 6 hours per week including:
 - 2 hours per week for correspondence
 - 3 hours per week on committee tasks.
 - 2 hrs monthly to attend committee meetings.
 - 1 hour per month for typing up minutes
 - 3 hours for Club AGM
 - Mentor Assistant Secretary 30 minutes per week

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- 3rd Monday each month 7pm committee meeting

Special Skills

- Good personal organisational skills
- Effective communication skills
- Able to work independently and as part of a team
- Able to delegate tasks
- Passion to grow the club, to make a difference, to give something back to the community
- Access to a computer, the internet and basic computer skills
- A good working knowledge of the Club:
 - Constitution and Associations Incorporation Act 1981
 - Policies and procedures:

Responsibilities

- Maintain confidentiality on club and personal matters.
- Maintain a high level of knowledge of Club
 - operations, goals, plans and program of activities;
 - constitution;
 - structure including policies and procedures;
 - organisation activities; and
 - future directions and plans of succession.
- Maintain a high level of knowledge of the rules of State and other bodies that influence governance over club operations to give advice to the President and Committee as required.
- Hold a current copy of the Football Brisbane and Queensland Lions Competition Rules for reference purposes

- Ensure that:
 - a meeting schedule for Management Committee for the current year is published, marking in all key dates: meetings, carnivals, and association deadlines;
 - an agenda is circulated one week before all Management Committee meetings;
 - minutes for Management Committee meetings are
 - taken in full, are correct and include a record of persons present;
 - circulated to management committee members; and
 - available for inspection by club members at a mutually agreed time and place, within 28 days after any request is received.
 - an accurate record of Management Committee members is kept, showing voting entitlements.
- Maintain currency of club:
 - insurance policies in respect of damage to property, death or bodily injury occurring upon the Club property.
 - licenses (Eg: Liquor License).
 - registers of members, life members, and sponsors
- Maintain, record changes and notify the required authorities, under the Associations Incorporations Act 1981, within 1 month of any changes to the Club:
 - membership of the offices of the President, or Treasurer;
 - Secretary's address;
 - insurance.
 - legal documents such as the constitution, leases, and titles
- Ensure a single point of contact for the club by:
 - receiving inwards correspondence and rapidly disseminating this to appropriate personnel where necessary, or presenting to the Management Committee at next meeting if appropriate;
 - coordinating, writing and/or sending all outward correspondence as requested by the Management Committee, or as necessary to maintain effective communication on all club matters
- Ensure the effective management of all club records to facilitate easy access when necessary
- Retain in a safe and secure place, the Club
 - Constitution, the original of which is to be released only on authority from the President or management committee
 - Seal, to be used after consultation with the President
 - Certificate of Incorporation

Relationships

- Reports to the President, Club Members and Management Committee
- Liaises with the President and Management Committee as and when required.
- Liaises with all external contacts (E.g. Football Brisbane, Queensland Lions Football Club, Local Government)
- Assists volunteer members with Insurance claims

Accountability

- The Secretary is accountable to the President and the Management Committee

Calendar

The calendar and checklist below is a general guide to the tasks for completion during the year. It is designed for the Secretary to delegate individual tasks to other Management Committee members during busy times, to assist in the role of Club Secretary.

January	<ul style="list-style-type: none"> ▪ No Management Committee Meeting scheduled for this month) ▪ Organise Annual General Meeting 3rd Monday of month at Samford Rangers Football Club House, 7.30pm. ▪ Ensure VP, Seniors has submitted all requests for Senior Men's Team Nominations and home and away games to Competitions Administrator Football Brisbane, Football Brisbane Office. ▪ Ensure Director of Football has ordered Match Books for coming season from Football Brisbane based on last years numbers. ▪ Ensure that the Treasurer prepares the Club Budgets for the coming season, from last years budget and Management Committee submissions for change.
February	<ul style="list-style-type: none"> ▪ Organise Management Committee Meeting, 3rd Monday at Samford Rangers Club House, 7.30pm ▪ Notify the Football Brisbane Office and Queensland Lions Football Club of Management Committee member details if changed from previous season. ▪ Ensure VP, Seniors has submitted all requests for Over 35's Team Nominations and home and away games to Football Administrator, Queensland Lions Football Club ▪ Ensure VP, Seniors has distributed Senior fixtures when they become available from the Football Brisbane Office. ▪ Ensure VP, Seniors has distributed Match Books to Seniors for coming season when received from Football Brisbane. ▪ Ensure VP, Juniors, has sent juniors Team Nominations and Game Requests to Competitions Administrator Football Brisbane, Football Brisbane Office ▪ Ensure VP's, Juniors and SSG have organised Coaches and Managers Night
March	<ul style="list-style-type: none"> ▪ Organise Management Committee Meeting, 3rd

	<p>Monday at Samford Rangers Club House, 7.30pm</p> <ul style="list-style-type: none"> ▪ Ensure VP, Juniors has distributed Match Books to junior's for coming season. ▪ Ensure VP's, Juniors and SSG have distributed fixtures when they become available from the Football Brisbane office
April	<ul style="list-style-type: none"> ▪ Organise Management Committee Meeting, 3rd Monday at Samford Rangers Club House, 7.30pm
May	<ul style="list-style-type: none"> ▪ Organise Management Committee Meeting, 3rd Monday at Samford Rangers Club House, 7.30pm
June	<ul style="list-style-type: none"> ▪ Organise Management Committee Meeting, 3rd Monday at Samford Rangers Club House, 7.30pm
July	<ul style="list-style-type: none"> ▪ Organise Management Committee Meeting, 3rd Monday at Samford Rangers Club House, 7.30pm ▪ Ensure VP's, Juniors and SSG have organised Club for Presentation Nights.
August	<ul style="list-style-type: none"> ▪ Organise Management Committee Meeting, 3rd Monday at Samford Rangers Club House, 7.30pm ▪ Ensure VP's, Senior's have organised Senior's Club for Presentation Night.
September	<ul style="list-style-type: none"> ▪ Organise Management Committee Meeting, 3rd Monday at Samford Rangers Club House, 7.30pm
October	<ul style="list-style-type: none"> ▪ Organise Management Committee Meeting, 3rd Monday at Samford Rangers Club House, 7.30pm ▪ Notify members of Annual General Meeting 3rd Monday of November at Samford Rangers Football Club House, 7.30pm.
November	<ul style="list-style-type: none"> ▪ Organise Annual General Meeting, 3rd Monday of month at Samford Rangers Club House, 7.30pm ▪ Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting, including collation of reports from office bearers as required ▪ Ensure that a list of the Management Committee candidates' names in alphabetical order, with the names of the members who nominated each candidate, is posted in a conspicuous place in the usual place of meeting for at least 7 days immediately preceding the annual general meeting. ▪ Ensure VP's, Juniors and SSG, have organised Sign on Day for Last Sunday in January. ▪ Ensure VP's, Juniors and SSG have organised Announcement Day for first Sunday in March. ▪ Ensure Entertainment Vice President, has organised Announcement Day activities.

Club Treasurer / Registrar**Objective**

To ensure that

- a management and reporting system is put in place and operable so the Club Management Committee has an accurate understanding of the financial and administrative status of the Club at all times; and
- the clubs available funds are used most effectively (financial planning and management).

Remuneration

- Hourly rate of \$21.51 per hour.

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

Registrar (300 hours in total)

- January - 10 hours per week
- February and March - 20 hours per week
- April and May - 10 hours per week
- June and July - 5 hours per week
- July to December - 0 hours per month

Treasurer (400 hours in total)

- January to May – 15 hours per week
- June to August – 10 hours per week
- September and October – 20 hours per week
- November and December – 5 hours per week

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- 3rd Monday each month 7:30pm committee meeting
- Banking is done weekly

Special Skills

- Management, Organisation Communication and Interpersonal skills essential
- Financial Bookkeeping Qualifications or Experience
- Experience in procedures for handling cash, cheques and other financial transactions
- Able to delegate tasks
- Prepared to take instant decisions when necessary.

