

Club Job Descriptions

INTRODUCTION

This handbook has been produced specifically for Terrigal United Football Club.

The contents include job descriptions for a range of club office bearers.

Terrigal United Football Club take this opportunity to sincerely thank the hundreds of club volunteers who give up their time so that more and more people can participate in the great game of Football.

If you wish to nominate or volunteer for a position at Terrigal United Football Club, please contact the Club Secretary via email secretary@terrigalfootball.com

COMMITTEE

Responsibilities:

The Committee is the senior decision-making group within the club and manages the club's affairs on behalf of the members. Its major responsibilities are:

Administration ... Financial Management ... Leadership

Duties:

- ensure the constitution, objects, aims, rules and regulations of the club and the decisions and by-laws of the Committee are respected and observed at all times;
- monitor the corporate affairs, governance and policies of the club;
- obtain and maintain a general understanding of the business of the club;
- undertake regular reviews of the financial position of the club, and make further enquiries from those reviews if necessary;
- specify authority levels of the President, Secretary, Treasurer and other Committee members;
- ensure the club has effective risk management policies in place;
- accept and discuss reports from key members and sub-committees concerning the day-to-day activities of the club;
- co-operate, support and work with other Committee members on strategic planning initiatives for the clubs short- and long-term development;
- meet regularly on agreed dates with a minimum of 80% attendance;
- ensure there is free and open two-way communication throughout the club and with other clubs within the league/region/state;
- have a discipline procedure in place to deal with exceptions;
- ensure the club adheres to all state and national policies and rules.

Notes:

Committee members owe a 'duty of care' to the club and its members. This includes:

- a duty to act in good faith;
- a duty not to gain advantage by improper use of their position;
- a duty not to misuse information;
- a duty to act with diligence and care; and
- a duty not to trade whilst insolvent.

Committee members are also required to comply with both common-law duties (those imposed by the courts) and statutory duties (those imposed under the Corporations Act or Associations Incorporation legislation).

PRESIDENT

The President is the principal leader of the club and has overall responsibility for the club's administration. The President provides leadership and direction to the club's committee, office bearers, officials and members.

Duties and Responsibilities:

- be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club;
- be unbiased and impartial, give clear direction and set an example for others to follow;
- be an effective and efficient chairperson, encourage focused discussion and have a sound knowledge of debating and meeting procedures;
- represent the club at association/region level in a positive and professional manner;
- be well informed of all club activities;
- ensure that responsibilities delegated to the Committee and various office bearers are widely communicated, understood and followed through;
- have a sound understanding of the club rules, the constitution and the responsibilities and duties of office bearers and sub-committees;
- ensure the clubs financial management procedures remain on target;
- maintain an overview of the club's strategic planning process;
- ensure at all times the management of the club remains positive and progressive and the objects and aims of the club are respected and observed;
- be prepared to make difficult decisions on behalf of the club if necessary;
- insist on all members respecting and abiding by the clubs' discipline provisions;
- manage all executive, special and committee meetings and the Annual General Meeting;
- ensure committee members, team manager and coaches fulfil their responsibilities to the club;
- attend Central Coast Football and Council meetings/forums where relevant;
- manage/chair monthly committee meetings and the clubs' Annual General Meeting in absence of a chairperson
- discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time; ensure that all sub-committees are accountable and responsible;
- report activities of the portfolio to the membership at the Annual General Meeting;
- ensure that planning and budgeting for the future is carried out in accordance with the wishes of members;
- review Constitution, By-Laws and Rules of Competition;
- adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies;
- be a facilitator for club activities;
- be available to handle any disputes;
- liaise with relevant stakeholders including local Council.

Knowledge and Skills:

- well informed about all club activities;
- aware of the future direction and plans of club meetings;
- able to chair committee or executive meetings;
- a good understanding of league requirements at local, regional and higher levels;
- assesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees;
- well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues;
- well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion;
- receptive to change;
- dedicated club person;
- be approachable;
- ability to plan events and activities for a year;
- financial skills/knowledge;
- empathy;
- communication and negotiating skills;
- listening skills.

Notes:

The President plays a crucial role in ensuring the ongoing good governance of the club.

The President should ensure that the Committee is well balanced and has a good cross section of relevant skills.

Estimated Time and Commitment Required:-

The Estimated time commitment required as the President is 15 hours per week.

SECRETARY

The Secretary is the key administrative officer of the club and is responsible for the efficient management of the organization.

The Secretary reports to the President.

Duties and Responsibilities:

- provide an open communication link between the Committee, sub-committees, members and other clubs and associations;
- clear the mailbox regularly so that correspondence can be distributed and dealt with at meetings;
- record all inward and outward correspondence and acknowledge where necessary;
- prepare agendas, reports and papers for all Committee meetings;
- take minutes at all Committee meetings and at the Annual General Meeting;
- communicate all matters of importance from the association/region to the Committee and club members;
- be the link between the local association/group and the club on all levels;
- maintain a sound knowledge of association/state rules and regulations;
- maintain confidentiality on relevant and delicate matters;
- have a good working knowledge of meeting procedures;
- have a good understanding of the club constitution, club rules and regulations and responsibilities of all office bearers;
- be aware of the future directions and plans of club members;
- co-operate with and assist the Committee and other office bearers with their duties and responsibilities;
- manage the club's strategic planning process;
- support and encourage all club members to respect and support the Football Federation Australia National Code of Conduct;
- complete appropriate documentation to ensure insurance coverage is in place;
- maintain club administration records - correspondence, financial records, minutes, competition details, staff records etc;
- support all media, promotion, marketing and sponsorship activities;
- establish a meeting schedule for General and Executive Committees for the current year;
- provide secretarial support to the committee, including preparing agendas in consultation with the President;
- collect and collate reports from office bearers;
- prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately;
- prepare a comprehensive report of all activities of the club for presentation to members at the Annual General Meeting;
- maintain an accurate copy of the Rules and By-Laws of the club;
- maintain registers of members' details plus life members and sponsors;

- be familiar with the roles of the Club, Competition, Central Coast Football and any other body that has governance;
- give advice to the President and committee as required;
- receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members;
- coordinate team reports for club newsletter, email, Facebook;
- act as the Public Officer of the club;
- complete annual statements as required by the Incorporations Act;
- maintain sponsorship records;
- notice to Central Coast Football and relevant stakeholders regarding changes to committee members and key contacts.

