



**Football Netball Club**

## POSITION DESCRIPTION

### President

#### ***Objectives***

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

#### ***Responsibilities***

- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Club Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Support the Football Operations Manager in the appointment of Coaching staff.
- Required to be a representative of the AFNC on the Sporting & Recreation Committee of Management.
- Required to be one of two (2) AFNC delegates and attend all MCDNFL meetings.

#### ***Relationships***

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

#### ***Accountability***

- The President is accountable to the Members and the General Committee and is required to chair all monthly Committee meetings.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



**Football Netball Club**

## POSITION DESCRIPTION

### Secretary

#### ***Objectives***

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

#### ***Responsibilities***

- Establish the Action Plan Calendar for the year as part of the AFNC Strategic Plan and manage its ongoing administration.
- Provide a coordinating and support role for Club sub committees.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and the AFNC Policies & Procedures Manual of the Club.
- Maintain a complete record of all activities of the Club.
- Be familiar with the rules of the Club, League, VCFL, AFL and any other body that has governance to give advice to the President and Committee as required.
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
- Maintain minutes of all Committee and General meetings of the club in a suitable register for future reference.
- Receive all correspondence directed to the Club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- To complete requirements under the Incorporations Act including preparation and lodgement of the Annual Return etc.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

#### ***Relationships***

- Reports to the Club Committee
- Liaises with the Executive
- Liaises with sub committee's

#### ***Accountability***

- The Secretary is accountable to the President and the General Committee and is required to attend all monthly committee meetings.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action



## POSITION DESCRIPTION

### Treasurer

#### **Objective**

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

#### **Responsibilities**

- Prepare the annual budget of the Club for presentation at the December Committee meeting (the draft budget having earlier been formulated by the Club Executive).
- Ensure all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report monthly to the Club Committee on budget performance.
- Present all accounts for payment for approval.
- Prioritise payment of accounts.
- Make details of all accounts available to the Club Committee and members as provided in the Incorporations Act and assist the Secretary to complete Annual Return statements.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Manage any overdraft facility held by the Club.
- Ensure any surpluses are invested wisely after approval by the Committee.
- Ensure all taxation commitments are met by the Club.
- Issue tax certificates to employees as required under the Act.
- Ensure the Club finances are correctly audited.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Maintain and complete all salary cap reporting requirements.

#### **Relationships**

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

#### **Accountability**

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



## POSITION DESCRIPTION

### Vice President

#### **Objectives**

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

#### **Responsibilities**

- Ensure the effective and efficient operation of the Executive and all football operations.
- Preside over meetings in the absence of the President.
- Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximised.
- Oversee the football development program so that participation at junior and senior levels is maximised.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Oversee recruitment of coaches and players according to policies outlined by the Club Committee.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Required to represent the AFNC at meetings of the Avoca Sporting & Recreation Committee of Management Meetings if the President is unable to attend.
- Required to attend MCDNFL delegates meetings should the AFNC President not be able to attend.
- To chair the Disciplinary Committee.

#### **Relationships**

- Reports to the Club President and General Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

#### **Accountability**

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



### Football Manager

#### **Objective**

- To co-ordinate all off field football activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive and Committee members to ensure efficient operation of the Club

#### **Responsibilities**

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

#### **Pre Season**

- Coordinate formulation of the Football Operational Plan.
- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed.
- Work with the Vice President to appoint coaching staff and player recruitment.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Club Executive prior to the Club being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Negotiate all clearances and player registrations in accordance with the league rules
- Required to be one of two (2) AFNC delegates at the MCDFNL meetings.

#### **During season**

- Provide documentation in consultation with the Treasurer, all player payments and coaching fees and ensure all player contracts are finalised and submitted to the AFNC.
- Liaise between players, coaches, Club Executive and General Committee.
- Oversee the Football Operations subcommittee and ensure the members are undertaking their roles satisfactorily (see role statements for these members) and undertake mid-season review and end of season review.
- Coordinate submission of running sheets and match reports after both home and away games.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- To work with coaches and Votes & Trophies co-ordinator and to arrange end of season awards and assist during vote count.