- Passion to grow the club, to make a difference, to give something back to the community
- Innovative, enthusiastic and be prepared to make a regular time commitment.
- Access to a computer, the internet and basic computer skills, including familiarisation with computer book keeping software

Responsibilities

- To gain and maintain knowledge of Football Brisbane and Queensland Lions Administration procedures club policies and procedures
- Club Treasurer
 - Act as the signatory on club bank accounts with at least one other Management Committee member
 - Custodian of the clubs funds, ensuring that these funds are dealt with according to the clubs constitution and the wishes of club members.
 - Keep a proper record of where money comes from (so it can be shown that amounts have been banked to the clubs credit), and a proper record of all payments (so it can shown exactly where money was spent) (once the clubs money has been banked, the trusteeship falls on the committee).
 - Report on financial transactions and provide a statement of the clubs assets and liabilities at particular dates (including future projections/estimates).
 - Prepare budget to reflect income and expenditure of the Club for presentation at the first meeting of the season. The budget should include an interim payment plan for any outstanding debt and a cash flow plan for the ensuing year.
 - Ensure that within 6 months after the end date of each financial year that a financial statement for its last reportable financial year is prepared; and audited by an auditor or an accountant; and presents the financial statement and the signed report on the audit (audit report) to the association's annual general meeting for adoption.
 - Ensure that within 1 month of presenting the signed financial statement and the signed audit report to the association's annual general meeting, that a copy of the financial statement and audit report for the reportable financial year is sent to the authorities under the Associations Incorporations Act 1981 in the approved form;
- Club Registrar
 - Maintain Master Membership Register
 - Format and produce Club Membership Forms
 - Coordinate Assistant Registrars in the Club
 - Organise Junior and SSG Sign-On Day including appropriate advertising, coordination of Assistant Registrars, Collecting

- Fees, Sign-On Forms, Play-with-a-Friend Forms, Sign-On Procedures, and association registration procedures
- Organise the Team Announcement Day where players are grouped into teams, coaches and managers are appointed and the Registration Cards and Manager's Handbook are distributed
- Be the first point of contact for players wanting to register
- Register players throughout the season as late signings arrive
- Liaise with the Club DOC and Assistant Registrars on assigning players to appropriate teams at the start of the season and as players sign-on throughout the season
- Notify teams of any late signings
- Track registrations to conclusion incl. the issue of id cards to teams
- Ensure all registration fees are paid
- Ensure all id cards are collected at season end
- Coordinate the registration of team officials (team coaches, managers, ground officials and match reporters) including blue cards
- Register players as per Football Brisbane and Queensland Lions procedures
- Liaise with Football Brisbane and Queensland Lions Club Registrar
- Prepare & distribute Team Contact Lists for each team
- Liaise with Football Brisbane and Queensland Lions re player eligibility for finals
- Arrange for player transfers when required

Relationships

- Reports and liaises to the President as and when required.
- Liaise with team managers for completion of team sheets ensuring all players are registered
- Liaise with Grounds and Clubhouse Directors

Calendar

Weekly

- Send out accounts.
- Pay invoices in a timely manner.
- Maintain appropriate accounts of all income and expenditure.
- Prioritise payment of accounts.
- Prepare and present the financial statements of the Club, including those for inclusion in the Annual Report.
- Receive all monies where a receipt will be issued and, as soon as possible, deposit money into the Club Bank account.
- Maintain a cash receipts and payments summary of all money received
- Maintain a cash payment summary of all cheque book and cash payments made.

Monthly

- Present all accounts for payment for approval to Management Committee.

- Oversee and seek reports of all other accounts held by other sections of the Club
- Reconcile bank statements, checking that all receipts and payments match up with bank deposits and withdrawals;
- Present monthly report at Management Committee Meetings, including
 - projections to actual income and expenses month by month;
 - receipts and payments summary, showing the amount of cash received and paid as well as the cash remaining;
 - Profit and loss summary, showing itemised amounts of income received and all expenses on a monthly and annual basis;
 - balance Sheet, providing an overview of the wealth of the Club comparing assets with liabilities.
- Maintain a Register of Assets, including both current (include cash, materials, money still owed to the club and prepaid expenses) and fixed (include land, buildings and furniture) assets.
- Maintain a record of Liabilities, indicating the total monies owed by the Club and includes current (include bank overdrafts and short-term loans) and non-current (include long-term loans) liabilities.
- Manage any overdraft facility held by the Club.

Yearly

- Ensure the Club finances are correctly audited.
- Ensure all taxation commitments are met by the Club.
 - Prepare Annual Financial Statement including, Annual Budget (providing a 12 month projection of income and expenses), Cash Flow (showing when cash is expected to be paid out and received to ensure the club avoids liquidity problems and cash shortages), and a Short-term and Long-term investment plans.
 - Provide details of all accounts available to the Management Committee and members.

Vice Presidents

- **Seniors (Youth / Men / Women / Masters)**
- **Juniors (Competitive)**
- **SSG (Non-Competitive)**

Objective

- To assist the President and President-Elect (where applicable) by leading their division of the Club to:
 - ensure it is run efficiently administratively, financially and socially;
 - to support the on field efforts of their division of the Club.
- To become knowledgeable on matters pertaining to the business of the Club in order to be prepared to accept the office of President-Elect or President as might be required.

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- January to March 10-12 hours per week.
- April to December 4-5 hours per week including:
 - 2 hrs monthly to attend Management Committee meetings.
 - 2 hours for Football Brisbane meetings three or four times per year
 - 3 hours for Club AGM
- The position is usually filled at the January AGM and held for 12 months.

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- 3rd Monday each month 7pm committee meeting

Special Skills

- An outgoing personality.
- Effective communication skills.
- Good leadership skills.
- Personal organisational skills
- Able to work independently and as part of a team
- Able to delegate tasks
- Passion to grow the club, to make a difference, to give something back to the community
- Willingness to have fun.
- Access to a computer, the internet and basic computer skills

Responsibilities

- The Club is divided into 3 main playing groups, each with a Vice President:
 - Seniors (Youth / Men / Women / Over 35)
 - Juniors (Competitive)
 - SSG (Non-Competitive)
- Each Vice President:
 - maintains currency on everything that is occurring in the club as well as the duties of the President in case in order to assume responsibility for the Club in the absence of the club President; and
 - assists the President and other Executive with their duties.
 - ensures that their area of the club:
 - develops a yearly Plan of Work that:
 - encourages members, parents, and leaders to express / share ideas and feel an important part of the Club.

- plans the major tasks to be carried out (in support of the Club's 5 Year Plan) by reviewing what was done last year, what was liked best, what needed improvement, was everyone involved, and identify group goals and write them as statements of what members, leaders, and parents want to accomplish as a group.
- develops a budget for running the department for the year
- allocates members, leaders, parents, or resource people to be responsible for each part of their Plan.
- operations are managed by:
 - Coordinating Sign-On Day and Player Registrations
 - Coordinating Coaches & Managers Night (at beginning and end of the season)
 - Coordinating Trophy Day / Presentation Night
- reports on Plan progress to the Management Committee.
- records ideas, notes, and suggestions for next year's planning.

Relationships

- Reports and liaises to the President as and when required.
- Liaison with Director of Football
- Liaison with Team Coaches & Managers
- Liaison with Football Brisbane (fixture changes, rule changes, meetings, etc.)

Director of Football

Objectives

The Director of Football is responsible for all Off Field Football activities to:

- maintain and improve the environment and the standard of participation and coaching, including education and accreditation procedures; and
- ensure that all players are provided with the highest level of support to enable them to compete and perform at their highest level regardless of age or ability.

Remuneration

- Open to negotiation

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment

Estimated Time

- December to March - approximately 18 hours per week, including:
 - Football Operations (8 hours);
 - Grading and Talent Identification (4 hours); and
 - Coach Education and Support (6 hours);
- May to November - approximately 12 hours per week, including:

- Football Operations (4 hours);
- Talent Identification (2 hours); and
- Coach and DoC education and Support (4 hours).

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- Monthly Coaching Meetings approx 2- hours length (non training night)
- 3rd Monday each month 7pm committee meeting
- Football Brisbane Advanced Coaching Seminars.

Special Skills

- Communication skills beneficial.
- Able to work independently and as a team.
- Conflict and Resolution skills beneficial.
- Able to supervise others within a busy environment.
- Be open minded and future driven.
- Knowledge of Football Laws essential.
- Knowledge of Football essential.
- Level 2 Accreditation preferably working towards Level 3.
- Prepared to mentor and support members.
- Presentational skills beneficial.
- Coaching skills and experience essential.
- Passion to grow the club, to make a difference, to give something back to the community
- Able to gain and maintain knowledge of club communication and operational framework.
- Prepared to seek further coaching qualifications if necessary.
- Able to gain and maintain knowledge of club policies/procedures

Responsibilities

- Establishment of the Clubs Football Operational Plan, including recruitment and management of club Directors of Coaching;
- Coordination of all coaching and coaching activities within the club, including their education and development;
- Player and Coach talent identification;
- Setting of SSG and Junior player selection, player retention and 'transition' policy;
- Setting recruitment policy for all Senior Grades, including Youth, formulation of remuneration packages and contracts for players and coaches, negotiation of clearances and player registrations in accordance with the Football Brisbane rules; and
- Recruitment and education of specialist support staff for coaches, Managers and Gear Custodians.
- Improvement of playing standards across the club by maximising the potential of all registered players.
- Coordinating requests for equipment for training at all levels.
- Promoting the Club to all potential players (not just elite).

- Keep a record of Coaching Accreditations and need for renewals and sourcing of on going training resources and ideas.
- Establish roles and responsibilities of all grade coaches at the club.

Relationships

- Report and liaises to the President as and when required.
- Liaise with all Coaches, Team Managers and the Management Committee
- Liaise with Football Brisbane and Referees Association on coaching and refereeing matters.
- Liaise with Senior Coaches to organise preseason training and fixtures.

Facilities Director**Remuneration**

- Open to negotiation

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 7-10 hours per week
- Club Operations Sub Committee Meetings each month 1 hour

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by Vice President Juniors

Special Skills

- Communication skills essential
- Delegation skills essential
- Organisational skills essential
- Handyman skills beneficial
- Knowledge of Club policies and procedures

Responsibilities

- Develop proposals for and oversee capital works
- Assist the Grants Officer with the sourcing of any government grants for capital works/equipment
- Coordinate Working Bees as required
- Coordinate the efficient and effective maintenance, preparation and repair of public open spaces, play areas and equipment to the appropriate level.