Knowledge and Skills:

- enthusiasm and dedication;
- good leadership skills;
- good listening ability;
- effective communicator;
- clear thinker and positive attitude;
- able to maintain confidentiality on relevant matters;
- ability to control and supervise others;
- organize and delegate tasks;
- well organized;
- dedicated club person;
- minute taking skills;
- typing/computer skills. Word, Excel etc;
- negotiating skills;
- empathy with varying groups of people.

Notes:

The Secretary is responsible for the club's brand image and should ensure that all logos, designs, colours, merchandise, trademarks, copyrights etc. are protected (where necessary) and their use is in accordance with club policy.

Estimated Time and Commitment Required:

The Estimated time commitment required as the Secretary 15 per week.

TREASURER

The Treasurer is responsible for the management of the clubs' accounts and its financial dealings. Ensure Club Committee has an accurate understanding of the financial status of the club at all times.

The Treasurer reports to the President.

Duties and Responsibilities:

- be fully aware of the financial position of the club at all times and keep the Committee informed of all financial trends and any areas of concern;
- issue receipts and promptly deposit all monies received;
- be responsible for ensuring that adequate records are kept regarding the clubs' financial transactions;
- manage the clubs cash flow and maintain a working level of petty cash
- be a signatory for the club with at least one other person;
- prepare regular bank account reconciliations;
- ensure that other club members do not handle, deposit, pay out or otherwise deal with club funds without your knowledge;
- prepare detailed budgets each year, as well as regular variance reports when necessary;
- prepare and present a detailed financial report at each Executive Committee meeting;
- prepare and present full financial statements to the Annual General Meeting;
- prepare and present financial statements to the association/region/state when required;
- invest surplus funds and manage the club's investment program;
- prepare annual financial accounts for auditing and provide the auditor with information as required;
- ensure that annual returns and Business Activity Statements (including GST) are filed as required by state &/or federal legislation;
- acquit funds received from government and/or council grants and submit the necessary financial statements;
- handle payroll and income tax for employees if necessary;
- on behalf of the Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities yearly. Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year;
- ensure all staff, team managers and coaches do not exceed authority ceilings for financial expenditure without reference to the General Committee;
- attend to general banking activities weekly;
- maintain accurate records of income and expenditure;
- present all accounts for payment for approval;
- arrange invoices for periodical payments;
- make details of all accounts available to the club committee and members as provided in the Corporate Affairs Act;
- organize collection of funds from various events for banking;
- oversee and seek reports of all other accounts held by sections of the club;

- ensure all taxation commitments are met by the club;
- ensure the club finances are appropriately audited;
- prepare annual financial accounts for auditing and provide the auditor with necessary information;
- report activities of the portfolio to the membership at the Annual General Meeting;
- monitor sponsorship funds;
- attend monthly club committee meetings;
- liaise with FNSW regarding financial payment system;
- attend FNSW financial training session as required.

Knowledge and Skills:

- enthusiastic and well organized;
- ability to keep sound records;
- ability to allocate regular time periods to maintain the books;
- diligent with receipts and money;
- ability to work in a logical and orderly manner;
- willing to learn new skills if necessary;
- dedicated club person;
- honest and trustworthy;
- financial accounting experience;
- negotiating skills;
- computer skills.

Desired Qualifications:

Accounting Degree.

Estimated Time and Commitment Required:

The Estimated time commitment required as the Treasurer 10-15 hours per week.

VICE PRESIDENT – SPONSORSHIP

The Vice President - Sponsorship is primarily responsible for all revenue generation for the club.

The Vice President - Sponsorship reports to the President.

Duties and Responsibilities:

- responsible for approaching businesses to organize sponsorship, reporting to sponsors and maintain sponsors;
- develop a sponsorship package that outlines a range of options and is professionally presented;
- approach businesses to sell the options and our sponsorship for the club;
- report to the sponsors on how the club is promoting them and their services;
- involve sponsors into the club through events, home games, team photos, newsletters, website etc;
- assist committee with marketing and new business ideas;
- form a sponsorship and fundraising sub-committee;
- develop a fundraising strategy for the club;
- set fundraising goals for the club;
- organise fundraising activities and functions for the club;
- supervise volunteers working on the fundraising sub-committee;
- prepare rosters for volunteers assisting with fundraising activities;
- ensure all materials required for fundraising are ordered and available;
- supervise the collection of all monies raised and arrange payment to the Treasurer;
- at the end of each function or activity, reconcile all funds raised with Treasurer;
- maintain appropriate fundraising records as required by the Treasurer;
- develop a sponsorship program for the club;
- identify all available sponsorship opportunities;
- prepare submissions and all supporting material;
- present proposals to interested parties;
- ensure that all commitments are provided according to the terms of the respective sponsorship agreements;
- maintain accurate records of all sponsorship, fundraising and donations received;
- develop and implement a sponsorship servicing program that provides value for the club's sponsors;
- arrange all necessary permits, registrations and approvals for fundraising activities as required;
- organize fundraising committee and activities and functions for the club, i.e. trivia night, drag bingo night, etc;
- source and provide to Team Managers vouchers/player recognition awards.

Knowledge and Skills:

- can communicate effectively and has good interpersonal skills;
- is positive and enthusiastic;

- is well organized;
- is innovative and dynamic.

Desired Qualifications:

Marketing Degree

Estimated Time and Commitment Required:

The Estimated time commitment required as the Vice President – Sponsorship is 8-10 hours per week

VICE PRESIDENT – SENIOR

Ensure the Club operates efficiently in all aspects of administration, financial and social elements in support of all Senior football activities. The Vice President Senior reports to the President.

