

# Committee Structure

Endorsed by WJFC Committee: September 2014

## Purpose

The purpose of the Committee Structure is to outline the governance of the Warrandyte Junior Football Club (WJFC) necessary for the day to day operation of the Club.

The WJFC Committee structure is shown in **Appendix A**.

## Executive Committee

Office Bearers:

President

Vice President (should be combined with another role)

Secretary

Treasurer

Meeting frequency: as required.

## Management Committee

The Management Committee consists of the Executive Committee plus a minimum of four and a maximum of nine others. All members of the Management Committee must either be an office bearer or hold at least one club position.

Meeting frequency: monthly or as required.

## Other Club Positions

YJFL Director/Tribunal Advocate

Football Operations (U13 - Colts)

Football Operations (U8 - U12)

Coaching Coordinator

Registrar

Manager, Team Managers (including Family Night co-ordinator)

Assistant Treasurer

Webmaster

Fund Raising Coordinator

Facilities and Risk Management Coordinator

Club Captain (non-management position)

Club Vice-Captain (non-management position)

Sponsorship Coordinator

Canteen Coordinator

Grounds Manager

Property Manager

Apparel Coordinator

Trainer Coordinator

## Election

Executive Committee - Voted in at AGM in accordance with Associations Incorporation Act (1981)

# Committee Structure

Other Members of the Management Committee - Volunteers are called for at the AGM as part of General Business (except Club Captain and Vice-Captain). The Executive Committee appoints the other club positions and decides the makeup of the remainder of the Management Committee based on required numbers and willingness of those appointed to be part of the WJFC Committee.

Club Captain and Vice-Captain are to be ratified by the Management Committee upon recommendation from the Club Captain Selection Committee.

## Sub-Committees

### Coaching Selection Committee

**Role:** Interview all coaching applicants and make recommendations to the management committee in accordance with the clubs **Coaching Selection Policy**.

**Consists of:**

- President (or his representative)
- Coaching Co-ordinator
- One other appointed by the Management Committee

Meeting frequency: Prior to the season beginning, preferably before Registration Day, as required.

### Club Captain Selection Committee

**Role:** Liaise with coaches and others closely associated with prospective candidates to develop a shortlist of candidates for the position. Interview all willing candidates and make a recommendation to the Management Committee for both Club Captain and Vice-Captain.

**Consists of:**

- President (or his representative)
- Two others appointed by the Management Committee

Meeting frequency: Prior to the season beginning, as required.

### Policy Review Sub-Committee

**Role:** Develop, implement and review all club policies and present to Management Committee for review/ratification

**Consists of:**

- President
- Secretary
- Football Operations
- Manager, Team Managers

Meeting frequency: As required.

### Registration Day Sub-Committee

**Role:** Organize Registration Day

**Consists of:**

- President
- Secretary
- Treasurer

# Committee Structure

Registrar  
Football Operations  
Any other interested parties

Meeting frequency: At the conclusion of each season, as required.

## Presentation Day Sub-Committee

**Role:** Organize Presentation Day including the selection and engraving of all trophies

**Consists of:**

President  
Secretary  
Football Operations  
Any other interested parties

Meeting frequency: Six weeks prior to the end of the season, as required.

## Fundraising Sub-Committee

**Role:** Organise Fundraising Events for members of the WJFC

**Consists of:**

President  
Secretary  
Any other interested parties

Meeting frequency: Monthly from the beginning of the season, as required.

