



St Ives Football Club

DETAILS FOR ROLES AND RESPONSIBILITIES

President
Vice President
Secretary
Treasurer
Registrar
Age Director
Age Coordinator
Team Manager – MiniRoos
Team Manager – Competition teams
Team Coach - MiniRoos
Team Manager – Competition Teams
Coaching Director
Coaching Coordinator
Equipment Officer
Club recorder
Web Master
MPIO
Canteen
Welcoming and Welfare
Sponsorship and Publicity
Social Convenor
Uniform Shop
Special Events
Training Coordinator
Holiday Clinic Coordinator
Grading Coordinator
Maintenance Coordinator
Managers Liaison Officer
Referee Liaison Officer
Volunteer Management Coordinator
First Aid Coordinator
Grants Coordinator
Gala Day Coordinator

President - The President of the Club acts as Chair and Public Officer of the Club. This role is an Office Bearer of the club.

Roles and Responsibilities:

- Presides at all meetings of the Club and at all other meetings at which his or her attendance may be required and sees that the business is conducted in a proper manner.
- Directs the activities of the Committee towards Club goals and objectives including the development and maintenance of the Club's Strategic Plan;



St Ives Football Club

- Ensures that incoming Committee Members are formally and adequately briefed on the Club Constitution, Bylaws, and Strategic Plan prior to each Committee member's first Committee Meeting;
- Represents the Club, or appoints an appropriate alternative at all NSFA meetings and at all Club events,
- Maintains and delivers all permanent records to the position successor.
- Is responsible for ensuring all FFA, FNSW and NSFA Policies and Procedures are adhered to.
- Along with Secretary, is primary contact point for all matters relating to local Association (NSFA).
- Is responsible for maintaining and updating all Club Policies and Procedures
- Ensures all issues relating to Warrimoo Oval Clubhouse are in order. This includes but is not limited to maintenance, improvements and insurance.

The President also holds ostensible authority to make administrative and other reasonable purchases to facilitate the Club's operation without Committee approval up to \$200 per item. Any item above this threshold of \$200 will require approval from the Committee.

Public Officer - When a group is incorporated, one member must be appointed as Public Officer, who must be over 18 and a NSW resident. The President or Secretary is usually appointed Public Officer.

Roles and Responsibilities

The Public Officer is responsible for lodging an Annual Statement each year and informing Fair Trading if:

- there's a change of Public Officer or a change of registered address
- there's a change of name
- the association becomes a trustee
- the association is winding up

Vice-President - The Vice-President stands in for the President. This role is an Office Bearer of the club.

Roles and Responsibilities:

- Provides assistance to the President in the discharge of his or her responsibilities on an as required basis and acts in that role whenever the President is unavailable, and
- Shall become President if that office becomes vacant.

The Vice President also holds ostensible authority to make administrative and other reasonable purchases to facilitate the Club's operation without Committee approval up to \$200 per item. Any item above this threshold of \$200 will require approval from the Committee.



St Ives Football Club

Secretary - The Secretary supports the Committee by maintaining the records of the Committee and liaising with Committee members in dealing with external entities including NSFA. This role is an Office Bearer of the club.

Roles & Responsibilities

- maintains and archives all documentation attached to Committee papers and/or deemed to be required in Club records by the Committee;
- Conducts internal and external correspondence of Club, liaising with the President and Committee as required;
- Maintains and archives official files - including copies of the Constitution, Bylaws, Policies and Procedures, legal Agreements with other entities, Incorporation documentation.
- Monitors that the Club operates in accordance with its Constitution and legal obligations;
- Maintains and distributes Committee contact details in a timely manner,
- Schedules and publishes a schedule of Committee meetings
- Keeps records of all proceedings, actions, and Committee meetings of the Club, and
- Ensures meeting minutes and action items are distributed to all Committee members within one week of each meeting.
- Along with President, is primary contact point for all matters relating to local Association (NSFA).

The Secretary also holds ostensible authority to make administrative and other reasonable purchases to facilitate the Club's operation without Committee approval up to \$200 per item. Any item above this threshold of \$200 will require approval from the Committee.

Treasurer - The Treasurer is responsible for all financial matters of the Club. In general this will require authorisation and issue of payments, collection of debts, reconciling and monitoring accounts and reporting and managing the overall financial position of the Club. This role is an Office Bearer of the club.