Duties and Responsibilities:

- attend committee meetings and report to Executive and members;
- ensure that all committees are accountable and responsible and adopt a risk management approach to football activities;
- attend meetings as arranged to adequately and sustainability operate Senior games in a fun, safe and sportsman like manner;
- report activities of the Vice President – Senior portfolio to the membership at the Annual General Meeting;
- arrange Coach/Manager meetings at the start and during the season and ensure all are aware of their roles and responsibilities;
- coordinate the transfer of information to all Senior Coaches and Managers;
- be prepared to undertake the duties required to ensure that all Senior members are aware of their Senior football activities on a weekly basis;
- assist in the supervision of competitions, perform ground duty as required and be a facilitator for Club activities;
- be available to handle any disputes;
- review Club Rules, By-Laws and Rules of Competition;
- promote and administer a smoke free, sun smart and safe alcohol policies for all Senior teams;
- ensure all Club positions of authority are responsible and accountable for their actions and discussions towards all Senior and Junior Player's physical, mental health and wellbeing whilst representing and attending all Terrigal United Football Club functions and games;
- ensure members abide to the Central Coast Football Code of Conduct and any Terrigal United Football Club Policies introduced to manage Member Protection risks;
- responsible for organization of Senior Presentation Day or Club Dinner, including forming and chairing a committee for this event;
- liaise with Vice President Junior to help with Gala Day logistics;
- assist Club Captain with allocation of Senior teams and grading selection of teams;
- assist Vice President Sponsorship/Fundraising/Marketing in conducting fundraising activities and promote organized events to members/public;
- ensure Central Coast Football and Referee requirements are satisfied, including liaison with Club Judicial Persons to address member disciplinary issues that arise from time to time;
- in the absence of the President perform the duties of the President, as agreed by the executive;
- a close relationship is required with all Club committees, including Barnstoneworth (Over 35s/45s);
- supports all Committee members, Coaches, Managers, players and staff.

Knowledge and Skills:

- well informed of all club activities;
- ability to plan events and activities for a year;
- aware of the future direction and plans of Club meetings;
- able to chair committee or Executive meetings;
- a good understanding of football requirements at local, regional and higher levels;
- possesses a good working knowledge of the Club's Rules and the duties of its office holders and committees;
- well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues;
- well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion;
- receptive to change;
- dedicated club person;
- be approachable;
- empathy;
- communication and negotiating skills;
- listening skills.

Desired Qualifications:**Estimated Time and Commitment Required:**

The Estimated time commitment required as the Vice President – Senior is 8-10 hours per week.

VICE PRESIDENT - JUNIOR

Ensure the club is run efficiently administratively, financially and socially to support all on-field activities for junior teams.

The Vice President Junior helps the committee priorities its goals and keeps the committee on track by working within the club's framework. The Vice President Junior reports to the President.

Duties and Responsibilities:

- attend committee meetings and report to executive committee and members;
- ensure that all sub-committees are accountable and responsible;
- report activities of the portfolio to the membership of the Annual General Meeting;
- review Constitution, By-Laws and Rules of Competition;
- adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies, for Junior teams
- responsible for organization of Junior Presentation Day, including forming and chairing a subcommittee for this event;
- assist Club Captain with allocation of junior teams and grading selection for teams;
- liaise with Cadet Referee Coordinator, Fixtures Officers, Game Day Official, coaches and team managers to coordinate junior football activities;
- in the absence of the above positions undertakes the duties required to ensure that all members are aware of their status of providing coordinate junior football activities;
- coordinate the Cadet Referee Program, including engaging with cadet referees to participate in Terrigal United Football Club program, conducting pre-season training night, coordinate Central Coast Football involvement and organizing cadet uniform;
- be available to handle any disputes;
- assist in the supervision of competitions and perform ground duty as required, be a facilitator for club activities;
- arrange Coach and Manager Meetings at the start of the season and ensure all are aware of their roles and responsibilities;
- attend meetings as arranged to adequately and sustainability operate junior games in a fun, safe and sportsman like manner;
- coordinate the transfer of information between all team Coaches and Managers;
- coordinate the Gala Day planning and logistics;
- identify and highlight junior development programs;
- ensure Central Coast Football and Referee requirements are satisfied;
- in the absence of the President perform the duties of the President; and
- assist Vice President Sponsorship/Fundraising/Marketing in conducting fundraising activities and promote organized events to members/public;
- the Vice President Junior reports to the club's members and Executive Committee of the club;

- have a close relationship is required with all club committees;
- support all managers, committee members, coaches, players and staff;
- be well informed of all club activities;
- have the ability to plan events and activities for a year;
- be aware of the future direction and plans of club meetings;
- be able to chair committee or executive meetings;
- have a good understanding of league requirements at local, regional and higher levels;
- possess a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees;
- be well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues;
- be well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.

Knowledge and Skills:

- receptive to change;
- dedicated club person;
- be approachable;
- empathy;
- communication and negotiating skills;
- listening skills.

Desired Qualifications:

Estimated Time and Commitment Required:

The Estimated time commitment required as the Vice President – Junior is 8-10 hours per week.

CLUB CAPTAIN

The Club Captain is the link between the administration of the Club and the athletes. It is the role of the Club Captain to represent the views of the athletes within the Club, and contribute to the development of the Club through providing advice and guidance from an athletes' perspective.

The Club Captain is directly responsible to the President and members of the Club.

Responsibilities and Duties:

The Club Captain shall:

- welcome all new players and recruits;
- ensure Club morale and spirit is maintained amongst the playing members
- contribute to the Coaching and Training Unit in providing players with the opportunity to excel;
- a good Club Captain is a person that all athletes can contact and talk to about any comments they may have;
- attends club meetings and represents the view of the athletes;
- is a positive role model for all members of the club;
- communicates with fellow team members, and provides support and advice when needed;
- encourages club members to be involved in the social and voluntary activities
- helps with club fundraising and promotional events;
- mentor other young people and help them to develop their skills;
- find time to speak and hear the views of others at the club e.g. Attending a squad session of younger and older athletes to let them know who you are and finding out their needs in the club;
- oversee the provision of coaching staff and to ensure all coaches abide by the Terrigal United Football Club Code of Conduct;
- help enable Club volunteers to access training courses as required.

Skills and Qualities required:

- outgoing, friendly, welcoming and approachable;
- a good communicator and listener;
- excellent time management skills;
- organization;
- good level of administration;
- a good leader with sound credentials;
- a good role model for all players;
- to have a knowledge of the club and athletes;
- able to seek and represent the views of others;
- able to commit the time to be present at training sessions and matches;
- being positive and constructive in your views. In raising ideas and suggestions to the club committee or others, always try and focus on the positives and the outcomes of the point you are trying to make.

Desired Qualifications:

Minimum of "C" Coaching License

Estimated Time Commitment Required:

The estimated time commitment required as the Club Captain is 10 per week during the season and 20-25 hours per week in season preparation.

REGISTRAR

To manage and administer the Club's membership in an effective and efficient manner.

The Registrar is accountable to the Executive of the Club. The Registrar reports to the Secretary.