- Check all playing fields comply with Football Brisbane requirements before the commencement of play at each home game.
- Develop a Field Dress & Pack Up Roster for the season including teams and other volunteers.

Relationships

- Reports and liaises to the Vice President Juniors as and when required.

Member Services Director**Objectives**

The Member Services Director is responsible for coordinating the Club's volunteer human resource base. It is a challenging and important position:

- needs to balance the interests and needs of the volunteers with the efficient and effective operation of the Club;
- to make a significant contribution to Club longevity and the support of football in the Samford Community;
- to assist the Club to better recognise the valuable work undertaken by volunteers;

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- At start of season it is anticipated that a significant commitment of up to 15-20 hours will be required to establish the years management program, allocate tasks and determine priorities;
- For rest of year up to 10 hours a month
- Attendance at monthly Management Committee Meeting approx 2-hours length;
- Attend the AGM approx 3 hours;

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- 3rd Monday each month 7pm committee meeting

Special Skills

- Ability to prepare project briefs for special or one off events, resolve areas of potential conflict and implement the development of procedures and timelines for achieving set tasks
- Able to work as part of a team
- Communication skills to:
 - Identify potential issues ahead of time Support volunteers in their role
 - Receive feedback on opportunities identified by the volunteer
 - Identify support and training needs
 - Determine levels of satisfaction
 - Prepared to delegate tasks
- Basic understanding of management concepts, processes, policy development/implementation and group dynamics;
- Passion to grow the club, to make a difference, to give something back to the community
- Access to a computer and basic computer skills would be of assistance;

Responsibilities

- Assess the Club human resource needs for general running and special events;
- Review or develop, where necessary, position descriptions and volunteer policies for all volunteer roles;
- Facilitate the recruitment, selection, screening and appointment of volunteers to roles that suit them;
- Organise the induction and orientation of all volunteers;
- Identify and organise the training and education opportunities for volunteers;
- Ensure all volunteers are supported and recognised for their efforts;
- Submit regular reports to Club Committee;
- Develop and implement volunteer rosters;
- Develop a volunteer budget; including volunteer out-of- pocket expenses;
- Coordinate the implementation of the Volunteer Management Model.

Relationships

- Reports to the President.
- Liaises with Management Committee as and when required

The Facilities Action Committee

Day to day operations of the club clubs playing surfaces, surrounding grounds and buildings is controlled by the **Facilities Action Committee**. The members of the Committee are appointed by the Management Committee in accordance with the clubs rules.

The Committee consists of the:

- Facilities Director (**Chair**);
- Clubhouse Manager

- Grounds Manager
- Directors of Coaching (DOC)

The Committee is responsible to the Club Management Committee. Its duties include:

- i. Ensuring that the clubs playing surfaces, surrounding grounds and buildings are efficiently managed in accordance with Council requirements;
- ii. Giving the members adequate information about the committees actions so that these actions can be understood;
- iii. Ensuring that any volunteers and independent contractors working on the club facilities carry out their functions as instructed;
- iv. Forward planning, through the preparation of a development plan. This plan provides the basis for setting and working towards goals, establishing priorities, assessing the financial and manpower implications of what it wants to do, and for regularly reviewing its progress;
- v. Handing over appropriate written records and written or oral reports to new committee members so that proper continuity is maintained.
- vi. Attend all monthly Facilities Action Committee Meetings

The office of a member of the **Facilities Action Committee** shall be vacated in such circumstances (if any) as may be prescribed by the rules of the incorporated association or if the person holding that office

- a) dies; or
- b) becomes bankrupt or compounds with creditors or otherwise takes advantage of the laws in force for the time being relating to bankruptcy; or
 - i. Is convicted of an offence under this Act; or
 - ii. Is convicted of an indictable offence or an offence punishable on summary conviction for which the person is sentenced to imprisonment, other than in default of payment of a fine; or
- d) has been convicted on indictment or summarily and sentenced to imprisonment, other than in default of payment of a fine, and the rehabilitation period in relation to the conviction has not expired.

Grounds Manager

Remuneration

- Open to negotiation

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 7-10 hours per week
- Club Operations Sub Committee Meetings each month 1 hour

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by the Facilities Director

Special Skills

- Communication skills essential
- Delegation skills essential
- Organisational skills essential
- Handyman skills beneficial
- Knowledge of Club policies and procedures

Responsibilities

- Check fire extinguishers annually to ensure working order
- Maintain playing surfaces in accordance with club standards and processes as required.
- To maintain plant equipment and machinery in accordance with health and safety requirements and manufacturers recommendations. To ensure all machinery is in a safe condition for normal use.
- To provide cover, if required, whenever reasonably practical for other posts within the grounds' maintenance teams' responsibilities, in any amenity area.
- To work as safely as possible and have regard to other members of Staff and the Public.
- To observe and report any items of equipment or work situation which is considered to be of an unsafe nature.
- To identify and make suggestions for changes or improvements in working practises, to meet changing circumstances.
- To observe and report on occasions of abuse, or the need for repairs and additional maintenance of any area of work.
- To undertake such other duties as may be required from time to time be determined and agreed.
- To be available for emergency call-outs as required, for the groundsman's' compound.
- To be a Key holder and ensure security of the groundsmen's' compound.

Relationships

- Reports and liaises to the Facilities Director as and when required.

Clubhouse Manager**Objectives**

- To manage and maintain all club assets and property.

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 4 hours per week
- Monthly meetings approx 1.5 hours length
- Attendance at monthly Committee Meeting approx 2-hours length;
- Attend the AGM approx 3 hours;

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- 3rd Monday each month 7pm committee meeting

Special Skills

- Communication skills essential
- Management skills essential
- Organisational skills essential
- Handy man skills beneficial
- Leadership skills essential
- Ability to delegate essential
- Able to gain and maintain knowledge of club policies and procedures
- Handyman skills beneficial
- Knowledge of Club policies and procedures

Responsibilities

- Oversee the Bar Manager and Bar Functions
- Oversee the Property Management and Asset Management Functions
- Coordinate bar staff roster, training and qualifications of the staff
- Maintain a register of club assets
- Coordinate the issuing of cash floats and the banking of cash receipts

Relationships

- Reports and liaises to the Facilities Director as and when required.
- Liaise with Entertainment Manager regarding social events for the season
- Liaise with Canteen, Sports Shop and Equipment Managers regarding required equipment and equipment repairs.

The Member Services Action Committee

Day to day management of key positions providing non football services to the club is controlled by the **Member Services Action Committee**. The members of the Committee are appointed by the Management Committee in accordance with the clubs rules.

The Committee consists of the:

- Member Services Director (**Chair**);
- Entertainment Manager
- Communications Manager
- Equipment Manager
- Merchandise Manager
- Canteen Manager

The Committee is responsible to the Club Management Committee. Its duties include:

- i. Ensuring that the clubs key services, outside of the playing of football, are efficiently managed in accordance with Council and Licensing requirements;
- ii. Giving the members adequate information about the committees actions so that these actions can be understood;
- iii. Ensuring that any volunteers and independent contractors working in these services carry out their functions as instructed;
- iv. Forward planning, through the preparation of a development plan. This plan provides the basis for setting and working towards goals, establishing priorities, assessing the financial and manpower implications of what it wants to do, and for regularly reviewing its progress;
- v. Handing over appropriate written records and written or oral reports to new committee members so that proper continuity is maintained.
- vi. Attend all monthly Member Services Action Committee Meetings

The office of a member of the **Member Services Action Committee** shall be vacated in such circumstances (if any) as may be prescribed by the rules of the incorporated association or if the person holding that office

- a) dies; or
- b) becomes bankrupt or compounds with creditors or otherwise takes advantage of the laws in force for the time being relating to bankruptcy; or
- or
 - i. Is convicted of an offence under this Act; or
 - ii. Is convicted of an indictable offence or an offence punishable on summary conviction for which the person is sentenced to imprisonment, other than in default of payment of a fine; or
- c) has been convicted on indictment or summarily and sentenced to imprisonment, other than in default of payment of a fine, and the rehabilitation period in relation to the conviction has not expired.

Entertainment Manager**Objective**

- To develop and implement an annual calendar of social events at the club

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 2 hours per week
- Member Services Action Committee Meetings each month 1 hour

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by Member Services Director

Special Skills

- Organisational skills
- Interpersonal skills
- Management skills
- Communication skills
- Able to delegate
- Access to a computer and basic computer skills would be of assistance
- Able to gain and maintain knowledge of organisational structure/framework

Responsibilities

- Form Social Committee
- Co-ordinate activities of Social Committee
- Develop a calendar of social events annually
- Organise functions to meet fundraising targets
- Promote social events to all members
- Develop social events that cater for all members
- Organise presentation night and junior trophy day
- Coordinate the issuing of cash floats and the banking of cash receipts with the Treasurer

Relationships

- Reports and liaises to the Member Services Director and will coordinate with the Bar Manager, Treasurer as and when required.