Roles & Responsibilities

- Manages all Club financial transactions, including the collection of all membership dues and the payment of all Club bills in accordance with Committee directives;
- Maintains a permanent file of the financial business of the Club;
- Establishes and maintains all required Club bank accounts and/or similar financial transactions, arranging for officer signatures as required;
- Maintains any usernames, passwords and PIN numbers for phone and Internet banking;
- Submits all tax related filings as required;
- Develops an annual operating budget for adoption by the Committee at the start of each Club year;
- Develops an annual financial statement of the activities of the Club and provides this to the Committee for presentation at the Annual General Meeting each year;
- Prepares and presents monthly financial statements at each monthly Committee Meeting, and



St Ives Football Club

- Maintains an inventory and stock of any goods held by the Club and duly reports on them at the Annual General Meeting.
- Arranges and oversees audits as required by law
- Assists President with the lodging of all annual statements.

The Treasurer also holds ostensible authority to make administrative and other reasonable purchases to facilitate the Club's operation without Committee approval up to \$200 per item. Any item above this threshold of \$200 will require approval from the Committee.

Registrar - The Registrar is responsible for monitoring registrations and working with age directors and coordinators to formulate teams. This role is an Office Bearer of the club.

Roles & Responsibilities

- Ensure all players are correctly registered via My Football Club.
- Maintains Age groups, packages, fees in MyFootballClub (requires administration authority from FFA).
- Check players date of birth if required.
- Monitor player registration numbers at the beginning of the season to ensure we have sufficient player numbers in each age group
- Monitor player payments and request for discounts/partial payments/payment plans..
- Monitor player payments.
- Work with age directors & grading coordinators to arrange grading sessions.
- Work with age directors & coordinators to formulate teams in accordance with club policy.
- Ensures all coaches and managers are registered via the FFA System.

Age Director - Work with the Registrar and Age Coordinators with team formation.

Reports to - Executive Committee

Roles and Responsibilities

- Work with the registrar to monitor registrations
- Identify Age Co-Ordinators for each relevant age group to be part of the Directors team and assist in managing members in that age group
- Work with Registrar and Grading Coordinators to arrange grading formulate teams in accordance to club policy.
- Ensuring all players, coaches and managers are registered and have submitted all the required information to the club registrar.
- Ensuring all players, coaches and managers have the correct Player / Coach / Manager ID Cards prior to season kick-off.
- Advising the Club President of any trial game requests
- Ensuring that the Team Kit and Managers kit have been picked up.



St Ives Football Club

Age Coordinator - Work with the Age Director to organise the teams for their applicable age group. Provide support to teams throughout the year.

Reports to - Executive Committee

Roles and Responsibilities

- Ensuring all players, coaches and managers are registered and have submitted all the required information to the club registrar.
- Work with Registrar to arrange grading formulate teams in accordance to club policy.
- Ensuring all players, coaches and managers have the correct Player / Coach / Manager ID Cards prior to season kick-off.
- Assist with the scheduling of teams in your age group to a training ground
- Advising the Club President of any trial game requests
- Ensuring that the Team Kit and Managers kit have been picked up.
- Keep MC and Social convenor informed of any planned age activities.
- Communicate all information (usually via email) from the Club or Association to your age group.
- Communication that may come from the coaches, managers regarding procedures or protocol should be directed to you initially.
- Complete relevant WWC and FNSW Member protection forms.

If you are not sure how to respond to these queries, then it is recommended that you consult with the Club President or another Age Coordinator before responding.

Team Manager – MiniRoos The manager is responsible for coordinating all team activities.

Reports to - Age Coordinator

Roles and Responsibilities

- Ensure all players know next fixture time and location
- Manage rotas, half time refreshments
- Keep a register of availability
- Work with coach to establish team for the day
- Ensure results cards is completed
- Keep up to date details of all players and emergency contacts
- Be liaison officer with opposition Manager and ground controller as needed
- Arrange kit collection and distribution at beginning of season
- Arrange kit return at end of season
- Ensure Committee is informed in adequate time of any need to forfeit games
- Pass on information from Committee to team members as required



St Ives Football Club

Team Manager – Competition Team The manager is responsible for coordinating all team activities.