#### **Relationships**

- Reports to the President and Executive.
- Senior Football Sub Committee - Supports the senior coach, match committee, football support staff including team managers, trainers, runners, boundary umpires and time keepers (required to organise and chair meetings of the Senior Football subcommittee as needed). The person filling this role must not take on roles directly associated with the team/s (e.g. runner, bench support) to ensure the role is completely impartial and no conflict of interest arises.
- Liaises with official Club suppliers & other key stakeholders

#### **Accountability**

- The Football Manager is accountable to the President and Executive and is required to attend all committee meetings and provide a portfolio report at monthly committee meetings.
- The Football Manager shall seek ratification from the Executive Committee of a football budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive.



## POSITION DESCRIPTION

### SENIOR FOOTBALL SUB COMMITTEE

**# All members of the Football Subcommittee are required to report to the Football Operations Manager who reports to the AFNC Committee**

#### **Uniforms / Equipment Co-ordinator**

- Manage the AFNC equipment trailer in conjunction with the Junior Uniforms/Equipment Manager
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – includes match balls.
- Oversee the maintenance and management of all training and match equipment including goal post covers.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.
- Ensure all uniforms are distributed and accounted for at the start and end of each season

#### **Memberships Co-ordinator**

- Ensure all senior players have completed the player contract documentation (if required) or signed player registration forms and paid their membership prior to the start of the first home game.
- To work with the Netball and Junior Memberships managers to co-ordinate a whole of club player registration day in February of each year.
- To work with Club Membership Co-ordinator in “Welcoming Officer” role

#### **Umpires & Timekeepers Co-ordinator**

- Keep a list of people that are skilled as umpires for both senior and junior football
- Ensure there are central, boundary and goal umpires provided for reserves football, U17, U 15 and U 12 Football
- Ensure there are boundary and goal umpires provided for senior football
- Ensure there are timekeepers for 2 x senior football matches and 3 x junior football matches



## POSITION DESCRIPTION

### Canteen Operations Manager

#### **Objective**

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

#### **Responsibilities**

- Ensure that an adequate food safety plan is in place for canteen operations
- Ensure that adequate equipment is available for providing the canteen services
- Establish a menu of goods for sale in line with the Club's Healthy Eating Policy that provides variety that will attract all members and visitors to purchase goods from canteen
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible and support local businesses wherever possible
- Ensure that the canteen is open for business from the commencement of the first game at home games
- Account for all purchases and receipts
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee
- Provide input and direction into the Club's Healthy Eating Policy (as part of the Healthy Sporting Environments Program).
- Manage rosters for volunteers in the canteen on match days.

#### **Relationships**

- Reports to the Club Committee
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders

#### **Accountability**

- Accountable to the Club Executive & Committee and is required to attend monthly committee meetings.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

### Canteen Subcommittee

Roles could include but are not limited to:

**Purchasing & Menu co-ordinator** (role is to manage the development of canteen menu in line with AFNC Healthy Eating Policy and manage purchasing of food for home matches)

**Roster Co-ordinator** (role is to manage the rosters of volunteers)

**Cleaning & Maintenance** (role is to ensure kitchen is cleaned before & after each home game and report and record any damage or equipment failure)



## POSITION DESCRIPTION

### Club Marketing & Promotions Manager

#### **Objectives**

- To promote and market the club in a positive light at all times.

#### **Responsibilities**

- Develop / implement a Marketing Strategy (including a brand identity) and Sponsorship Plan for the club
- Ensure all AFNC activities/purchases are undertaken in line with the club brand strategy and is approved by the AFNC Committee prior to implementation.
- To manage and oversee the Marketing Subcommittee and their activities (members including Sponsorship Co-ordinator, Merchandise Co-ordinator, Memberships Co-ordinator, Media Co-ordinator).
- Assist with attracting and securing sponsorship
- Prepare club newsletters and reports
- Main contact person for all marketing/promotional requirements
- Assist the executive committee with marketing and new business ideas

#### **Relationships**

- Reports to the Club Executive
- Liaises with the Club Committee
- Co-ordinates the Marketing Subcommittee
- Liaises with the Social Committee

#### **Accountability**

- Accountable to the Club Executive
- Required to attend monthly committee meetings and will report on portfolio activities
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

### Club Marketing Subcommittee

# All members of the Marketing Subcommittee are required to discuss ideas and activities with the Marketing Manager who will then make proposals to the AFNC Committee. Each member of the Marketing Sub-committee must seek ratification from the appropriate committee member prior to committing the club to any financial expenditure.