Communications Manager

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment

Estimated Time

- 2 hours per week
- Member Services Action Committee Meetings each month 1 hour

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by Member Services Director

Special Skills

- excellent written and oral communication skills.
- Well developed inter-personal and relationship management skills.
- Good understanding of the opportunities provided by web based technology.
- Demonstrated ability to work under pressure and manage competing priorities to achieve deadlines and outcomes.
- Ability to lead and support a team for outcomes, manage change positively, and inspire and support a 'can do' culture.

Objective

To manage the clubs brand and marketing profile as well as providing fundraising and advocacy program specific marketing and communications support.

Responsibilities

- Increasing the public profile and awareness of the club and brand values
- Managing the development and implementation of club marketing strategies and programs.
- Supporting specific fundraising objectives through targeted marketing and communications activities.
- Effectively communicating the clubs work to the community and stakeholders and for raising public awareness and understanding of the clubs role in the community

- Mobilising support for key issues of concern.

Relationships

- Reports and liaises to the member Services Director as and when required.

Merchandise Manager**Objectives**

- To
 - raise the profile of the club through recognisable club apparel; and
 - purchase, manage and maintain cost-effective apparel to members / supporters of the club via a shop front or internet.

Remuneration

- Hourly rate or negotiated percentage of the takings

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 4 - 6 hrs per week with Sports Shop open minimum of two nights per week during the season
- 2 - 4 hours at start and then again at the end of the season

Specific Availability Days

- Agreed Opening Hours as above
- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by Member Services Director

Special Skills

- An awareness of procedures for handling cash, cheques and other financial transactions
- Able to work in a logical orderly manner
- Management skills beneficial
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Aware of information, that needs to be kept for the annual audit
- Prepared to take instant decisions when necessary.
- Innovative, enthusiastic and be prepared to make a regular time commitment.
- Effective communication skills.
- Personal organisational skills

- Able to work independently and as part of a team
- Able to delegate tasks
- Access to a computer, the internet and basic computer skills, including familiarisation with computer book keeping and spread sheeting software
- Experience in shop sales beneficial

Responsibilities

- Decide on required merchandise for the season
- Coordinate the style/appearance of merchandise to maintain consistency of club standards
- Monitor and order stock
- Develop and maintain an appropriate Price List for the Sports Shop, sourcing competitive prices
- Set up system for the provision of internet sales
- Record sales
- Keep accurate records for end of year audit
- Provide monthly progress reports on merchandise sales
- Coordinate adequate Sports Shop advertising in the newsletter and on the website
- Reconcile supplier statements with delivery dockets prior to authorising payment
- Coordinate timely payment of supplier accounts with the Treasurer
- Produce monthly Financial Statement for presentation to the Treasurer
- Perform annual stock take
- Ensure that there is enough playing equipment (jerseys, balls, cones, bibs) for each of the estimated teams for the upcoming season bearing in mind the significant lead time required for some playing equipment to be manufactured (i.e. jerseys)
- Ensure that any jerseys that have deteriorated significantly are duly replaced
- Issue playing equipment to Assistant Equipment Officers at the beginning of the season and record what was issued to whom
- Process any requests for additional/replacement playing equipment during the season
- Arrange for the return of all issued playing equipment from Assistant Equipment Officers at the end of the season

Relationships

- Reports and liaises to the Member Services Director as and when required.

Equipment Manager**Objectives**

- To
 - purchase all playing / training related equipment that is to be owned by the Club; and

- ensure this equipment is managed and maintained by teams using it.

Remuneration

- Nil - Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 15-20 hours at start and then again at the end of the season
- 1 - 2 hrs per week during the season

Specific Availability Days

- None

Regular Meetings

- As required by Member Services Director

Special Skills

- An awareness of procedures for purchasing and other financial transactions
- Able to work in a logical orderly manner
- Management skills beneficial
- Able to keep good records
- Aware of information, that needs to be kept for the annual audit
- Prepared to take instant decisions when necessary.
- Innovative, enthusiastic and be prepared to make a regular time commitment.
- Effective communication skills.
- Personal organisational skills
- Able to work independently and as part of a team
- Able to delegate tasks
- Access to a computer, the internet and basic computer skills, including familiarisation with computer book keeping and spread sheeting software

Responsibilities

- Decide on required playing and training equipment for the season
- Coordinate the style/appearance of playing equipment to maintain consistency of club standards
- Monitor and order stock
- Ensure that there is enough playing equipment (jerseys, balls, cones, bibs) for each of the estimated teams for the upcoming season bearing in mind the significant lead time required for some playing equipment to be manufactured (eg. jerseys)

- Record asset register, including lost, damaged and deteriorated equipment, ensuring accurate records for end of year audit
- Issue playing equipment to Assistant Equipment Officers at the beginning of the season and record what was issued to whom
- Reconcile supplier statements with delivery dockets prior to authorising payment
- Coordinate timely payment of supplier accounts with the Treasurer
- Process any requests for additional/replacement playing equipment during the season
- Arrange for the return of all issued playing equipment from Assistant Equipment Officers at the end of the season
- Perform annual stock take

Relationships

- Reports and liaises to the Member Services Director as and when required.

Canteen Manager**Remuneration**

- Hourly rate
- All time worked between midnight Friday and midnight Saturday paid at time and a-quarter.
- All time worked between midnight Saturday and midnight Sunday paid at time and three-quarters.

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 5-10 hours per week April to September;
- 2 hours per month October to March
- Involvement in special events to assist with catering and cost of catering will be at the discretion of the Member Services Director.

Specific Availability Days

- Monday to Friday
- On Call Saturday and Sunday

Regular Meetings

- As required by Member Services Director

Special Skills

- An awareness of procedures for handling cash, cheques and other financial transactions
- Able to work in a logical orderly manner

- Management skills beneficial
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Aware of information, that needs to be kept for the annual audit
- Prepared to take instant decisions when necessary.
- Innovative, enthusiastic and be prepared to make a regular time commitment.
- Effective communication skills.
- Personal organisational skills
- Able to work independently and as part of a team
- Able to delegate tasks
- Access to a computer, the internet and basic computer skills, including familiarisation with computer book keeping and spread sheeting software

Objectives

- To offer
 - a vibrant, clean, friendly canteen to the community
 - and actively promote a variety of nutritious food and encourage members, especially children, to make healthy choices. (Food low in fat, salt and sugar and high in dietary fibre).

Responsibilities

- Maintain adequate staffing levels for the Canteen
- Maintain adequate stock levels for the Canteen
- Develop and maintain an appropriate Price List for the Canteen to only make enough profit to pay for the canteen manager's wages, cost of goods and overhead costs, plus + 10%. Cost of items sold will be kept to a minimum. Canteen menu should be affordable to our whole community. The Management Committee will decide how any surplus profit is spent.
- Making appropriate price changes as they become necessary. These changes need to be agreed to by the committee at their next meeting.
- Source competitive prices for stock and the timely ordering of such
- Coordinate the issuing of cash floats and the banking of cash receipts
- Reconcile supplier statements with delivery dockets prior to authorising payment
- Coordinate timely payment of supplier accounts with the Treasurer
- Produce monthly Financial Statement and present to the Treasurer
- Perform annual stock take
- Canteen account audited independently annually.
- Being up to date on all guidelines of food and safety handling. Guidelines should be displayed in the canteen for all volunteers.

Relationships

- Reports and liaises to the Volunteer Manager as and when required.

Assistant Secretary**Objectives**

To ensure assist the Club Secretary to provide appropriate administrative support to the President and Management Committee of the Club.

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- Approximately 1 hour per week for correspondence
- 30 minutes per week to empty the Club s postal box
- Approx 1-2 hours per week on committee tasks.
- The position is usually filled at the January AGM and held for 2 years.

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by the Club Secretary

Special Skills

- Good personal organisational skills
- Effective communication skills
- Able to work independently and as part of a team
- Able to delegate tasks
- Passion to grow the club, to make a difference, to give something back to the community
- Willingness to have fun.
- Access to a computer, the internet and basic computer skills
- Can maintain confidentiality on relevant matters essential

Responsibilities

- Maintain confidentiality on club and personal matters.
- Be aware of Club
 - operations, goals, plans and program of activities;
 - constitution;
 - structure including policies and procedures;
 - organisation activities; and
 - future directions and plans of succession.
- Be aware of the rules of State and other bodies that influence governance over club operations to give advice to the President and Committee as required.

- Be aware of Football Brisbane and Queensland Lions Competition Rules for reference purposes
- Collate and develop:
 - a meeting schedule for Management Committee for the current year is published, marking in all key dates: meetings, carnivals, and association deadlines;
 - an agenda for all Management Committee meetings;
 - an accurate record of Management Committee members, showing voting entitlements.
- Assist the Club Secretary to maintain currency of club:
 - insurance policies in respect of damage to property, death or bodily injury occurring upon the Club property.
 - licenses (Eg: Liquor License).
 - registers of members, life members, and sponsors
 - legal documents such as the constitution, leases, and titles
- Assist the Club Secretary to:
 - manage inwards correspondence and its dissemination;
 - coordinate, write and/or send outward correspondence
 - effectively manage all club records

Relationships

- Reports to the Club Secretary
- Liaises with the President and Management Committee as and when required.
- Liaises with all external contacts (E.g. Football Brisbane, Queensland Lions Football Club, Local Government)

Football Operations Committee

The day to day management of key positions providing football services to the club is controlled by the **Football Operations Committee**. The members of the Committee are appointed by the Management Committee in accordance with the clubs rules.