Reports to - Age Coordinator

Roles and Responsibilities

- Ensure all players know next fixture time and location
- Manage rotas, half time refreshments
- Keep a register of availability
- Work with coach to establish team for the day
- Ensure results cards is completed
- Keep up to date details of all players and emergency contacts
- Be liaison officer with opposition Manager and ground controller as needed
- Arrange kit collection and distribution at beginning of season
- Arrange kit return at end of season
- Ensure Committee is informed in adequate time of any need to forfeit games
- Pass on information from Committee to team members as required
- Ensure grounds are dressed and undressed in accordance to SIFC policy
- Ensure Match card is correctly completed and submitted in accordance to SIFC and NSFA policy
- Ensure Ambulance gate is unlocked at all home games

Team Coach - MiniRoos

Reports to – Coaching Director

Roles and Responsibilities

- Work with Committee and Coaching Director to develop an understanding of the SIFC coaching Philosophy and implement that Philosophy into your own coaching.
- Adhere to the SIFC Coaching Code of Conduct.
- Complete relevant WWC and Member Protection Forms
- Provide player evaluations to the age coordinators at the end of the season
- Provide game day coaching and assistance for the team
- Attend annual pre-season Coaches and Managers Evening

Team Coach - Competition Teams

Roles and Responsibilities

- Work with Committee and Coaching Director to develop an understanding of the SIFC coaching Philosophy and implement that Philosophy into your own coaching.
- Adhere to the SIFC Coaching Code of Conduct.



St Ives Football Club

- Complete relevant WWC and Member Protection Forms
- Provide player evaluations to the age coordinators at the end of the season
- Provide game day coaching and assistance for the team
- Attend annual pre-season Coaches and Managers Evening

Coaching Director - The Coaching Director will, coordinate the coaches of the many teams we have within the Club and provide input into standards and quality of coaching within St Ives FC. **This is a paid position.**

Reports to - Coaching Coordinator

Roles & Responsibilities

- Forms the coaching philosophies of the Club's teams, leading to a consistent set of coaching guidelines;
- Revises and updates Club's Coaches Manual;
- Help assign suitable coaches to all teams.
- Organises coaching courses as required;
- Ensures all coaches are aware of the child protection policy and club code of conduct;
- Encourages all coaches to appoint an Assistant coach and Team Manager, and Assists coaches

Coaching Coordinator – The Coaching Coordinator **is** responsible for overseeing the duties of the Coaching Director and CoDE Coaches

Reports to - Management Committee

Roles and Responsibilities

- Assess and assist the Coaching Director with all roles
- Provide Administrative assistance to Coaching Director
- Report Monthly to Committee on the progress of Coaching Director and CoDE team
- Assist with player development and training sessions.

Equipment Officer - The Equipment Officer is responsible for stock management, purchasing and maintenance of the equipment for the Club and ensuring that all teams are supplied with sufficient equipment for the season.

Reports to – Management Committee

Roles & Responsibilities

- controls the Club's equipment store;



St Ives Football Club

- Orders and attends to the printing of football strips;
- Sources quotes for balls, flags and other training equipment and miscellaneous equipment for the use by the Club, and makes recommendations to the Management Committee for purchases.
- Purchases items when approved, takes delivery of goods and arranges payment.
- Conducts annual stocktake of items
- Arranges kit return at end of season

Webmaster - The Webmaster is responsible for maintaining an accurate and up-to-date Internet site.

Reports to – Management Committee

Roles & Responsibilities

- The Webmaster ensures that the Club's website:
 1. Presents a favourable public image of the Club,
 2. Provides a source of information to club members, and
 3. Promotes Club partner's and sponsors.
 4. Meets all standards of our Social Media and Communications Policies.

Member Protection Information Officer (MPIO):

Reports to – Management Committee

Roles and Responsibilities:

- Being familiar with the rules and recommendations prescribed by the NSW Department of Sport and Recreation and any additional rules and recommendations prescribe by Football NSW, CCF and the Club; that relate to Child Protection;
- Coordinate all child protection activities and convey a clear message to all members, parents and guardians that child abuse will not be tolerated;
- Administer the record keeping associated with the Prohibited Employment Declarations;
- Ensure the Working with Children Check process is followed, and
- Implement any follow-up procedures as required by law;
- Know the FACS helpline number and have copies of standard reporting forms,
- Be aware of, or create, reporting procedures to deal with allegations of abuse or misconduct.
- Ensure children and adults in the Club have someone to go to if they have a concern or need information on child protection.