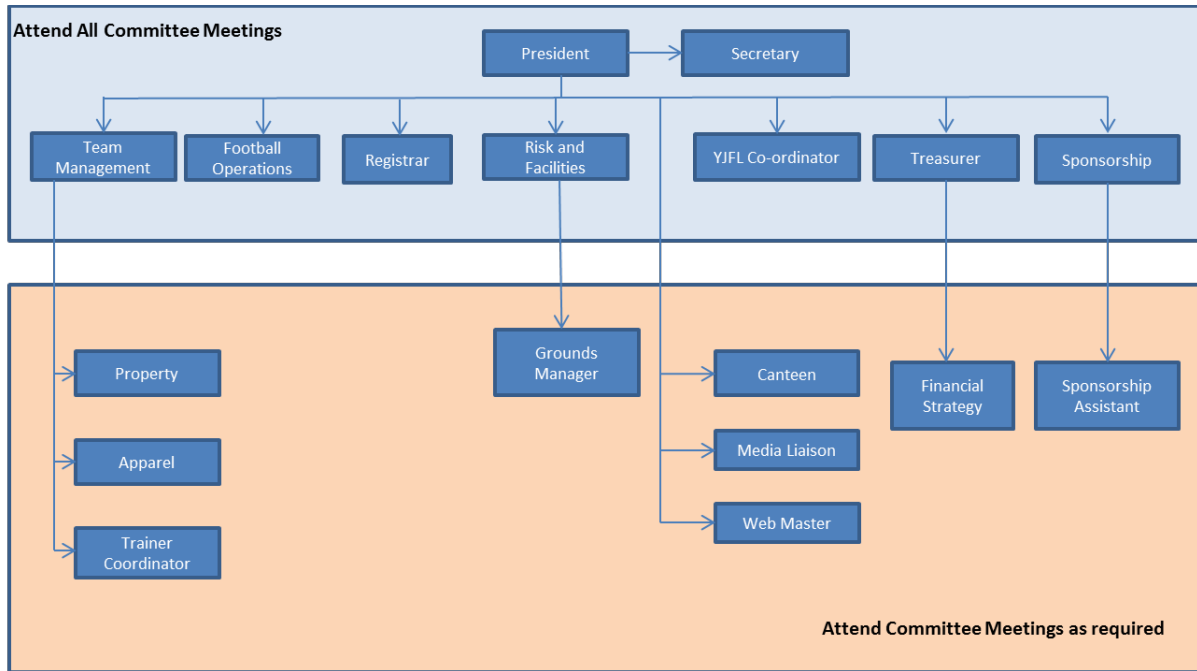
All other portfolios are encouraged to form subcommittees where appropriate to spread the work load. All subcommittees are required to report to the Management Committee.

## **Position Descriptions**

A list of WJFC Committee positions and job descriptions is outlined in **Appendix B**.

# Committee Structure

## Appendix A - WJFC Committee



# Committee Structure

## Appendix B - Committee positions and job descriptions

**Job Title:** President

**Reports to:** Executive Committee

**Special Skills Required:**

- Good Working Knowledge of the club policies/philosophy
- Understanding of League Operations
- Ability to delegate
- Experience in a leadership role
- Good listener
- Developed decision making skills
- Ability to negotiate successfully between members
- Experience with planning operations
- Ability to manage people and chair meetings

**Duties:**

- Facilitate planning
- Provide guidance and leadership
- Chair and manage meetings
- Manage and control AGM
- Monitor budgeting
- Represent the club in public
- Liaise with Auskick Coordinator and ensure smooth link exists
- Liaise with other tenants of the Warrandyte Sporting Club (WSG).
- Nominate 2 representatives to the WSG Board
- Working knowledge of YJFL By-Laws
- Development and implementation of WJFC business plan (annually)

# Committee Structure

**Job Title:** Vice President - as required - these duties can be attached to another committee position (eg Sponsorship or Football Operations)

**Reports To:** Executive Committee

**Special Skills Required:**

- Good Working Knowledge of the club policies/philosophy etc..
- Understanding of League Operations
- Ability to delegate
- Experience in a leadership role
- Good listener
- Developed decision making skills
- Ability to negotiate successfully between members
- Experience with planning operations
- Ability to manage people and chair meetings

**Duties:**

- Perform Presidents duties when President is unable to
- Assist in planning
- Provide guidance and leadership
- Chair and manage meetings when President is unable to
- Represent the club in public

# Committee Structure

**Job Title:** Secretary

**Reports To:** Executive Committee

**Special Skills Required:**

- Good Working Knowledge of the club policies/philosophy.
- Understanding of League Operations
- Developed communication skills
- Ability to delegate tasks
- Organisational skills
- Ability to liaise with external parties
- Report writing and minute taking skills

**Duties:**

- Convene Committee meetings and advise all potential attendees via an Agenda.
- Record minutes of meetings.
- Liaise with the League on all administrative matters and complete all required
- Paperwork and documentation.
- Liaise with the Local Council and other community organisations
- Communicate all relevant information to members via Team Managers.
- Liaise with and communicate all relevant information to team managers and coaches.
- Ensure compliance with Associations Incorporation Act (1981).
- Handle club correspondence and emails.
- Sit on policy review subcommittee
- Clearing the WJFC mailbox
- Working knowledge of YJFL By-Laws
- Book all WJFC functions in with WSG