The Committee consists of the:

- Director of Football (**Chair**);
- Vice President Seniors
- Vice President Juniors
- Vice President Small Sided Games
- Junior Coaching Panel Chairmen
- DoC Small Sided Games

The Committee is responsible to the Club Management Committee. Its duties include:

- i. Ensuring that the clubs playing of football, is efficiently managed in accordance with Football Queensland and Football Brisbane requirements;
- ii. Giving the members adequate information about the committees actions so that these actions can be understood;

- iii. Ensuring that any volunteers and independent contractors working in these services carry out their functions as instructed;
- iv. Forward planning, through the preparation of a development plan. This plan provides the basis for setting and working towards goals, establishing priorities, assessing the financial and manpower implications of what it wants to do, and for regularly reviewing its progress;
- v. Handing over appropriate written records and written or oral reports to new committee members so that proper continuity is maintained.
- vi. Attend all monthly Football Operations Committee Meetings

The office of a member of the **Football Operations Committee** shall be vacated in such circumstances (if any) as may be prescribed by the rules of the incorporated association or if the person holding that office

- a) dies; or
- b) becomes bankrupt or compounds with creditors or otherwise takes advantage of the laws in force for the time being relating to bankruptcy; or
 - i. Is convicted of an offence under this Act; or
 - ii. Is convicted of an indictable offence or an offence punishable on summary conviction for which the person is sentenced to imprisonment, other than in default of payment of a fine; or
- c) has been convicted on indictment or summarily and sentenced to imprisonment, other than in default of payment of a fine, and the rehabilitation period in relation to the conviction has not expired.

Seniors Football Manager

- **Seniors (Youth / Men / Women / Masters)**

Remuneration

- Open to negotiation

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment

Estimated Time

- November to January 10-12 hours per week.
- February to October 4-5 hours per week including:
 - 2 hrs monthly to attend Football Operations Committee meetings.

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by Director of Football

Special Skills

- Experience in initiating, creating, implementing and leading strategic planning.
- Ability to develop relationships with key stakeholders
- High level of interpersonal skills
- Ability to manage teams
- Good negotiation skills
- Availability to work after normal business hours and weekends
- Experience working in a sporting organisation would be highly regarded.

Responsibilities

- Across Woman's and Men's (Youth and Open) and Masters Teams
 - Coordinating all aspects of senior training and playing operations
 - Strategic planning and talent management
 - Management of player welfare and player contracts
 - Player and coach recruitment and management
 - Managing and monitoring of expenditure budgets

Relationships

- Reports and liaises to the Director of Football as and when required.

Junior Coaching Panel

The Panel will ensure the club provides quality coaching & training sessions to its players and coaches alike. Consisting of a number of highly experienced people with different & overlapping skills, the Panel will focus on the following objectives to provide junior development of the highest quality:

- To continue to improve the quality of Junior Development to the Samford Valley;
- To provide programs equally for social players and those opting to succeed at the highest level;
- To continue to develop professional training practices;
- To improve the environment and the standard of participation and coaching, including their education and accreditation;
- To have teams in the top 3 Divisions of each Junior age group, and highly ranked Youth and Senior Men's and Women's teams; and
- Fostering stronger links with like minded Premier Clubs.

The members of the Junior Coaching Panel are invited by the nominated Panel Chairmen. The Club Management Committee may appoint and remove the **Panel Chairmen** at any time.

The Junior Coaching Panel must have at least 4 members of whom:

- d) One is the Panel Chairman nominated by the Club Management Committee;
- e) One is a senior Open Men's Coach within the club;
- f) One is a senior Open Women's Coach within the club; and
- g) Another is a senior Junior Coach within the club.

It is recommended that the panel does not exceed 6 members.

The Junior Coaching Panel is responsible to the Clubs Vice President, Juniors. Its duties include:

- Participating in the recruitment and selection of team coaches;
- Assessing playing abilities of competitive players during pre-season grading/assessment sessions and grade competition games;
- Providing feedback to players regarding their performances during grading/assessment sessions;
- Ensuring that coaching clinics are identified and made available for club coaches;
- Organising and conducting two Player Coaching Clinics per season;
- Ensuring that Extension and Development Squads are created and maintained within the club to enable players within lower division teams who are interested in developing their football skills and knowledge to participate in higher level specialist coaching;
- Developing and implementing:
 - Appropriate training and coaching programmes;
 - Appropriate skill development programmes for players; and
 - Appropriate tactical game plans and strategies.
- Maintaining a detailed knowledge of the Football Brisbane Coaches Code of Conduct and relevant Club Policies and Procedures;
- Assist in the development of a club culture that respects fellow and opposition players, referees and volunteers.
-

Facilities Team

Work with members of the **Facilities Action Committee** to ensure the playing surfaces, surrounding grounds and buildings are prepared for game day during the season and maintained during the off season.

Office Administrator

Remuneration

- Nil - Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment

Estimated Time

- 2 hours per week.

Specific Availability Days

- None

Regular Meetings

- None

Special Skills

- Able to use a phone and operate an answering machine to receive and send messages to other club members
- Able to use a spreadsheet.

Responsibilities

- Club reception duties, including receiving detailed club house voice messages and communicating these to the relevant official
- Manage office equipment maintenance
- Maintain inventory and purchase office supplies and equipment
- Club House mail collection, sorting, distribution and delivery
- Assist with office/building maintenance/security/cleaning
- Filing, photocopying and general administration duties

Relationships

- Reports and liaises to the Clubhouse Manager as and when required.

Match Ball Coordinator

Remuneration

- Nil - Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 30 minutes each Thursday.

Specific Availability Days

- Each Thursday of the playing season

Regular Meetings

- As required by Club Administrator

Special Skills

- None

Responsibilities

- Make sure there are three Size 4 and three Size 5 match balls at the correct pressure in the Referee's Room for the weekend games.

Relationships

- Reports and liaises to the Grounds Manager as and when required.
- Liaises with the Equipment Manager to source match balls where required.

Waste Management Coordinator**Remuneration**

- Nil - Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 15 minutes each Tuesday and Wednesday.

Specific Availability Days

- Each Thursday of the playing season

Regular Meetings

- As required by Facilities Manager

Special Skills

- None

Responsibilities

- Put Council bins out on roadside on Tuesday evenings and return after they are emptied on Wednesday

Relationships

- Reports and liaises to the Grounds Manager as and when required.

Groundsman**Objectives**

- To facilitate the effective set up and pack up of the playing fields on match day.

Remuneration

- Annual Contract with set budget and hours

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 100 hrs each year

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by Grounds Manager

Special Skills

- Communication skills essential
- Delegation skills essential
- Organisational skills essential
- Handyman skills beneficial
- Knowledge of Club policies and procedures

Responsibilities

- Ensure grounds surrounding all playing surfaces are maintained in a trimmed condition.
- Ensure playing fields are suitably marked prior to commencement of the season and during the season as required.
- Coordinate/oversee the erection and removal of all flags, ropes, goal nets (properly pegged) and sponsor signs at each home game.
- Ensure all Field Dress equipment is stored correctly during the season.
- Ensure all rubbish is removed from the playing fields at the conclusion of play.

Relationships

- Reports and liaises to the Grounds Manager as and when required.

Mowing**Remuneration**

- Hourly Rate

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 3 hours per week October to April

- 3 hours per month May thru Sept

Specific Availability Days

- Each Friday during the season.

Regular Meetings

- As required by Grounds Manager

Special Skills

- Communication skills essential
- Organisational skills essential
- Handyman skills beneficial
- Knowledge of Club policies and procedures

Responsibilities

- Mow all grassed areas as required (no mowing to be done while any fields are being used for playing purposes)
- Purchase fuel as required

Relationships

- Reports and liaises to the Grounds Manager as and when required.

Match Day Team***Ground Official*****Remuneration**

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 1-2 hours per weekend

Specific Availability Days

- Weekends

Regular Meetings

- As required by Director of Coaching

Special Skills

- None

Responsibilities

- Assist referees during game time as per Ground Official Duties specified by Football Brisbane
 - Before the Match
 - Check the referees' room and make sure it is clean and comfortable and that three Size 4 and three Size 5 match balls are present.
 - Upon arrival of the referees, make known to them that you are the ground official in case they need assistance.
 - If an official referee is not present, ensure that a referee is arranged either by the club or by consent of the two teams playing.
 - Ensure payment of referee fees before the commencement of the game.
 - Ensure that 3 appropriate match balls are available for referee.
 - Escort the Referee and Assistant Referees to the field of play.
 - During the Match
 - Ensure that the spectators' behaviour is orderly and is not abusive to the referee or his assistants, players or other spectators.
 - Direct and assist any ambulance if called to attend a player or any other person.
 - Escort the Referee and Assistant Referees to and from the field of play at the half-time break.
 - Be of assistance wherever possible.
 - After the Match
 - Ensure the referees' safety at all times.
 - Ensure that both teams leave the grounds in a proper and orderly manner.
 - Escort the Referee and Assistant Referees from the field of play.
 - Ensure that all Match Balls are returned to the Referees Room (U9-16, Women's, Men's and Over35's).

Relationships

- Reports and liaises to the Director of Coaching as and when required.