St Ives Football Club

Canteen Coordinator – Oversees the operation of club canteens (Warrimoo and Toolang) during the Football Season (April – August)

Reports to – Management Committee

Roles and responsibilities:

- Order stock for both canteens
- Ensure adequate levels of stock is maintained and stock is suitable for sales
- Conduct monthly stocktake
- Arrange for drop off and collection of float at both canteens
- Weekly banking of takings
- Assist in the running of BBQs as required
- Assist with the coordination of a roster to serve in canteen

Welcoming & Welfare Officer - The welfare and publicity officer is primarily responsible for assisting with the promotion of SIFC to new families and players and to help identify families who require assistance throughout the year.

Reports to – Management Committee

Roles and responsibilities:

- Arrange for club members to attend “meet and greet” sessions at local schools to advertise SIFC to new students prior to season commencement.
- Assist new families to settle in to SIFC
- Identify and inform Management Committee of families in need and requiring assistance. Maintain relationship with all local schools.

Sponsorship and Publicity - The Sponsorship and Marketing Officer is responsible for maximising the number of sponsors supporting the Club and to maximise revenue from the sponsorship base.

Reports to – Management Committee



St Ives Football Club

Roles and Responsibilities

- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis.
- To provide support to the Executive and Committee members to ensure the efficient management of Club sponsorship activities.
- Develop a proposal, for ratification by the Committee, for sponsorship packages and opportunities to be offered by the Club to attract as broad a sponsorship as possible.
- Co-ordinate all sponsorship for all areas of the club.
- Ensure all existing sponsors are contacted three months prior to the season commencement
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all Club sponsors.

Social Convenor/Fund Raising - The Social Convenor's function is to develop and implement an annual calendar of social / fundraising events at the club.

Reports to – Management Committee

Roles and Responsibilities

- Bring all members together to develop and enhance relationships and to improve group dynamics within the club.
- Direct the overall programming and operation of social functions.
- Set the social calendar for coming year for initial approval by the Management Committee
- Work with the Management Committee to develop a budget for social functions..
- Submit a brief overview of each tentative event to the Management Committee.
- Submit a brief report outlining costs, positives and negatives after each event to the MC
- Provide Social Convenors report for Annual Report and AGM

Uniform Shop Coordinator - The Uniform Shop Coordinator is responsible for sale and upkeep of club kit .

Reports to – Management Committee

Roles and Responsibilities

- Ensure that stock of shorts, socks and other merchandise is adequate



St Ives Football Club

- Place orders for replacement stock
- Arrange and advertise pre-season sale dates
- Arrange volunteer roster for pre-season sales
- Arrange for Uniform shop to be open one night per week during the season and arrange roster and volunteers.
- Keep accurate record of sales
- Deposit funds received weekly.
- Maintain our on-line sales program

Special Events Coordinator - The Special Events Coordinator is responsible for arranging one of Events throughout the year. This includes but not limited to the following Events, Gala/Trophy Day, Photo Day, NSFA fundraising Campaigns such as SOS weekend.

Reports to – Management Committee

Roles and responsibilities

- Arrange for Events to be advertised via Newsletter and Website
- Coordinate volunteer rosters as necessary for BBQ, Canteen etc
- Arrange for distribution/collection of funds or Event Packs sent from NSFA
- Assist Committee with purchase of required stock (canteen , BBQ)

Maintenance Coordinator - The Maintenance Coordinator is responsible for the overall maintenance and hiring of facilities and grounds

Reports to – Management Committee

Roles and Responsibilities

- Assessing the state of all grounds and ensuring supply of replacement soil is available.
- Ensuring tools and equipment at grounds is in good order and arranging replacements as needed. This includes but not limited to nets, posts, equipment for soil.
- Maintaining clubs private toilets at Warrimoo Oval
- Assessing state of public toilets at Warrimoo and Barrabruai and liaising with Council as needed
- Maintenance of Warrimoo Clubhouse. Ensuring that clubhouse is kept clean and cobwebs, broken lights etc are maintained.
- Maintenance of Change rooms at Warrimoo and Barrabruai Ovals.
- Arranging Working bees as needed.
- Arranging the hiring of clubhouse to external community groups in accordance with Club Hire Policy. Collecting rent, arranging contracts.

Managers Liaison Officer – The Managers Liaison Officer is responsible for ensuring all Managers are provided with adequate training and tools throughout the season.



St Ives Football Club

Reports to – Management Committee

Responsibilities

- Make regular contact with managers throughout the season
- Ensure that policies and procedures are distributed and read
- Assist Committee with arranging and presenting pre-season Coach and Managers Evening

Grading Coordinator – The Grading Coordinator is responsible for arranging pre-season Grading sessions for all age groups and all associated issues.