#### **Media Co-ordinator**

- Submit club and individual team results to the newspaper
- Write media release regarding any news items and upcoming events
- Submit club and individual team results to association / league
- Main contact person for all media requirements
- Manage the Clubs website & Social Media pages

#### **Membership Co-ordinator**

- Develop a plan for a membership drive each year (including membership rewards opportunities) as part of the AFNC Marketing Strategy.
- Co-ordinate the club's player, general and life membership card record and distribution
- Receive monies for club memberships from general members (work in conjunction with player registration days, markets and other promotion opportunities).
- Act as the Club's "Welcoming Officer" – to make new and potential members, volunteers and their networks feel welcome at the club.





**Football Netball Club**

## POSITION DESCRIPTION

Welcoming Officer duties may include:

- Act as the “meet & greet” attendant at Club Registration Day
- Take new members through induction and provide them with Members Handbook
- Work with Football & Netball Membership Co-ordinators in a peer-support role
- Ensure new members are included in media opportunities
- Follow up with members who cease involvement and provide feedback to general committee

### **Merchandise Co-ordinator**

- Prepare a report proposing a suitable range of clothing for sale (following the AFNC Marketing & Promotion Strategy Guidelines for Merchandise) for consideration by the Committee every 3 years.
- 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 orders are taken on a “cash up front” basis to ensure the club is not financially burdened
- Undertake membership review/feedback on merchandise to ensure the AFNC is providing appropriate and suitable merchandise for its members at the end of the 3 year period (prior to proposing new merchandise).
- Work with the sponsorship co-ordinator and Marketing Manager to ensure all club merchandise fits within the sponsorship plan.
- Ensure that no individual team or member purchases ANY merchandise without approval of the Marketing Subcommittee.

### **Sponsorship Co-ordinator**

- Develop a proposal in line with the AFNC Marketing Strategy, for ratification by the Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible.
- Meet the sponsorship budget target set as part of the annual financial planning process.
- 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.
- Arrange a sponsors dinner (as part of the annual luncheon) at an appropriate time of the year.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all Club sponsors.

### **Votes & Trophies Co-ordinator**

- To print and distribute packaged vote cards to each team represented by the Club for the season.
- To collect and collate vote cards
- To tally and produce a power point presentation for each of the teams ready for vote count.
- Work with the Coaches and Sponsorship Co-ordinator to obtain a list of required trophies prior to the end of season vote count
- To order trophies and collect sponsorship monies for each trophy



## POSITION DESCRIPTION

### Match Day Manager

#### ***Objective***

- To ensure all home match day operations are conducted smoothly throughout the season

#### ***Responsibilities***

- To ensure the ground and surrounding areas are safe for the days activities
- To have gate keepers organised and in position at the correct time
- To collect and collate results from each match
- Assist other committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

#### ***Relationships***

- Reports to the Football Manager
- Liaises with the Executive

#### ***Accountability***

- Account table to the club Executive via the Football Manager



## POSITION DESCRIPTION

### Facility Management

#### **Objective**

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

#### **Responsibilities**

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee
- Ensure all cleaning supplies and equipment are stocked
- Manage the cleaning contract
- Ensure all equipment and resources are maintained to a high standard. Any damage or faults are to be reported to the Facilities Manager who will then report to the Club Committee
- Ensure the oval and watering system is maintained (including watering, line marking etc).
- Be a representative on the Sporting & Recreation Committee of Management

#### **Relationships**

- Reports to the Club Committee and is required to attend monthly committee meetings
- Liaises with the Executive
- Liaises with official Club suppliers & stakeholders

#### **Accountability**

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

### FACILITIES CLEANER

Facilities Manager will oversee the Cleaning contract at the Avoca Public Park. The Cleaning Contract will be advertised as part of the Avoca Sporting & Recreation Committee of Manager Inc.