Duties and Responsibilities:

- develop and maintain strategies for sustainable expansion of the membership base of the Club;
- work with the Club Treasurer on membership fees and arrangements for the ensuing season for consideration by the Executive;
- liaise with team Coaches and Managers to ensure all membership fees are collected in a timely and efficient manner;
- provide the Committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting;
- provide membership packages to all members, including life members;
- ensure life members receive their memberships prior to the commencement of the season;
- provide all members' details to the Secretary to maintain the Club database;
- follow up with a reminder email to those members from previous years, who have not renewed their membership;
- understand FFA MyFootballClub system and attend 'System Training' session at the beginning of the season or as required;
- liaise with Football Federation Australia as required to keep accurate Club contact details using the MyFootballClub system;
- ensure all Committee, Coaches and Managers are registered within the MyFootballClub system;
- implement Privacy Act regarding all membership information;
- assist the Club and Football Federation Australia to promote and implement the self-registration option via MyFootballClub;
- check Club email addresses on a daily basis for updated Registration information;
- process registrations via MyFootballClub as required for members (players, volunteers, coaches etc);
- maintain member details as required by MyFootballClub;
- assist with all Terrigal United Football Club junior and senior football activities within the season setup period and attend all Terrigal United Football Club social and football functions;
- liaises with Football Federation Australia and Central Coast Football Registration Team;
- will have a close relationship with team Coaches and Managers and all players.

Knowledge and Skills:

- computer literate in the various Microsoft applications;

- good communication and listening skills;
- passionate about the Club and dedicated to improving Club practices;
- well organized and able to work under pressure, especially at the beginning of the season;
- financial skills/knowledge;
- report writing skills for Committee reports;
- knowledge of the club membership packages and external requirements;
- well informed of all club activities;
- receptive to change.

Estimated Time Commitment Required:

The estimated time commitment required as the Registrar is approximately 15 hours per week in February/March and tapers to 3 hours per week in April/May.

MEMBER PROTECTION INFORMATION OFFICER (MPIO)

The Member Protection Information Officer is to be the first point of call in the Club for any enquiries, concerns or complaints about harassment and abuse.

They will provide confidential information and moral support to the person with the concern or who is alleging harassment.

The Member Protection Information Officer is accountable to the Executive of the Club. The Member Protection Information Officer reports to the Secretary.

Duties and Responsibilities:

- listen to complaints and concerns from members and visitors and provide support for all members;
- provide information and options for member behavior, but not advice;
- keep up to date with information on harassment, discrimination and other forms of inappropriate behavior;
- understand and follow Club policies and procedures in relation to Member Protection;
- be accessible and approachable to all Club members;
- mediate complaints at a formal and informal level;
- maintain confidentiality for all Club members;
- provide relevant persons with the appropriate reports/documentation resulting from hearings;
- carry out unbiased investigations and make reasonable recommendations;
- complete the Member Protection Information Officer course on website: www.playbytherules.net.au;
- develop and maintain strategies for sustainable processes for the membership base of the Club;
- liaise and collate Working with Children Check for all Coaches and Managers and Club volunteers, including committee members;
- provide the Committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting;
- implement Privacy Act regarding all membership information;
- assist with all Terrigal United Football Club junior and senior football activities within the season setup period and attend all Terrigal United Football Club social and football functions;
- will have a close relationship with team Coaches and Managers and all players.

Knowledge and Skills:

- good communication and listening skills;
- passionate about the Club and dedicated to improving Club practices;
- well organized and able to work under pressure, especially at the beginning of the season;
- report writing skills for Committee reports;
- well informed of all club activities;
- ability to provide support;
- good conflict resolution skills;
- knowledge of Club Member Protection policies and procedures;

- able to work independently.

Notes:

- A Working with Children Check is mandatory for this position.
- For further information, please refer to Play by The Rules website:
www.playbytherules.net.au

Estimated Time Commitment Required:

The estimated time commitment required as the Member Protection Information Officer is 2-3 hours per week in the early season then as required.

GENERAL COMMITTEE MEMBER

To provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.

General Committee members are accountable to the President. Reports to the President and General Committee.

Duties and Responsibilities:

- assist the President and Secretary in their duties as required;
- undertake tasks at the request of the President or General Committee;
- attend monthly club committee meetings;
- participate in discussion and decision making of the committee;
- look after a specific portfolio; (Marketing, Sponsorship, Events etc;)
- liaises with various external stakeholders depending on club portfolio;
- must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action;
- provide a report of their portfolio for each committee meeting.

Knowledge and Skills:

- dedicated club person;
- ability to provide calculated opinion in group discussions at committee meetings;
- outgoing personality;
- effective communicator;
- be discreet and able to maintain confidentiality on relevant matters;
- good report writing skills

Estimated Time Commitment Required:

The estimated time commitment required as the General Committee member 2 hours per week.

GEAR STEWARD

The Gear Steward is responsible for the safekeeping, distribution and maintenance of club equipment and player's clothing.

Duties and Responsibilities:

- at the commencement of the season, perform a stock-take of team apparel and other club equipment;
- allocate existing uniforms to each Team Manager;
- identify new uniform requirements and work with the Merchandise Coordinator to obtain quotes and submit orders;
- identify the number of footballs required and work with the Merchandise Coordinator to obtain quotes and submit orders;
- maintain records of uniforms issued;
- in conjunction with the Merchandise Coordinator, arrange screen printing/sublimating requirements on all clothing and uniform;
- order other club clothing as requested and authorized by the Committee;
- arrange for the collection of club uniforms at the end of the season as directed by the Committee;
- arrange for the safe storage of uniforms and other club equipment during the off season;
- encourage players and club officials to respect the club's gear and equipment at all times.

Estimated Time Commitment Required:

The estimated time commitment required as the Gear Steward is 3-4 hours per week.

MERCHANDISE COORDINATOR

To provide support to the Executive and Committee members to ensure the efficient management of Club clothing sales.

To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club.

Merchandise Coordinator is accountable to the President and the General Committee

Duties and Responsibilities:

- prepare a report proposing a suitable range of clothing for sale for consideration by the Committee at the commencement of the season;
- arrange the wide promotion of clothing items to members, supporters and the community;
- provide a convenient means by which orders can be placed for all clothing lines;
- arrange the display of clothing lines in the Club social rooms prior to the commencement of each season;
- ensure sufficient clothing stocks are maintained to ensure orders are filled promptly;
- maintain strong relationships with approved suppliers of clothing lines;
- liaises with the Club Committee;
- liaises with suppliers;
- provide a report on portfolio operations to the monthly Committee meeting as required;
- seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

Estimated Time Commitment Required:

The estimated time commitment required as the Merchandise Coordinator is 3-4 hours per week.