Reports to – Management Committee

Responsibilities

- Work with Committee and Coaching Director to establish schedule in the pre-season
- Arrange advertising schedule via newsletter and website
- Ensure that grading policy is adhered to
- Arrange grading team in keeping with SIFC policy
- Establish grading methodology to be used by all graders
- Ensure that all graders are well trained in grading method and policy.
- Ensure that all grading sessions have adequate equipment , bibs, cones , poles etc
- Arrange administration officer to be on site for all grading sessions.
- Be first point of contact for grading complaints/queries

Holiday Clinic Coordinator - The Holiday Clinic Coordinator is responsible for arranging holiday clinics.

Reports to – Management Committee

Responsibilities

- Work with Committee and Coaches to establish best dates
- Book grounds via Council
- Ensure that insurance is current (if applicable)
- Create Clinic “Event in Calford Green System
- Send approved email to all eligible players
- Monitor registrations and payments
- Answer queries regarding clinic
- Arrange access to clubhouse on the days of clinic
- Ensure that adequate equipment is at clubhouse



St Ives Football Club

Training Coordinator - The training coordinator is responsible for setting up player training schedule. They are responsible for ensuring field allocations are fair and that we make the best use of fields available to us in accordance to our Training Allocation Policy.

Reports to – Management Committee

Responsibilities

- Work with Committee to assess training needs for each age group (pre-season)
- Work with NSFA and SIFC Committee to secure adequate fields as needed (pre-season)
- Work with Committee and Coaches to determine MiniRoos training schedule (preseason)
- Arrange for dates and times to be advertised via Website and Newsletter (pre-season)
- Assess field allocation for all Development programs annually to ensure they are fair.
- Create mock up roster for team training based on known teams (Early season)
- Work with team managers to make adjustments to training times as needed
- Arrange lights roster for turning on of lights each night.

Referee Liaison Officer – The referee Liaison Officer is the Principal point of contact for coaches, managers, players and club affiliated referees.

Reports to – Management Committee

Responsibilities

- Assist with enquiries and issues relating to refereeing
- Assist with advice on laws and referee game management practices
- Provide feedback on referees performances
- Arrange referee courses and accreditation
- Follow up referee coaching and mentor reports
- Encourage and facilitate club members and their associates to become practising referees and referee coaches and mentors
- Principal point of communication with KDFRA and NSFA on referee issues.

Volunteer Management Coordinator The VMC is responsible for creating and maintain the club Volunteer Management Plan. The VMP is a condition of affiliation for all NSFA clubs.

Reports to – Management Committee

Responsibilities

- Work with Committee to recruit, appoint and induct new volunteers.



St Ives Football Club

- Monitor the work and workplace of volunteers.
- Train, develop and recognise volunteers.
- Develop and maintain volunteer documents and records

First Aid Coordinator The First Aid Coordinator is responsible for overseeing all aspects of safety and first aid within the club.

Reports to - Management Committee

Responsibilities

- Maintain record of all injury reports within the club
- Distribution and maintenance of all first aid kits
- Arrange annual First Aid training sessions
- Ensure Defibrillator Machines are maintained
- Arrange for training and maintenance sessions for all teams with Defibrillators
- Work with teams and maintenance officers to ensure field safety practices are adhered to.

Grants Coordinator - The Grants Coordinator is responsible for pursuing Grants that will help the club. These may be either Local, State or Federal or Industry Grants.

Reports to – Management Committee

Responsibilities

- Liaise with NSFA Development Officer to determine best grants on offer
- Actively seek out industry grants
- Completion and lodgement of all Grant Applications
- Liaise with Council and State Governments regarding opportunities

Gala Day /Trophy Day Coordinator The Gala Day Coordinator is responsible for arranging all aspects of Gala Day

Reports to – Management Committee

Duties include

- Ensuring all teams are notified of Gala Day/Trophy Day procedures
- Ordering player trophies and getting ready for distribution
- Arranging 5 and 10 year medals



St Ives Football Club

- Liaise with Webmaster to ensure draw and details are kept up to date
- Liaise with Committee and Canteen Coordinator to ensure canteen is well stocked
- Liaise with Social Convenor and Committee and create roster of helpers for Canteen and BBQ
- Ensure sufficient Committee Members are on hand to present trophies
- Arrange wet weather back up plan
- Arrange with Maintenance team to ensure clubhouse is clean and set up