# Committee Structure

**Job Title:** Manager, Team Managers

**Reports To:** Executive Committee

**Special Skills Required:**

- Good Working Knowledge of the club policies/philosophy
- Developed communication skills
- Ability to supervise others
- Ability to delegate tasks
- Organisational skills
- Ability to liaise with external parties
- Working knowledge of YJFL By-Laws
- Responsible and trustworthy
- Good understanding of Responsible Serving of Alcohol Procedures

**Duties**

- Organise (in conjunction with property manager) the Team Managers “kit” for collection at the beginning of the season.
- Update Team Managers Manual when necessary.
- Ensure all WJFC Officials Working With Children Checks are valid at the beginning of each season.
- Distribute all sponsorship vouchers to teams each week
- Co-ordinate the purchase and distribution of the Good Sport Medals (formerly the Lee Tindal Medal)
- Co-ordinate and distribute the Good Sport Awards (canteen vouchers to be given to the other team at home games)
- Co-ordinate the purchase and distribution of the 50, 100, and 150 medal awards at the beginning of the season.
- Distribute the scorecards and time keepers cards to teams each week.
- Organise roster for Family Nights
- Coordinate Family Night
  - ❖ Arrange orders, receipts, storage and display of necessary supplies
  - ❖ Set up and ensure rooms and canteen cleaned up at end of night
  - ❖ Provide treasurer with the nights takings and provide a summary of such takings including any receipts etc for any cash outlays
  - ❖ Provide the treasurer with any invoices which need to be paid in a timely manner
  - ❖ Organise for volunteers to help behind the bar.
- Collect “kit” (in conjunction with property manager) at the end of the season.
- Answer general enquiries from team managers.
- Manage IGA loyalty program, including collection of oranges each week.



# Committee Structure

**Job Title:** Trainer Coordinator

**Reports to:** Executive Committee

**Skills**

- Level 1 First Aid
- Good working knowledge of the club policies/philosophy etc..
- Understanding of first aid and trainer best practice
- Developed communication skills
- Ability to coordinate volunteers in the club
- Ability delegate tasks
- Organisational skills

**Duties**

- Ensure all WJFC trainers have Level 1 First Aid, and maintain a register of trainers qualifications.
- Maintain a register of qualified medical people within the WJFC and individual teams
- Maintain the WJFC Athsma policy
- Book and arrange payment for Trainers Course, First Aid Courses and CPR Courses at the beginning of the season and as required
- Keep trainers up to date with developments in trainers roles and responsibilities (eg use of defibrillator, managing concussion)
- Arrange an orientation session for team managers prior to the start of the season liaise with regard to “strapping” sessions
- First aid kit levels are maintained throughout the season, ordering to be done in conjunction with the WJFC purchasing policy.

## Committee Structure

**Job Title:** Treasurer

**Reports To:** Executive Committee

**Special Skills Required:**

- Financial background and awareness of accounting procedures
- Understanding of GST and related practices
- Honesty
- Ability to keep accurate records
- Attention to detail
- Ability to work in a logical manner

**Duties:**

- Maintain up to date records of all income and expenditure and prepare monthly income and expenditure reports and monthly bank reconciliations to be presented to committee meetings
- Ensure all money received is recorded, banked promptly and receipts issued where required
- Prepare and distribute invoices for services rendered
- Maintain the clubs cash flow and level of petty cash
- Manage payments of invoices and monies owed and ensure suppliers issue valid invoices
- Prepare all necessary financial statements for the annual report
- Invest surplus funds in an appropriate manner
- Ensure compliance with the WJFC Purchasing procedure.

## Committee Structure

**Job Title:** YJFL Director/Tribunal Advocate

**Reports To:** Executive Committee

**Special Skills Required:**

- Good Communication Skills
- Good Reporting Skills
- Advocacy abilities
- Knowledge of league rules and club policies
- Ability to be calm and level headed

**Duties:**

- Attend league meetings
- Represent clubs views to league
- Record and accurately report upon league meetings
- Ensure the club is fully informed on league rules/policies and activities
- Sit on league sub committees where appropriate (eg football, grading, conduct, rules, finance etc..)
- Assist the league in handling minor issues or disputes between clubs by contacting the Director of the other club to clarify what has happened and come to an agreement about how to approach or handle the problem.
- Represent any player required to attend a tribunal hearing as either a reported player or a witness
- Organise and allocate supplementary umpires for Warrandyte home games for U8's, U9's and U10's.