WEBSITE AND FACEBOOK OFFICER

Responsibilities:

The Website and Facebook Officer is responsible for ensuring that the club and its sponsors receive the widest possible media coverage.

Duties:

- develop and implement a public relations plan that will better market and promote the club;
- write and issue regular media releases concerning upcoming events, interesting personalities and club activities and achievements;
- produce and edit the publication of clubs' weekly publication i.e. Duffy's Diary;
- act as a liaison officer for the media at all club events and functions;
- develop and maintain a close working relationship with all local media personnel;
- constantly promote the positive aspects of the club's activities, highlighting at all times the club's support of the Football Federation Australia National Code of Conduct;
- keep the Secretary and Committee informed of all media activities;
- ensure that the club's sponsors receive maximum exposure in all spheres;
- assist with obtaining sponsorship for the club;
- develop programs for the recruitment and retention of financial supporters of the club;
- arrange for sponsor's advertising in the club's newsletter/magazine/match day program;
- create a positive general public awareness of the club and its activities;
- publicize and promote all events, programs and competitions within the club's area;
- liaise with Vice President – Sponsorship to ensure sponsors are correctly displayed in "Duffy's Diary";
- liaise with team managers to ensure match reports are received in time each week;
- liaise with committee to do a volunteer of the weekly profile for Duffy's Diary;
- liaise with BPL and SWL managers to organize a weekly player profile;
- write a monthly media release to appear in the Express Advocate outlining news items, summaries of teams' progress, upcoming event, special achievements;
- keep the website up to date with Premier Grade playing fixtures and match reports.
- maintain and keep up to date the club website.

Special Skills Required:

- highly Organized;
- good report writing and presentation skills;
- sound knowledge of publishing software;

- good time management skills;
- enthusiastic;
- creative;
- sound Computer Skills.

Notes:

It is important that the club website remains informative and is regularly maintained and also that fixtures, results and tables etc. are always up to date.

In addition, always ensure that appropriate links to sites such as Central Coast Football, Football NSW and Football Federation Australia are operative.

The Website and Facebook Officer should also source articles, stories, interviews and profiles etc. for inclusion in local newspapers and magazines.

GRANTS AND PERMITS OFFICER

The Grants and Permits Officer is responsible for preparing grant and permit applications on behalf of the club in consultation with the committee as they become available and dependent on the club's eligibility.

The Grants and Permits Officer is directly responsible to the President and the club members.

Responsibilities and Duties:

- responsible for identifying and applying for suitable grants;
- identify a range of grants programs the club is eligible to apply for;
- liaise with the advisors from the grants programs to obtain information of how to apply;
- work with a range of volunteers throughout the clubs to obtain ideas for projects that are eligible to apply for funding on (i.e. facilities, equipment, accreditation courses, volunteer recognition, travel, junior representative members, come and try days, events to increase participation etc.);
- work with a range of volunteers throughout the club to obtain specific details and quotes for grant applications;
- develop and submit grant applications;
- obtain feedback on unsuccessful applications;
- adhere to all reporting and acquittal requirements of successful applications;
- apply for permits for all events.

Knowledge and Skills:

Ideally the Grants Officer is someone who:

- can communicate effectively and has good interpersonal skills;
- is positive and enthusiastic;
- is well organized;
- is innovative and dynamic.

Estimated Time Commitment Required and Period of Appointment:

The estimated time commitment required as the Grants Officer is 2-3 hours per week.

GROUND SET UP CO-ORDINATOR

Coordinate roster for Ground Setup on a weekly basis for all field setups, this may mean allocating a 'Setup Lead' person for a specific home ground to be responsible to ensure volunteers arrive on time for setup to begin and making sure all fields have been set up correctly.

The Ground Set-Up Co-Ordinator is accountable to the Executive of the club.

The Ground Set-Up Co-Ordinator reports to the Vice President Junior.

Duties and Responsibilities:

- pre-season, ensure there are sufficient flags, cones, goals, nets, buckets and pegs supplied for the running of Duffys Oval fields, Terrigal High School fields, Terry Oval fields and any other home grounds that Terrigal United Football Club may be allocated;
- liaise with Barnestoneworth who, on a regular basis, will provide players to physically set up at Duffys Oval;
- review Duffys game schedule on the Tuesday prior to game day and ensure sufficient field equipment is available for the running of fields and liaise/coordinate Weekly Setup Roster;
- review Terrigal High School game schedule prior to game day and ensure sufficient field equipment is available for the running of fields and liaise/coordinate Weekly Setup Roster;
- review Terry Oval game schedule prior to game day and ensure sufficient field equipment is available for the running of fields and liaise/coordinate Weekly Setup Roster;
- be at Duffys Oval at 6:15am to open up the storage room;
- bring out all of the field wheelie bins and then provide instructions and equipment to all volunteers or each field at Duffys Oval to be set up;
- leave Duffys by 6:45am to transport all required field equipment to set up Terrigal High School;
- return to Duffys 7:30am to ensure all Duffys fields have been setup correctly;
- finish by 7:45am for 8:00am kick-off;
- a close relationship is required with all Club committees;
- supports all Committee members, Coaches, Managers, players and staff.

Knowledge and Skills:

- well informed of all club activities;
- a good understanding of football requirements at local, regional and higher levels;
- possesses a good working knowledge of the Club's Rules and the duties of its office holders and committees;
- a good understanding of Referee conduct and working with children;
- receptive to change;
- dedicated club person;

- be approachable;
- empathy;
- communication and negotiating skills;
- listening skills.

Estimated Time Commitment Required and Period of Appointment:

The estimated time commitment required as the Ground Set Up Coordinator is 3 hours per week and must be available Saturday mornings.

GAME DAY OFFICIAL

Ensure Saturday games at Duffy's run to schedule and that all protocols are in place to resolve all issues and acute incidents that arise from time to time.

Operate as the primary point of contact every Saturday/Sunday for all Duffy's field enquiries and external home ground enquires, eg Terrigal High School and Terry Oval.

Ensure all Cadet Referees partake in small sided games to the best of their ability and provide regular advice to referees to improve their ability.

Ensure merchandise sales are completed and recorded.