Match Reporter

- **Seniors (Youth / Men / Womens / Masters)**
- **Juniors (Competitive)**
- **SSG (Non-Competitive)**

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 1-2 hours per week, mainly on Saturday and Sunday.
- 1 hour to train team managers at season start

Specific Availability Days

- Saturdays and Sundays for receipt of emails
- Sundays for editing of submitted reports

Regular Meetings

- As required by Director of Coaching

Special Skills

- Able to use email to receive and send messages and send reports to the Media Editor

Responsibilities

- Receive email from Team Coaches after their game.
- Follow up Team Coaches of any games not reported
- Submit a proof read reports of matches to the Media Editor.
- Train Team Coaches on Match Day duties on Coaches & Managers Night

Relationships

- Reports and liaises to the Director of Coaching as and when required.
- Liaises with Team Coaches
- Liaises with the Media Editor

Score Reporter

- **Seniors (Youth / men / Women / Masters)**
- **Juniors (Competitive)**
- **SSG (Non-Competitive)**

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 1 hour per week, mainly on Saturday and Sunday.
- 1 hour to train team managers at season start

Specific Availability Days

- Saturdays and Sundays for receipt of emails and text messages

Regular Meetings

- As required by Director of Coaching

Special Skills

- Able to use a mobile phone to receive and send SMS's
- Able to use email to receive and send messages and send scores to Football Brisbane and the Media Editor

Responsibilities

- Receive text or email from Team Managers after their game.
- Follow up Team Managers of any games not reported
- Ring through match scores to Football Brisbane by 5pm on a match day (Saturday and Sunday).
- Collect, check and post of Match Cards each Sunday/Monday
- Submit a score roundup to the Media Editor.
- Train Team Managers on Match Day duties on Coaches & Managers Night

Relationships

- Reports and liaises to the Director of Coaching as and when required.
- Liaises with Team Managers
- Liaises with the Media Editor

Events Coordinator

- **Seniors (Youth / Men / Women / Masters)**
- **Juniors (Competitive)**
- **SSG (Non-Competitive)**

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 1-2 hours per week

Specific Availability Days

- Saturdays and Sundays for receipt of emails and text messages

Regular Meetings

- As required by Director of Coaching

Special Skills

- Communication skills essential
- Delegation skills essential
- Organisational skills essential

Responsibilities

- Source Pub raffle volunteers
- Organise Carnivals
- Organise Game Day Entertainment (SSG only)
- Organise Premier Cup (seniors only)

Relationships

- Reports and liaises to the Director of Coaching as and when required.

SSG Referee Coordinator**Remuneration**

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 4 - 6 hrs pre-season
- 1 - 2 hrs per week during the season

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by DoC SSG

Special Skills

- Communication skills essential
- Delegation skills essential
- Organisational skills essential

Responsibilities

- Recruit SSG Refs (12 years and older)

- Organise training and sitting for exams
- Coordinate ordering of SSG Ref Shirts, whistles, etc.
- Develop and maintain a roster
- Pay the refs on game day
- Source feedback from team coaches & managers
- Ensure that satisfactory level of refereeing is maintained

Relationships

- Reports and liaises to the DoC SSG as and when required.

Entertainment Team***First Aid Coordinator*****Remuneration**

- Nil – Volunteer.

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 5 - 7 hours at start of the season
- 1 hour per month during the season

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by Director of Football

Special Skills

- First Aid Certification (club pays for)
- Good personal organisational skills
- Effective communication skills
- Able to work independently and as part of a team
- Able to delegate tasks

Responsibilities

- Organise training for coaches and managers at the start of the season
- Ensure that the first aid facilities are kept up to date (i.e. first aid kit, etc.)
- Coordinate team representatives attending a recognised senior first aid certificate course
- Maintain a register of team first aid officers

- Ground Official Coordinator – Vacant
- Organise training for Ground Officials (one from each team)
- Maintain and monitor a Ground Official Roster

Relationships

- Reports and liaises to the Director of Football as and when required.

Trophy Coordinator**Remuneration**

- Nil – Volunteer.

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 10 hours at the end of the season

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by Entertainment Manager

Special Skills

- Good personal organisational skills
- Effective communication skills
- Able to work independently and as part of a team
- Able to delegate tasks

Responsibilities

- Order individual trophies based on registration list
- Follow-up team coaches and managers for player of the year trophies
- Follow-up the club player of the year award as nominated by the club's Vice President of coaching
- Collect perpetual trophies (Junior Player of the Year)
- Pick-up trophies from supplier
- Prepare "Graduation Certificates" for last-year juniors
- Sort trophies and assist in handing-out on Trophy Days
- Prepare and distribute graduation certificates for juniors moving up to seniors

Relationships

- Reports and liaises to the Entertainment Manager as and when required.

Team Photograph Coordinator**Remuneration**

- Nil – Volunteer.

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 2-3 hours at the end of the season

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by Entertainment Manager

Special Skills

- Good personal organisational skills
- Effective communication skills
- Able to work independently and as part of a team
- Able to delegate tasks

Responsibilities

- Coordinate the selection and appointment (dates/times) of a photographer
- Organise ground access for the photographer on days of sittings
- Advertise photograph sittings and coordinate photographer
- Organise the collection of money from teams
- Distribute photographs on Trophy Day

Relationships

- Reports and liaises to the Entertainment Manager as and when required.

Pub Raffle Coordinator**Remuneration**

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment

Estimated Time

- 3-4 hours at season beginning creating the raffle schedule and seeking volunteers.
- 30 minutes per week checking on attendance by volunteers.

Specific Availability Days

- Specific evenings detailed in the Pub Raffle Schedule, generally between 5.30pm and 8pm.

Regular Meetings

- As required by Entertainment Manager

Special Skills

- Good personal organisational skills
- Effective communication skills
- Able to work independently and as part of a team
- Able to delegate tasks

Responsibilities

- Coordinating the clubs allocated slots to sell meat raffle tickets at the Samford Hotel as part of our sponsorship deal.
- Develop and maintain a roster of dates, 4 dates for each department of the club to fill
- Request and manage Vice Presidents to provide 2 names (2 people is ideal as one can carry the tray and the other selling tickets) for each of the allocated dates
- Manage the process and ensure people turn up once they have volunteered. Organise the trays and mentor volunteers on what needs to happen.

Relationships

- Reports and liaises to the Entertainment Manager as and when required.

Communications Team

Media Editor

Objectives

- To assist in growth and the development of club spirit by ensuring a regular and effective flow of information on all matters via the club newsletter and externally via all available media outlets.

Remuneration

- Nil - Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 1-2 hours on Sunday night proof reading and drafting the weeks Newsletter (March to September). Monthly other times of year.
- 1 hour Monday morning formatting and finalizing the weeks Newsletter (March to September). Monthly other times of year.
- 1 hour Thursday proof reading, formatting and finalizing the Seniors Game Program (home games only).
- Periodic proof reading and finalizing articles and advertisements.

Specific Availability Days

- Sunday night proof reading and drafting the weeks Newsletter (March to September). Monthly other times of year.
- Monday morning formatting and finalizing the weeks Newsletter (March to September). Monthly other times of year.
- Thursday proof reading, formatting and finalizing the Seniors Game Program (home games only).
- Periodic proof reading and finalizing articles and advertisements
- ***Regular Meetings***
- As required by Communications Manager

Special Skills

- Communication skills essential
- Able to work independently and as part of a team
- Interpersonal skills desirable
- Management skills essential
- Presentational skills desirable
- Access to computer and basic computer skills essential. Microsoft Publisher or Word and advantage
- Access to a digital camera and basic operational skill

Responsibilities

- Seniors Game Day Program (The Strike)
 - Prepare the Seniors game day programs, The Strike, by sourcing articles from the President, Coaches and Sponsors
 - Coordinate the printing and distribution of the program on Seniors game day and the website.
- Public Media
 - Search for and create opportunities to promote the club in all media outlets, in particular local newspapers

- Coordinate articles and notices in relevant publications such as the Westerner, The Village Pump, The Ironbark Press (Samford State School)
- Coordinate signage for sign-on day
- Club Newsletter (The Shot)
 - Source articles from the President, other committee members
 - Receive all written material via the "match report" email. This includes match reports (sometimes with photos), score roundup (compiled by Alan Newton), president report and any other announcements.
 - Proof read everything, then download it all into a word document, before cutting and pasting and then formatting into the club newsletter template.
 - Format the club newsletter so it all fits in neatly (text, photos, clip art pictures, filler notices and advertising banners) and get it to the desired size of 300-500KB (so it is not too big for dial-up users).
 - Save the club newsletter to a .pdf file and then email it to the Web Editor who places it on the website and sends the email to club members.

Relationships

- Reports and liaises to the Communications Manager as and when required.
- Liaises with the Web Editor, Vice President's and Local Press
- Liaise with Treasurer to develop a budget for information delivery
- Liaise with the Entertainment Manager to assist with event promotion
- Liaise with the Equipment/Sports Shop Manager to assist with sales

Calendar

On a weekly basis

- Create Club Newsletter and send to Web Editor (due on a Monday evening)

On a monthly basis

- Collate articles for other media (generally due on a Friday)

Website Editor

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment

Estimated Time

- Approx 1 hr per week during the season

Specific Availability Days

- Evenings during season to update Weather and Pitch details on Website.
- Monday for publishing Newsletter (March to September). Monthly other times of year.
- Friday for publishing the Seniors Game Program (home games only).