# Committee Structure

**Job Title:** Football Operations

**Reports To:** Executive Committee

**Special Skills Required:**

- Good Working Knowledge of the club policies/philosophy etc..
- Sound understanding of football matters
- Good communication skills
- Good organizational skills
- Working knowledge of YJFL By-Laws

**Duties:**

- Develop and implement skills development programs and strategies including liaison with skills coach
- Develop and implement strategies to recruit new players to the club
- Liaise with coaches and the coaching coordinator and provide the bridge between them and the management committee including attendance at monthly coaches meetings
- Develop and maintain good working relationships with TAC teams, and YJFL interleague selectors
- Ensure coaches are provided with effective and adequate resources
- Ensure coaches adhere to the policies and philosophy of the club and develop and implement a procedure whereby grievances of and about coaches can be heard and acted upon if necessary
- Ensure all coaches are accredited (in liaison with coaching coordinator) and that all are current AFCA members
- Organize pre-season practice matches with other clubs where appropriate including liaison with council and other tenants regarding access to facilities.
- Organize training schedules for all teams in conjunction with coaches

## Committee Structure

**Job Title:** Coaching Coordinator

**Reports To:** Football Operations

**Special Skills Required:**

- Good Working Knowledge of the YJFL and WJFC policies/philosophy etc.
- Sound understanding of football matters
- Extensive coaching experience and qualifications (Level 2 accreditation where possible)
- Good communication skills

**Duties:**

- Set agenda for (in conjunction with football operations) and chair monthly coaching meetings
- Provide advice, coaching strategies, resources and mentorship to all coaches
- Be the technical resource person on all technical matters relating to coaching
- Make coaches aware of Coach Assist website
- Ensure all coaches achieve necessary accreditation (minimum level 1 coaching) and assist them to do so
- Assist at training where possible

# Committee Structure

**Job Title:** Registrar

**Reports To:** Executive Committee

**Special Skills Required:**

- Good organizational skills
- Developed communication skills
- Good Working Knowledge of the club and league registration rules (Sporting Pulse)

**Duties:**

- Develop and maintain an accurate database of all players and members
- Regularly provide an updated version of this database to the club secretary and Webmaster
- Ensure that all players are registered and have paid their membership prior to playing for the WJFC.
- Process all membership and player registration transactions
- Maintain all registration paperwork as required by the league and provide this to the league as and when required
- Become the first contact for all players regarding enquiries about their registration
- Always encourage new members and players to join the club
- Liaise with Auskick registrar to ensure membership of Auskick database is known for prospective players

# Committee Structure

**Job Title:** Webmaster

**Reports To:** Executive Committee

**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
- Sound knowledge of publishing software

**Duties:**

- Produce and edit clubs weekly 'Bloods Diary' publication
- Liaise with Marketing/promotions Officer to ensure sponsors ads are correctly displayed in the 'bloods diary'
- Liaise with team managers to ensure match reports are received in time each week
- Write a monthly media release to appear in the Warrandyte diary outlining news items, summaries of team progress, upcoming events, special achievements.
- Maintain and keep up the WJFC website up to date

## Committee Structure

**Job Title:** Fund Raising Coordinator

**Reports To:** Executive Committee

**Special Skills Required:**

- Well organized
- Developed communication skills
- High ability to liaise with external parties
- Energetic
- Enthusiastic
- Creative

**Duties:**

- Develop and submit proposals of social/fund raising programs and functions to the management committee for approval
- Co-ordinate and conduct (with a support team) social events for club members and their parents (a social subcommittee should be formed where possible)
- Liaise closely with people from within the club and external organizations to ensure the smooth running of social functions.
- Liaise with the WJFC, wider community and WSG to ascertain the clubs social requirements.
- Submit reports to the management committee on functions that have taken place



# Committee Structure

**Job Title:** Facilities and Risk Management Coordinator

**Reports To:** Executive Committee

**Special Skills Required:**

- An understanding of all YJFL and WJFC policies and procedures
- An understanding of risks associated with junior sport and the running of voluntary incorporated associations
- Effective communication/leadership skills
- Motivated
- Flexible
- Common Sense

**Duties:**

- Raise awareness of issues associated with risk within the club
- Develop a risk management plan
- Develop policies and procedures that will address risk issues
- **Ensure all relevant volunteers have current Working With Children Checks in place.**
- Ensure club insurance policies are in place and understood by committee members
- Promote player insurance cover to players and parents
- Liaise with Grounds Manager to ensure match day checklists are completed as required and any issues are addressed
- Keep an up to date record of any risk management issues and incident reports
- Ensure all buildings and facilities are clean and in good condition
- Member of WSG management committee
- Overseer of the pavilion lock-up procedure