The Game Day Official is accountable to the Executive of the club. The Game Day Official reports to the Vice President Junior (Saturdays) and Vice President Senior (Sundays).

Duties and Responsibilities:

- attend committee meetings and report to Vice President - Junior and Vice President - Senior as required;
- ensure that all football activities are operating safely and adopt a risk management approach to football activities;
- review Duffy's game schedule on the Wednesday prior to game day and coordinate appointments for Cadet Referees to game schedule at Duffy's Oval, Terry Oval and/or Terrigal High School;
- in case of wet weather with Duffy's Oval, Terry Oval and/or Terrigal High School closures, coordinate and communicate relocation of all junior games to all affected team's Coaches and Managers;
- be prepared to undertake the duties required to ensure that all Junior members are aware of their Junior football activities on a weekly basis;
- assist in the supervision of competitions, perform ground duty and be a facilitator for Club activities;
- be available to handle any disputes;
- set up Official Table at Duffy's at 6:30am, including tables, chairs, field maps, first aid box, ball pump, field schedules for all Duffy's Oval fields, including merchandise table;
- pack down Official Table/Fields including sponsor flags/banners that are displayed at the ground whilst coordinating teams to pack down their fields after the last game;
- attendance at Duffy's is between 6:30am till close;
- ensure ipads are charged and functioning correctly;
- record all incidents and injuries in a weekly diary and report back to Executive by COB Sunday on any issues arising from weekend games;
- Cadet Referees – engages cadet referees on a regular basis on game day to provide positive feedback and records those that are in attendance and payments for games coordinated;
- ensures all merchandise sales are paid for and are recorded on reconciliation sheet;

- review Club Rules, By-Laws and Rules of Competition;
- promote and administer smoke free, sun smart and safe alcohol policies for all Senior/Junior teams;
- ensure members abide by the Central Coast Football Code of Conduct and any Terrigal United Football Club Policies introduced to manage Member Protection risks;
- ensure Central Coast Football and Referee requirements are satisfied, including liaison with Club Judicial Persons to address member disciplinary issues that arise from time to time;
- a close relationship is required with all Club committees;
- supports all Committee members, Coaches, Managers, players and staff.

Knowledge and Skills:

- well informed of all club activities;
- a good understanding of football requirements at local, regional and higher levels;
- possesses a good working knowledge of the Club's Rules and the duties of its office holders and committees;
- first Aid Certificate, including defibrillator training;
- a good understanding of Referee conduct and working with children;
- receptive to change;
- dedicated club person;
- be approachable;
- empathy;
- communication and negotiating skills;
- listening skills.

GROUND MANAGER

The Ground Manager is responsible for ensuring that the rules and regulations regarding the club's playing fields are respected and observed.

Duties and Responsibilities:

- form a grounds sub-committee to achieve identified tasks;
- liaise with the local association as and when required and have a sound understanding of the various requirements in relation to ground management;
- ensure the association/region/state policies' in relation to the ground management are observed;
- at commencement of the season, order line marking and other equipment;
- mark out the playing fields at the commencement of the season;
- ensure that all ground maintenance equipment is in safe working order;
- ensure dressing rooms, canteen, referees' room and toilets are in a clean and tidy condition each time they are used;
- ensure the ambulance access is maintained at all times;
- ensure that the field line is clearly marked and maintained in good order for all games;
- ensure that the playing surface is in good order at all times;
- ensure Central Coast Council provide adequate supplies of sand to be available on site;
- organize Central Coast Council for the watering of the fields;
- advise the Executive Committee of the overall condition of the fields to ensure continued availability;
- liaise with the Executive Committee with updates to be provide to Council as and when required;
- ensure you are contactable at all times.

CANTEEN MANAGER

The Canteen Manager is responsible for the proper management of the club's canteen on match days and at other events and functions nominated by the Committee.

Duties and Responsibilities:

- if necessary, form a canteen sub-committee;
- prepare a canteen operator job description;
- establish canteen operating hours and prepare a volunteer canteen roster;
- order all food and drink items considered necessary to stock the canteen at the beginning of the season;
- arrange pick up/delivery of all canteen items;
- prior to the start of the season, review all insurance arrangements;
- ensure the canteen is regularly re-stocked throughout the season;
- supervise canteen staff as required and assist during busy periods;
- obtain, and account, for any floats that are required from the Treasurer;
- at the end of each day's trading, in conjunction with the Treasurer or other designated Committee member, count and balance the takings;
- monitor sales to ensure the canteen is not overstocked on certain items;
- maintain appropriate records as required by the Treasurer and/or Committee;
- ensure that the canteen and its contents are secure at all time;
- keep the Committee informed of all relevant matters.

Knowledge and Skills:

- can communicate effectively and has good interpersonal skills;
- is well organized and can delegate tasks;
- has knowledge of Health and Safety procedures;
- has knowledge of pricing and ordering food.

Notes:

It is essential that a range of 'healthy' food is always available at the canteen.

For further information, contact your local school canteen operator or the department of education in your state. Good Sports is also a good source of information.

VOLUNTEER COORDINATOR

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of all volunteers.

The Volunteer Coordinator is directly responsible to the President and the club members.

Responsibilities and Duties:

- responsible for ensuring all volunteer positions with the club are filled and being carried out effectively;
- manage the development of the club's volunteers;
- organize Working with Childrens' Checks;
- identify required training courses for all club volunteers;
- assist the committee with coaching staff recruitment and development;
- improve communication between the committee and volunteers through a single point of contact;
- provide, explain and evaluate position descriptions to prospective volunteers;
- target and recruit new volunteers;
- assist, support and evaluate current volunteers;
- develop and manage a volunteer budget (i.e. accreditation, reimbursement for expenses, recognition and rewards, incentives etc.);
- develop and manage a directory of volunteer education and training courses;
- ensure all current volunteers document their role, knowledge and experience

Knowledge and Skills:

- can communicate effectively and has good interpersonal skills;
- is positive and enthusiastic;
- is well organized.

Estimated Time Commitment Required and Period of Appointment:

The estimated time commitment required as the Volunteer Coordinator is 2-3 hours per week.

TRIBUNAL ADVOCATE

To provide advocacy support to any player required to attend the Central Coast Football Independent Tribunal either for clearance appeals, charged player or players called as witnesses to a charge.