## POSITION DESCRIPTION

### Bar Operations Co-ordinator

#### **Objective**

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

#### **Responsibilities**

- Provide bar services for all functions and events as required by the Committee
- Coordinate bar staffing for all bar operations including managing rosters
- Ensure Bar Staff have relevant Responsible Serving of Alcohol accreditation.
- Ensure appropriate licences are held by Club and displayed as required
- Manage the sale of liquor in accordance with the provisions of the Liquor Control Commission licence as held by the Club
- Maintain appropriate records of purchases and sales (and provide all purchase receipts) to report to the Treasurer & general Committee as required.
- To account for all purchases and sales of liquor
- Ensure sufficient supplies of liquor is available to meet the needs of all Club members and visitors
- Implement the Club Responsible Management of Alcohol policy
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

#### **Relationships**

- Reports to the Club Committee and is required to attend monthly committee meetings
- Liaises with the Executive
- Liaises with official Club suppliers & other key stakeholders

#### **Accountability**

- Accountable to the Club Executive & Committee
- Provide a report on any aspect of the portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action



**Football Netball Club**

## POSITION DESCRIPTION

### Netball Manager

#### ***Objective***

- To co-ordinate all off-court netball activities for the Clubs teams to ensure that all coaches, players and support staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Netball Executive and Club Executive and Club Committee members to ensure the efficient operation of the Club
- To ensure all players, coaches, parents, and supporters are complying with club rules and policies

#### ***Responsibilities***

- Assist Netball Executive, Coaches, Club Executive and Club Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee
- Attends MCDFNL Meetings as one of two (2) AFNC delegates.

#### ***Pre Season***

- Coordinate formulation of the annual Netball Handbook.
- Formulate Netball Coaching Position descriptions and undertake advertising
- Co-ordinate Netball Executive to review applications, appoint coaches for the upcoming season and communicate outcomes
- Negotiate all clearances and player registrations in accordance with the league rules

#### ***During season***

- Liaise between players, parents, coaches, netball executive, club executive and general committee and meet as required
- Oversee the Netball Executive ensuring the members are undertaking their roles satisfactorily (see role statements for these members)
- Ensure players attending League tribunal hearings are supported by quality advocates
- Ensure MCDFNL requirements for team selection and results entry to "Netball Connect" is undertaken by the Match-day Co-ordinator
- Appoint appropriate personnel to Netball Executive positions which include Membership Co-ordinator, Umpires Co-ordinator, Match-day Co-ordinator, Uniforms and Equipment Co-ordinator for the upcoming season for approval at Club AGM
- To work with coaches and Votes & Trophies co-ordinator and to arrange end-of-season awards and assist during vote count.

#### ***Relationships***

- Reports to the President and Executive.
- Manages the Netball Executive - Supports the coaching staff, and support staff. This role must not become involved with team selection etc. It must remain independent to limit any conflict of interest.
- Liaises with official Club suppliers & other key stakeholders

#### ***Accountability***

- The Netball Manager is accountable to the President and Executive and is required to attend all committee meetings.
- The Netball Manager shall seek ratification from the Executive Committee of any payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive.
- Provide a report on portfolio operations to the monthly Committee meeting.



# POSITION DESCRIPTION

## Netball Executive

### Memberships Co-ordinator

- To co-ordinate the netball player registration process and upload onto “Netball Connect”
- To oversee the collection of fees and payment plans for players that require them
- Ensure MCDFNL and club documentation is completed as required
- To manage any clearances of players
- To work with Club Membership Co-ordinator in “Welcoming Officer” role

### Umpires Co-ordinator

- To manage the umpires roster during each season
- To provide opportunities for umpires to attend development sessions and arrange performance reviews periodically
- To support the development of junior umpires
- To run rules information nights

### Match Day Co-ordinator

- To complete court report at the start of each day
- Arrange “set up and clean up” for home games
- To co-ordinate the votes & scorecards
- To ensure results are entered on “Netball Connect” in the required timelines

### Uniform & Equipment Co-ordinator

- To keep accurate records of club uniforms and ensure it remains property of the AFNC.
- To inform the Netball Manager when new uniforms are required
- To manage the training and match day equipment including first aid kits, netballs and bibs



**Football Netball Club**

## POSITION DESCRIPTION

### **Social Committee**

#### ***Objective***

- To co-ordinate all club social activities and events.

The Social Committee shall be made up of (but not limited to):

- 2 Senior Footballers (one from each team)
- 3 Senior Netballers (one from each team)

#### ***Responsibilities***

- To develop a social calendar of events that includes 2 major club events and 3 minor and at least 2 family friendly activities (which may include Father / Son & Mother / Daughter matches and Family Fireworks event)
- To ensure all social events are formulated and undertaken in line with the Club's Alcohol Management Policy

#### ***Relationships***

- Reports to the President and Committee
- Liaises with Club Marketing Manager to ensure event promotion is undertaken in line with Club Marketing Strategy

#### ***Accountability***

- The Social Committee must appoint a Co-ordinator who will attend AFNC Committee meetings
- The Social Event Calendar must be approved by the Committee prior to the commencement of the season
- The Co-ordinator will provide a report on any aspect of the portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action



**Football Netball Club**

## POSITION DESCRIPTION

### **Junior Football Development Officer**

#### ***Introduction***

The objective of the Junior Development Officer (JDO) is to ensure the continued development, promotion and advancement of junior football and players within the club.