# Committee Structure

**Job Title:** Club Captain

**Reports To:** Executive Committee

**Criteria:**

- Must be upper age Colt
- The player has been with the WJFC for a reasonable amount of time
- Well respected by his peers
- Good Role Model for younger players
- Good leadership qualities
- Good communication skills

**Duties:**

- Provide the link between the players and the management committee and
- represent the players views
- Represent the club in public
- Provide leadership and guidance to the players of all ages

**Job Title:** Club Vice Captain

**Reports To:** Executive Committee

**Criteria:**

- Must be upper age Colt
- The player has been with the WJFC for a reasonable amount of time
- Well respected by his peers
- Good Role Model for younger players
- Good Leadership Qualities
- Good Communication Skills

## Committee Structure

**Job Title:** Canteen Coordinator

**Reports To:** Executive Committee

**Special Skills Required:**

- Qualified in food safety and food safety supervisor
- Well organized
- Energetic
- Enthusiastic
- Responsible and Trustworthy

**Duties:**

- Ensure the canteen operates in a safe and hygienic environment and meets council/health department requirements.
- Arrange orders by prior agreement with the management committee (according to sponsorship arrangements), safe storage and display of stock.
- Ensure cash float is sufficient to commence the operations of the canteen at the start of each day's operation
- Provide treasurer with the days takings and provide a summary of such takings including all receipts etc for any cash outlays
- Provide the treasurer with any invoices which need to be paid in a timely manner
- Ensure all canteen helpers abide by food handling requirements and laws
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## Committee Structure

**Job Title:** Grounds Manager

**Reports To:** Executive Committee

**Special Skills Required:**

- Effective organizational and time management skills
- Good knowledge of grounds and buildings
- Ability to supervise others
- Working knowledge of all ground marking and maintenance equipment

**Duties:**

- Liaise with team managers to ensure a roster of weekly helpers is organized
- Ensure football ground is marked in accordance with league requirements
- Supervise weekly volunteers to ensure football ground and surrounds are clear of any debris
- Ensure match day checklist is completed and any issues are addressed.
- Ensure scoreboard is displayed and in working order
- Ensure the clubrooms and spectator areas are cleaned and clear of any clothing after each weeks play

## Committee Structure

**Job Title:** Sponsorship Coordinator

**Reports To:** Executive Committee

**Special Skills Required:**

- Well Organized
- Innovative
- Creative
- Well developed communication skills
- Enthusiastic

**Duties:**

- Review, develop and implement a sponsorship plan for the club on an annual basis
- Attract and secure sponsorship
- Work with communications coordinator to make sure correct sponsors details appear in club publications
- Provide treasurer with details of sponsorship so invoices can be raised and follow up outstanding payments
- Organize some form of sponsorship recognition
- Assist committee with marketing and new business ideas
- Maintain regular communications with key sponsors to build perceived value of sponsorship packages
- Coordination of Family Night event including sourcing of raffle items
- Source and provide to Team Managers vouchers / player recognition awards
- Coordinate all club merchandising activities

## Committee Structure

**Job Title:** Property Manager

**Reports To:** Executive Committee

**Special Skills Required:**

- Effective organizational and time management skills
- Good knowledge of all club/football equipment
- Good knowledge of all club procedures

**Duties:**

- Ensure all club property is safe and secure
- Ensure team managers kit is fully stocked at start of season
- Ensure all teams are provided with match balls.
- Ensure each team is allocated a set of jumpers and training tops
- Ensure each team is allocated adequate training equipment
- Ensure all jumpers, team managers kits, first aid kits, training equipment are returned at the end of the season
- Arrange for the purchase of any other equipment required as determined by the general committee
- Manage Rebel Sport loyalty program

## Committee Structure

**Job Title:** Apparel Co-ordinator

**Reports To:** Executive Committee

**Special Skills Required:**

- Good Communication Skills
- Good Reporting Skills
- Basic Financial Skills

**Duties:**

- Conduct 2 Stock Takes per season one at commencement and one at end of season
- Sell and take apparel orders on registration day
- Nominate calendar days for apparel sales
- Set up pre season sale day particularly for new player socks and shorts
- Promote apparel sales at Family nights
- Summarise sales per month to track current stock on hand
- Purchase new stock as required
- Negotiate prices with supplier as required