Regular Meetings

As required by Communications Manager

Special Skills

- Web Master Experience

Responsibilities

- Timely maintenance of the club's website www.samfordfootball.org.au
- Coordinate web hosting and domain name renewal
- Maintain appropriate email addresses and email forwarding

Relationships

- Reports and liaises to the Communications Manager as and when required.

Clubhouse Team**Canteen Convenor**

- **Convenor 1**
- **Convenor 2**
- **Convenor 3**

Remuneration

- Hourly rate \$19.93 per hour.
- All time worked between midnight Friday and midnight Saturday paid at time and a-quarter.
- All time worked between midnight Saturday and midnight Sunday paid at time and three-quarters.

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment**Estimated Time (From mid March to early September)**

- Minimum 12 hours per week rostered in maximum 6 hour shifts
 - Friday 5pm - 10pm
 - Saturday 9am-5.30pm
 - Sunday 9am-5.30pm

- Involvement in special events to assist with catering and cost of catering will be at the discretion of the Entertainment Vice President.

Specific Availability Days

- As per operating hours above

Regular Meetings

- As required by Canteen Manager

Special Skills

- An awareness of procedures for handling cash, cheques and other financial transactions
- Able to work in a logical orderly manner
- Effective communication skills.
- Personal organisational skills
- Able to work independently and as part of a team
- Able to delegate tasks
- Access to a computer, the internet and basic computer skills, including familiarisation with computer book keeping and spread sheeting software

Responsibilities

- To present a vibrant, clean, friendly canteen service to the community
- Prepare the canteen area for game day
- Maintain accurate daily financial records
- Be aware of licensing requirements and work with Club House Manager
- Maintain accurate time book and ensure Assistants do same
- Immediately report to the Canteen Manager any equipment malfunction or safety issue that arises.
- Immediately report to the Canteen Manager any injury that has been incurred by personnel within the canteen or outside the canteen when related to products sold by the canteen.
- Being up to date on all guidelines of food and safety handling. Guidelines should be displayed in the canteen for all volunteers.

Relationships

- Reports and liaises to the Canteen Manager as and when required.

Canteen Assistant

- Assistant 1
- Assistant 2

Remuneration

- Hourly rate in accordance with age and experience:
 - U18 \$9.95 per hour
 - U19 \$11.60 per hour
 - Adult no experience \$15.10 per hour

- All time worked between midnight Friday and midnight Saturday paid at time and a-quarter.
- All time worked between midnight Saturday and midnight Sunday paid at time and three-quarters.

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time (From mid March to early September)***

- 12 hours per week rostered in maximum 5-6 hour shifts
 - Friday 5pm - 10pm
 - Saturday 9am-5.30pm
 - Sunday 9am-5.30pm
- Involvement in special events to assist with catering and cost of catering will be at the discretion of the Entertainment Vice President.

Specific Availability Days

- As per operating hours above

Regular Meetings

- As required by Canteen Manager

Special Skills***Responsibilities***

- To assist in the presentation of a vibrant, clean, friendly canteen service to the community
- Immediately report to the Canteen Convenor any equipment malfunction or safety issue that arises.
- Immediately report to the Canteen Convenor any injury that has been incurred by personnel within the canteen or outside the canteen when related to products sold by the canteen.

Relationships

- Reports and liaises to the Canteen Convenor as and when required.

Bar Attendant**Objectives**

To provide revenue for the club in addition to providing a social component and service for members.

Remuneration

- Hourly rate of \$16.67

- All time worked between midnight Friday and midnight Saturday paid at time and a-quarter.
- All time worked between midnight Saturday and midnight Sunday paid at time and three-quarters.

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- Minimum 12 hours per week rostered according to home game schedule
 - Friday 6.00pm - 11pm
 - Saturday 4.00pm-10.00pm
- Involvement in special events to assist with catering and cost of catering will be at the discretion of the Entertainment Manager.

Specific Availability Days

- As per operating hours above

Regular Meetings

- As required by Entertainment Manager

Special Skills

- Presentation and oral communication skills beneficial
- Able to work independently and as part of a team
- Managerial skills beneficial
- Organisational skills beneficial
- Cash management essential
- An experience in bar tending beneficial
- Access to a computer and basic computer skills of assistance
- Flexible hours

Responsibilities

- Operation of the bar including maintenance of stock and ordering of all bar supplies
- Liaise with organisation committee for social functions
- Maintain profit and loss accounts
- Prepare stock take figures for the Treasurer
- Monthly stock take
- Maintain a clean and tidy bar area
- Prepare the clubrooms and bar area for game day
- Maintain accurate daily financial records
- Be aware of licensing requirements and work with Club House Manager
- Maintain accurate time book

Relationships

- Reports and liaises to the Entertainment Manager as and when required.
- Liaise with Treasurer to negotiate stock prices and money exchange
- Liaise with Clubhouse Manager regarding social functions

Club House Cleaning**Remuneration**

- Open to negotiation

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 3-4 hours each Sunday afternoon or Monday morning throughout the season

Specific Availability Days

- Saturday afternoon throughout the season
- Sunday afternoon or Monday morning throughout the season

Regular Meetings

- As required by Clubhouse Manager

Special Skills

- Cleaning Experience

Responsibilities

- Clean toilets, dressing rooms, canteen, clubhouse, concreted areas surrounding the clubhouse, windows, empty rubbish bins, vacuum carpet, wipe-down tables, etc.
- Remove rubbish that does not fit into the council bins
- Maintain all cleaning equipment and an adequate supply of cleaning materials with all expenditure to be approved by the Management Committee beforehand
- Pick-up rubbish left on fields and surrounds

Relationships

- Reports and liaises to the Clubhouse Manager as and when required.

CSIRO Project Manager**Remuneration**

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 2-3 hours bi monthly for Council meetings

Specific Availability Days

- None.

Regular Meetings

- As required by President

Special Skills

- None

Responsibilities

- Coordinate the grant submission, planning and development phases with the Pine Rivers Shire Council,
- Qld Sport & Rec and any consultants engaged during these processes
- Develop and maintain the Preliminary Plan outlining the club's detailed requirements to be used as
- input to the grant submission and detailed planning phases
- Develop a strategy for the move of the club from the existing grounds to the new grounds
- Coordinate the move to the new ground and the commissioning of such

Relationships

- Reports and liaises to the President as and when required.

Football Team***Fixture Controller*****Remuneration**

- Nil - Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- February to May - approximately 4 hours per week
- June to January - approximately 2 hours per week

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

- As required by Director of Football

Special Skills

- Organisation skills beneficial
- Interpersonal skills beneficial
- Communication skills beneficial
- Able to work within a busy, time structured environment
- Ability to gain and maintain knowledge of Football Brisbane and Queensland Lions Administration procedures essential
- Ability to gain and maintain knowledge of club policies and procedures
- Access to a computer with word processor and spread sheet computer skills
- Excel Spreadsheet experience and advantage

Responsibilities

- Coordinate training day/times/areas and publish a training schedule for the website and the bulletin board at the club
- Coordinate fixture dates/times with the relevant Club Vice-Presidents

Relationships

- Reports and liaises to the Director of Football as and when required.
- Liaise with Grounds and Clubhouse Directors

Assistant Registrar(s)

- **Seniors (Youth / Men / Women / Masters)**
- **Juniors (Competitive)**
- **SSG (Non-Competitive)**

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment**Estimated Time**

- 4 - 5 hours per week January to March
- 1 -2 hrs per week for the rest of the season.
- Some of these will be at weekends and in the evenings.

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

As required by Club Treasurer / Registrar

Special Skills

- Must be well organised,
- Able to keep records,
- Careful when handling money and cheques,
- Confident handling figures

Responsibilities

- Assistant Registrar
 - Register players as per Football Brisbane and Queensland Lions procedures
 - Liaise with Football Brisbane and Queensland Lions Club Registrar
 - Track registrations to conclusion incl. the issue of Registration cards to teams
 - Assist the Club Registrar to allocate players to teams
 - Assist with organising Announcement Day (SSG, and Juniors Only) at beginning of the season
 - Assist the Club Registrar with the coordinate the assignment of team coaches, managers and match reporters
 - Assist the Club Registrar to organise Team Official Ids and Blue Cards for all Team Officials
 - Prepare & distribute Team Contact Lists for each team
 - Collect Registration cards at season end
- Collecting team subscriptions and all money due to the club on a weekly / monthly / yearly basis – the use of Direct Debit is recommended
- Up to date records of all financial transactions;
- Prompt deposit of all cash & cheques in the bank;
- Ensuring that funds are spent properly;
- Issuing receipts for all money received and recording this information
- Reporting monthly to the Treasurer on the financial position & assistance in preparing a year end Statement of Accounts to present to the Committee

Relationships

- Reports and liaises to the Vice President
- Liaises with the Club Treasurer / Administrator as and when required.

Assistant Equipment Officers(s)

- **Seniors (Youth / Men / Women / Over 35)**
- **Juniors (Competitive)**
- **SSG (Non-Competitive)**

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 2 - 3 hours per week January to March
- 1 hr per week for the rest of the season.
- Some of these will be at weekends and in the evenings.