Duties and Responsibilities:

- ensure that he/she is familiar with all Central Coast Football Competition Rules;
- ensure that he/she is familiar with procedures at tribunal hearings;
- where an alleged charge is laid against a player or an opposition player is charged with an alleged offence against a Club player obtain all documents relevant to that charge from the Secretary;
- meet with player and develop case and brief player regarding the tribunal appearance;
- attend the tribunal with player at the time and date set down by the Association;
- report outcomes of any hearing to the Secretary and appropriate Coach as soon as practicable after the conclusion of the hearing;
- liaises with players required to appear before Tribunal;
- liaises with the Secretary;
- liaises with Coaches.

Estimated Time Commitment Required:

As required.

JUDISARY PERSON

Represent Terrigal United Football Club as a Judiciary Person at the request of Central Coast Football.

Duties and Responsibilities:

- ensure that he/she is familiar with all Central Coast Football Rules and Regulations;
- ensure that he/she is familiar with procedures at tribunal hearings;
- attend the tribunal at the requested time of the Association.

Estimated Time Commitment Required:

As required.

RAFFLES COORDINATOR

To provide support to the Executive and Committee members to ensure the efficient operation of Club raffles. To maximize revenue through the conduct of approved raffles through the course of the year.

Duties and Responsibilities:

- prepare a report detailing the conduct of all raffles for consideration by the Committee at the commencement of the season;
- ensure all raffles are conducted ethically and responsibly;
- arrange all tickets and prizes for all approved raffles;
- coordinate the selling of raffle tickets through either rostered personnel or others as required;
- arrange necessary permits where required for major raffles;
- ensure all raffles are conducted as planned through the season;
- liaises with the Club Committee;
- liaises with players and others rostered to undertake raffles;
- provide a report on portfolio operations to the monthly Committee meeting as required;
- seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

Estimated Time Commitment Required:-

The estimated time commitment required as the Raffles Coordinator is 1-2 hours per week.

Event Manager

The Events Manager is responsible for organizing all the social events for the year/season such as presentation nights, trivia nights, finals, family and Old Boys days, BBQ's etc.

The Event Manager is directly responsible to the President and the club members.

Responsibilities and Duties:

- responsible for organizing and managing club events and social functions;
- organize and manage all aspects of fundraising activities;
- the event manager will need to develop an event subcommittee of individuals responsible for different aspects of events;
- organize and manage specific events, including planning, implementation and reporting;
- assist and provide support for the implementation of events being managed by members of the subcommittee;
- document procedures involved with organizing events, for future reference;
- provide opportunities for volunteers and members to socialize away from the soccer field;
- implement a range of different social events that will appeal to and attract members and their families;
- provide opportunities for all members, volunteers, sponsors and supporters to be involved in club social functions;

Knowledge and Skills:

- can communicate effectively and has good interpersonal skills;
- is positive and enthusiastic;
- is well organized and can delegate tasks;
- has the ability to motivate others;

Estimated Time Commitment Required:

The estimated time commitment required as the Event Manager is 2-3 hours per week.

TEAM COACH

At the Terrigal United Football Club the role of coach their key roles are to facilitate training sessions, organize game day and manage player involvement and themselves.

Key competencies: Communication – Planning – Leadership.

Club Support

Coaches at all levels play a crucial role in ensuring that football is an enjoyable, fun experience for everyone, as well as laying the foundation for the development of more skilled players. You have the power to do this and we have the tools to support you.

We have also introduced the role of Manager who is there to help you on a week to week basis. It's important you work well together as a team (see separate role description).

As well as the Coaching Coordinator, Terrigal Football Club Coaches are fully supported by our committee whose details are listed on the Club website under Club Contacts.

- For Under 10 and Under 11 – contact the Vice President Junior
- For Under 12 to M18 – contact the Vice President Junior
- For all Women's teams – contact the Women's Football Manager
- For all Men's Senior teams – contact the Vice President Senior

Additional Resources

The National Football Curriculum provides some practical guidelines for Coaches working at all levels and identifies a number of building blocks to help you answer questions such as:

- What are the characteristics of players in various development stages?
- What type of practices are best suited for specific age groups and why?
- How long should a training session go for and how often should I train?
- How do I plan and design my sessions?
- What are points of interest when I coach my team during games?
- U10/11 Coaches only: The Mini Roos Website details all the playing formats and rules as well as many other great resources. Please familiarize yourself with this information.

Key Responsibilities:

Training Sessions

- plan, prepare, deliver and review training sessions throughout the season;
- ensure all training sessions meet the needs of the team members;
- the sessions are safe, organized, enjoyable and engaging;
- Football Federation Australia provides online resources such as Training Practices and Programs for your specific age group, as follows; U10-U13: Skill Acquisition Phase | U13-U17: Game Training Phase | 17+: Performance Phase;
- we don't expect all Coaches to be football experts and our Coaching Coordinator is always there to support you with training ideas and can be contacted at any time throughout the season. Their contact details are listed on the Club website under Club Contacts. Community Coaching primarily looks after Participation players (those in it for fun) and there are several courses that we encourage all Coaches to undertake. They are short, easily accessible and low-cost. Check out the MyFootballClub website which has a dedicated area for Coaches.

“The Match” – Game Day

- rotate players as necessary and ensure players/parents are aware of team substitution/player rotation policy (mainly in Junior Competition);
- ensure the team is ready to play 15 minutes prior to the scheduled start time of the game;
- up to U11 only: Award the 'Player of the Week' trophy;
- up to M16 only: Award any sponsor vouchers/gift certificates, as provided;
- wear your ID card at all times when on the sideline.

Manage Self and Others

We're not talking about the Team Manager here but more referring to all the skills and competencies involved in 'managing oneself' and 'coaching others'. The main areas to be considered are Communication, Planning and Leadership.

Regardless of your experience and the age group of the team you coach, you constantly interact with others so we encourage you to develop these 3 competencies to increase the level of success in your role.