A key aim of the JDO is to maximise the opportunities for young people to play football and be involved in the game to the maximum of their potential and enjoyment.

The JDO must be committed to ensuring that football development programs are conducted to maximise the numbers participating and supporting football and enable young footballers to achieve their highest potential. This may be at either Club level, or higher competitions such as major league or TAC competitions.

#### ***Aim of junior football development***

The aim of Junior Development should be:

- to seek to provide the best and safest environment for junior players
- to be committed to ensuring the continued development of junior players and the junior football components of the Club from Auskick through to U17.5's
- to promote the Club's junior coaching development philosophy to all coaches and personnel involved in junior teams from Auskick through to U17.5's
- to provide all juniors with the best possible opportunity to develop their skills
- to foster a sense of team spirit and responsibility in junior player
- to co-ordinate the provision of training and coaching resources to junior coaches and teams
- assist with the provision of advice, support and guidance for junior players that may require additional assistance beyond the "average" player
- identify those juniors that require specific skill training to assist in their development
- identify and assist those players of outstanding potential in furthering their careers.

#### ***Specific roles and responsibilities***

The JDO shall be responsible for:

1. Conduct of the Club Primary School Clinics
2. Oversee the Auskick Program and provide support and assistance to the Auskick Coordinator as necessary.
3. Liaise with FV regional staff to ensure all development and promotional opportunities for the Club are realised.
4. Coordinate the attendance at junior (Under 12 to 17.5) teams training and parents to assist junior coaches and ensure the maintenance of a high profile and level of support for the junior players.
5. To promote the Club's junior coaching developmental philosophy to all coaches and key personnel involved in the Under 12 to 17.5 teams and Auskick Program.
6. Coordinate the provision of training and coaching resources (such as videos and other instructional / educational information) to the junior coaches and teams.
7. Assist with the provision of advice, support and guidance (possibly referrals) for junior players that may require additional assistance beyond the 'average player'. This may relate to player welfare issues such as schooling / family / life that may adversely impact on the player.
8. Coordinating attendance by Club personnel at coaching courses run by the FV.
9. Advise the Club Committee on all matters relating to junior development matters.
10. Attend MCDNFL Junior Meetings as required
11. Organise extra events/activities as appropriate (i.e. trips/practise matches/special events)
12. To work with coaches and Votes & Trophies co-ordinator and to arrange end of season awards and assist during vote count.





**Football Netball Club**

## POSITION DESCRIPTION

### ***Key relationships***

1. The JDO reports directly to the Vice President
2. A close relationship is also maintained with the Club Executive and the Junior Committee and Coaches on football operational matters.
3. The JDO will liaise with the League Development Coordinator to ensure the Club's responsibilities for the identification of talented players are met.
4. A close working relationship with the Auskick Program Coordinator is required to ensure the Program is run professionally and successfully.



**Football Netball Club**

## POSITION DESCRIPTION

### Market Co-ordinator

#### **Objective**

- To co-ordinate all activities associated with the Avoca Riverside Market and manage a subcommittee to oversee running of event.

The Committee shall be made up of (but not limited to):

- **4 additional members**

#### **Responsibilities**

- To develop market plan for promotion
- Be the point of contact for all market stall holders (including management of Market Mobile Phone)
- Manage site setup and packup
- Co-ordinate promotional activities including radio and newspaper print advertising
- Co-ordinate special event activities
- Organise rosters for BBQ
- Organise BBQ supplies
- Manage and maintain all equipment associated with market

#### **Relationships**

- Reports to the President and Committee
- Liaises with Club Marketing Manager to ensure event promotion is undertaken in line with Club Marketing Strategy

#### **Accountability**

- The Market Committee must appoint a Co-ordinator who will attend AFNC Committee meetings
- The Market Event Calendar must be approved by the Committee prior to the commencement of the season
- The Co-ordinator will provide a report on any aspect of the portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action