Specific Availability Days

- Specific events detailed in the Club Schedule of Events.

Regular Meetings

As required by Equipment Manager

Special Skills

- Communication skills beneficial
- Management skills essential
- Organisational skills essential

Responsibilities

- Act as contact point for any member queries about playing related equipment.
- Maintain a register of all equipment, and conduct regular stocktakes of this.
- Ensure that all equipment is in good useable condition at all times.
- Arrange for the rapid repair of equipment as necessary.
- Liaise with coaching staff to plan the purchase of major and minor items of equipment.
- Assemble kits of team equipment [including jumpers, match and practice balls, pump, first aid kits, initial tape issue, etc] and issue these to Team Managers at the beginning of the season.
- Collect and carefully check in Team Equipment Kits at the end of each season. After attempting to resolve any problems with Team Managers, report discrepancies to the Equipment / Sports Shop Manager.
- Provide the necessary equipment for pre season games [balls, jumpers] and ensure efficient management of these temporarily issued items.

Relationships

- Reports and liaises to the Equipment Manager
- Liaises with Team Managers and Coaches as and when required.

Team Coach**Remuneration**

- Open to negotiation
- An allowance for telephone calls is available on submission of receipts to the Treasurer.
- The Club provides all playing kit and match and training equipment.
- The Club first aid kit is inside the clubhouse and is available to all teams.

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- Team activities on match day will, depending on the venue for the game, take up approximately 4 hours.
- Coaching and training sessions for the team each week (on an agreed set evening) take up around 2 hours.
- Other duties associated with the tasks outlined above are spread across the week, with telephone calls etc., and will take around 4 hours.

Specific Availability Days

- Weekends and one week evening / night
- Specific events detailed in the Club Schedule of Events depending on allocated team.

Regular Meetings

- As required by the relevant Director of Coaching

Special Skills

- Coaching Level 1 an advantage (club will pay for attainment)
- Higher accreditation may be required for Elite and Senior Positions
- Good personal organisational skills
- Effective communication skills
- Able to work independently and as part of a team
- Able to delegate tasks
- Passion to grow the club, to make a difference, to give something back to the community
- Willingness to have fun.
- Knowledge of club player related policies and procedures.

Responsibilities

- Conduct training sessions and coach on game days

- Ensure that the club provides a team to compete in the Football Brisbane or Queensland Lions Competitions for the age group allocated.
- Responsible for all aspects of activity regarding the age group allocated.
- Engage assistants and managers as required, so long as they meet the membership requirements of the club.
- Providing a safe environment for players and participants (including officials, parents, team and club members and opponents) that is free from discrimination, harassment and abuse.
- Treating all players and participants fairly, with respect and dignity regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
- Ensuring any physical contact with players is appropriate to the situation and necessary for the player's skill development.
- Being acutely aware of the power they have as a coach over players and the trust the players put in them. Avoiding any situations with players that could be construed as compromising, inappropriate or intimate.
- Developing the sporting skills, knowledge and experiences of players and participants.
- Ensuring they provide all athletes equal time, attention and sporting opportunities whenever possible.
- Maintaining an uncompromising adherence to the club's standards, rules, regulations, codes and policies and encouraging players to do likewise. Coaches must accept both the letter and spirit of the rules.
- Understanding and complying with the State Child Protection requirements.
- Not using their involvement with the sport, a member association or an affiliated club to promote their own beliefs, behaviours or practices where these are inconsistent with those of the club.
- Refraining from any behaviour that may bring the club into disrepute.
- Providing feedback to players and other participants in a manner sensitive to their needs and avoiding overly negative feedback.
- Accepting and respecting the role of officials and encouraging players to do likewise.
- Maintaining and improving coaching skills and qualifications through development, training and education opportunities. The Club will financially assist you in obtaining these awards during the season if you do not already have the qualification.

Relationships

- Reports and liaises to the relevant Director of Coaching as and when required.

Calendar

- On a weekly basis:

- Team selection;
- Organisation of coaching/training for team once per week;
- Confirmation of venue for Transport; Team Kit & Equipment;
- Reporting results to Score Reporter after matches;
- Match report to Match Reporter for inclusion in the clubs weekly newsletter.
- Once each season:
 - End of season report to Club Committee
 - Presentation Evening for team
 - Start of Season Coaches and Managers meeting
 - End of Season Coaches and Managers meeting

Team Manager

Remuneration

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment

Estimated Time

- Team activities on match day will, depending on the venue for the game, take up approximately 4 hours.
- Coaching and training sessions for the team each week (on an agreed set evening) take up around 2 hours.
- Other duties associated with the tasks outlined above are spread across the week, with telephone calls etc., and will take around 4 hours.

Specific Availability Days

- Weekends and one week evening / night
- Specific events detailed in the Club Schedule of Events depending on allocated team.

Regular Meetings

- As required by the Director of Coaching

Special Skills

- Good personal organisational skills
- Effective communication skills
- Able to work independently and as part of a team
- Able to delegate tasks
- Passion to grow the club, to make a difference, to give something back to the community
- Willingness to have fun.
- Knowledge of club player related policies and procedures.

Responsibilities**Pre-Season**

- Meet with the committee to go over your team requirements:
 - Team Sheets
 - Presentation
 - Team expenses
 - After match functions
 - Manager's report – along with Coach agree on training venue, time etc. organise accordingly.
- Prepare after consultation with the coach, an itinerary, which contains:
 - Dates, training venue, time
 - Dates, venue, travel and times of matches
 - A list of management and players with their phone numbers.
- Distribute this to players, parents and sponsors if required.
- Arrange for practice gear and medical kit from First Aid Coordinator.
- Organise team medical personnel if required.
- Along with the coach, set team standards. Team dress, behaviour and expectations.

During Season

- Attend all trainings to provide information of upcoming events and assist when required by the Coach.
- Liaise with the Coach prior to each match regarding: travel arrangements, transport, after match presentations, playing gear, game time etc.
- Organise player profiles on all players in final selection.
- Complete a full match report for the committee
- Ensure medical kit has the necessary medical supplies.
- Prior to the first match, arrange for sponsors to be at the distribution of sponsored clothing and product if applicable.
- Liaise with the sponsor after each match.
- Deliver laundry to the appropriate person ()
- Compile and maintain full match statistics.

Match Day

- Organise team sheet
- Arrive early to the match to ensure that:
 - Field, changing room facilities are as expected.
 - Organise playing strip, reserves gear, ice, balls, drinks etc.
- Lay out gear so that it is accessible.
- Control access to team changing room at all times.
- Organise after match fluid replacement and food if possible.
- Organise injury treatment
- Account for all jersey, socks, shorts.
- Ensure dress code is correct
- Communicate results to the appropriate people (mention sponsors)
- Attend after match functions and speak if required. Have presentation ready for Player of Week.
- Write up formal report and budget and submit with up to date team sheet to the Committee
- Organise and pay referee fees.

End of Season

- Ensure coach submits a comprehensive report to Committee.
- Write or pass on acknowledgement to those people, clubs, sponsors etc. who have assisted during the season.

Relationships

- Reports to the Director of Football as and when required.

Team Gear Custodian**Remuneration**

- Nil – Volunteer

Expenses

- Pre-agreed out-of-pocket expenses will be reimbursed

Commitment***Estimated Time***

- 1-2 hours per weekend

Specific Availability Days

- Weekends

Regular Meetings

- As required by Team Manager

Special Skills

- None

Responsibilities

- Responsible for all gear for their assigned team.
- Ensure all team gear is in good condition and available as required by coaches and / or league and that it is in good working order, including match and training balls, and if not, arrange for its repair via the Club Equipment Officer.
- Ensure that an alternative team strip is available for when the club is playing a team with similar colours, and book this with the club to ensure they are put aside when required.
- Ensure team gear requirements for the following year (ie replacements and breakages) are submitted to Director of Football at season end.
- Monitor team gear carefully so that the team does not incur the cost of replacing lost gear, including:
 - Organise for one person (or players/parents to take turns) to take the team jerseys home each week to wash or organise for a commercial laundry to pick up, launder and drop off team playing gear (at team expense).

- Ensure all team gear with club logo worn by the team is approved.
- Arrange for three stocktakes per year; end of March, June and September and present to Club Equipment Officer. September stocktake to reflect lost, damaged and non-returned gear from team.
- Ensure all balls (training and match) allocated to the team are maintained and records kept of losses and cause.
- Advise the club if there is any damage to or any shortage of gear as soon as possible.
- Arrange collection of all team gear at end of season, checked and handed to Club Equipment Officer.

Relationships

- Report and liaise to the relevant Team Manager.
- Liaises with the Equipment Manager

Calendar

The calendar and checklist below is a general guide to the tasks for completion during the year. It is designed for the delegation of individual tasks to other Team Management members during busy times, to assist in the role.

March 2008	<ul style="list-style-type: none">▪ Stocktake - reflect lost and damaged gear from team
June	<ul style="list-style-type: none">▪ Stocktake - reflect lost and damaged gear from team
September	<ul style="list-style-type: none">▪ Stocktake - reflect lost, damaged and non-returned gear from team