General

- familiarize yourself with the Central Coast Football Injury Insurance General Information Sheet as well as the Injury Claim Form. Report all injuries immediately to secretary@terriganfootball.com;

- familiarize yourself with the Guidelines for Interacting with Children document;
- team Officials are to advise their players and parent group that our Club has a Member Protection Information Officer (MPIO). Please describe their role and how to contact them;
- get to know your parent group as early in the season as possible and keep them informed;
- manage parent's expectations and promote supportive and positive behaviors';
- encourage players and parents to keep grounds free of litter by placing in bins provided;
- support any Club fundraising or social activities wherever possible;
- attend scheduled 'Coaches and Managers' Meetings to provide input and feedback about your team;
- be responsible for all Club equipment and ensure its safe return at the end of season;
- encourage adherence to the Central Coast Football Code of Conduct as well as the Terrigal United Football Club Member General Duties and Responsibilities;
- maintain an awareness and understanding of the Central Coast Football rules and regulations;
- wherever possible, undertake sanctioned Coaching courses to increase your skills;
- attend Club 'Coach and Managers Meetings' – usually held bi-monthly;
- select annual award recipients; U12-M16 Coaches Award, M18-All Age Players Player Award;
- be available for presentation day (dates to be advised), coordinated by the Club;
- consult with the Club 'Coaching Coordinator' mid-season and at end of season in relation to an 'evaluation form' to be used for ongoing player assessment. Dates are in June and August – Forms are used for grading purposes in the following season. Note for U10 to U18 Coaches.

Three Important Steps to Complete

1. Register via the MyFootballClub website prior to the season commencing. You will need your FFA number if you have one and they'll ask you for a passport style photo. NOTE: Coaches register as COACHES

2: Apply for a Working with Children Check (valid for 5 years)

- . Under 'Purpose for Check' select VOLUNTEER
- . Under 'Child-related sector' choose CLUBS OR OTHER BODIES (then it's free)
- . You will receive an APP number - Take this number and proof of ID to an RMS Office to finalize your Working with Children Check Application
- . Forward your Working with Children Check number along with your Date of Birth to the Club MPIO.



3: Sign and return the Officials Code of Behavior

- . Please hand the completed form to the Terrigal United Football Club and return to the MPIO.

TEAM MANAGER

The key roles of the Team Manager is; to support the Coach at all times, to keep the players and parents informed, to provide information and feedback between the Club and the team and do your best to ensure a smooth flowing season.

TIP: Get to know your parent group as early in the season as possible.

Club Support

Managers play a crucial role in ensuring that the right information gets to the right people and that the team operates within the guidelines of both the Club and the Central Coast Football Association.

It is a highly communicative role and the Club supplies all the right administrative tools for you to succeed. You are the Coaches main support and it's important you work well together as a team (see separate Coach role description).

Terrigal United Football Club Managers are fully supported by the committee whose details are listed on the Club website under Club Contacts.

- For Under 10 and Under 11 – contact the Vice President Junior
- For Under 12 to M18 – contact the Vice President Junior
- For all Women's teams – contact the Women's Football Manager
- For all Men's Senior teams – contact the Vice President Senior

“Match Day” – Game Day

- U10 to M18: Collect match fees from all players present on the day (but not from borrowed players not normally in your team)
- seniors Only: Collect referee fees as necessary (due monthly on invoice)
- enter player jersey numbers on the iPad 30 minutes before each game - We suggest you allocate permanent 'jersey numbers'
- allocate vested Team Official – enter name on iPad (ensure vest is returned after each game)
- at the end of the game verify the score with the official table, after the Referee has recorded it on the iPad. Note for U10 and U11: scores are recorded on the iPad by the referee but are not publicized. The scores are used by Central Coast Football to assist in allocating teams for the following seasons.
- deposit match fees directly to the Clubs bank account

Management – Self and Others

There are some key skills and competencies involved in 'managing oneself' and 'managing others'.

The main areas to be considered are Communication, Planning and Leadership.

Regardless of your experience and the age group of the team you manage, you constantly interact with others so we encourage you to develop these 3 competencies to increase the level of success in your role.

Key Responsibilities

General

- familiarize yourself with the Central Coast Football Injury Insurance General Information Sheet as well as the Injury Claim Form. Report all injuries immediately to secretary@terriganfootball.com;
- familiarize yourself with the Guidelines for Interacting with Children document;
- Team Leaders, Coaches and Managers are to advise their players and parents that our Club has a Member Protection Information Officer (MPIO) describe their role and how to contact them;
- get to know your parent group as early in the season as possible and keep them informed;
- manage parent's expectations and promote supportive and positive behaviors';
- encourage players and parents to keep grounds free of litter by placing in bins provided;
- support any Club fundraising or social activities wherever possible;
- attend scheduled 'Coaches and Managers' Meetings to provide input and feedback about your team;
- be mindful of Club equipment and assist where necessary in it's safe return at the end of season;
- encourage adherence to the Central Coast Football Code of Conduct as well as the Terrigan Member General.

Duties and Responsibilities:

- maintain an awareness and understanding of the Central Coast Football rules and regulations;
- attend Club 'Coaches and Managers Meetings' if Coach is unable to – usually held Bi-Monthly;
- be available for presentation day (dates to be advised), coordinated by the Club.

Three Important Steps to Complete

1: Register via the My Football Club website prior to the season commencing You will need your FFA number if you have one and they'll ask you for a passport style photo.

NOTE: Managers register as VOLUNTEERS.

2: Apply for a Working with Children Check (valid for 5 years)

- Under 'Purpose for Check' select VOLUNTEER
- Under 'Child-related sector' choose CLUBS OR OTHER BODIES (then it's free)
- You will receive an APP number - Take this number and proof of ID to an RMS Office to finalize your Working with Children Check Application
- Forward your Working with Children Check number along with your Date of Birth to the Club MPIO.



3: Sign and return the Officials Code of Behavior

- Please hand the completed form to the Terrigal United Football Club MPIO

PREMIER GRADE TEAM MANAGER

Duties and Responsibilities:

Responsibility of duties including but not limited to:

- collecting monies on behalf of the Treasurer including referee fees, registration fees, fundraising money;
- distribution of team apparel including jerseys, shorts, socks, to players pre-season; accountability of apparel stock throughout the year;
- change room set up and pack down on game days including setting up player jerseys, making up team drink tubs and bottles both pre-match and half time, coordinating the cleaning of change room at end of day at both home and away games;
- attend to bench whilst game is progress to attend to players and also coaches requests.
- washing of shirts and ensuring numbers are in good order;
- attending to Game Sheet on game Day in accordance with Central Coast Football Rules and Regulations;
- coordinating water bottle trays and ensuring players have sufficient water during game and pre-game;
- players game time checks;
- player of the week voting - management of a weekly voting process for end of year awards;
- coordinating rosters for the players to attend to their club duties including BBQ and canteen;
- senior presentation: Collating of attendance including partners names; collection of money for tickets.