



Garden Suburb Football Club
31 Myall Road, Garden Suburb NSW 2289
gardensuburbfc@macquariefootball.net.au

Garden Suburb Football Club Committee Position Descriptions

Garden Suburb Football Club is run entirely on the generosity and time given by its volunteers – we wouldn't be here without them! The success of our club is dependent on our volunteers and supporters and a few hours of your time can go a long way in helping our club grow.

We have a range of roles and opportunities open with the club all of which are essential in working towards building a better club for our members, and the local community. If you have certain skills that may lend to a particular role, please make yourself known to the club either prior to or at the AGM - all positions are declared vacant at the AGM.

PRESIDENT

The responsibility of the Club President is to overview the management and administrative operation of the club and to provide leadership and support to all its members. The image of a Club is often represented through the Club President and whenever representing the Club, a President should aim for the highest levels of efficiency, together with sound ethical and moral standards.

The President's duties include, but are not limited to:

- Chairing meetings
- Delegation of duties
- Liaising with the relevant governing bodies and associations, club members
- Serve as a spokesperson for the Club when required
- Attending monthly association and local community meetings when required
- Ensuring that all members are made aware of the objectives of the club
- Exercising a watching brief over the whole of the administration of the club
- Being responsible for the good order and discipline of the club
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club
- Coordinate activities within the club committee.

VICE PRESIDENT

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed.

The Vice President's duties include, but are not limited to:

- In the event of the President being unable to fulfill his/her duties to step into that role
- Working with the President and assisting in all administrative areas
- Attending monthly League meetings
- Ensure clubs procedures and documents are in order
- Ensure action items and resolutions are carried out
- Fulfil such other duties as the committee may request





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TREASURER

The Treasurer is responsible for carrying out financial transactions as directed by the Club executive, keeping and maintaining all club financial records and keeping the Club informed of its financial position throughout the year.

The Treasurer's duties include, but are not limited to:

- Administer all financial affairs of the club
- Maintain accurate financial records and prepare financial statements (e.g. profit and loss statement/budget etc.)
- Present a financial report to the club committee at club meetings
- Distribute, collect and lodge all club membership forms and monies in conjunction with the Secretary
- Act as an authorised signatory for the club bank account and monitor the account in particular payments made.

SECRETARY

The Secretary is one of the primary organisers of the club and is responsible for effective administration. The Secretary is the vital link between the Club and its stakeholders as well as being the key point of contact for all correspondence between the Club and Macquarie Football, and Northern NSW Football.

The Secretary's duties include, but are not limited to:

- Keeping the records of the club (other than financial)
- Managing the incoming and outgoing correspondence
- Highlighting any correspondence requiring immediate attention
- Keeping minutes of the meetings and organising distribution to committee members
- Maintaining a correspondence list
- Attending League meetings in the absence of President and or Vice President
- Types and distributes mail/correspondence as required within club and externally
- Main contact point for Club
- Ensuring the club complies with all legal obligations
- Keeping copies of all current information about the Club/Zone e.g. fixtures, social functions, contact lists
- On home games collects game day paperwork and sends it to the League.
- Oversees running of the club along with President & Vice President.

ASSISTANT SECRETARY

Reporting to the Secretary, the Assistant Secretary is tasked with providing comprehensive secretarial and administrative support to the Secretary.

The Assistant Secretary's duties include, but are not limited to:

- Managing the incoming and outgoing correspondence (in the absence of the Secretary)
- Keeping minutes of the meetings and organising distribution to committee members (in the absence of the Secretary)
- Provides support and assistance to the Secretary when required





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REGISTRAR

The role of the Registrar is to supervise and be responsible for the proper registration of all players within a club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details. The Registrar is expected to have good planning and organization skills and should be able to communicate with a wide range of people. They are the contact person for new members.

The Registrar's duties include, but are not limited to:

- Developing and preparing team lists
- Accepting registrations and forwarding paperwork onto Macquarie Football
- Keeping an updated Club registration data base
- Arranging and coordinating registration day/s with the help of volunteers

GROUND COORDINATOR

The role of the Ground Coordinator is to keep a priority list of "odd jobs" and repairs required and to recruit members or externals to undertake work as needed. The role is to oversee the work, not necessarily to do it.

The Ground Coordinator's duties include, but are not limited to:

- Conduct risk assessments of playing field at home and enforcing ground closure due to wet weather
- Manages any maintenance deficiencies
- Marking the ground lines
- Liaise with the club regarding ground closures and other ground related matters such as fencing off worn areas, end of year maintenance
- Update website for ground closure/wet weather information
- Removing and re-installing out of bounds fencing

CLUB COACH COORDINATOR

The Club Coach Coordinator's role is to provide relevant and valued coach support in the club environment, and to monitor and mentor coaches to conduct appropriate quality football activities that will enhance the players' and coaches' experience.

The duties of the Club Coach Coordinator include, but are not limited to:

- Develop a positive club coaching culture
- Promote inclusive practice within the coaching at the club
- Promote the recruitment of women as coaches
- Monitor and mentor club coaches and provide support based on their requirements
- Ensure the coaches have access to appropriate resources and development opportunities
- Present parents with relevant information at regular intervals
- Liaise with Federation representatives and attend workshops in relation to the CCC role.

As a club coach coordinator, the FFA recommend the Club Coach Coordinator possess the following attributes:

- Minimum 12-24 months coaching experience at Junior level
- Well known and respected within the club
- Basic understanding of the Football National Curriculum
- Sound organisational skills
- Well developed interpersonal skills, including empathy and caring qualities
- An ability to think on their feet, be proactive





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FEMALE FOOTBALL COORDINATOR

The Female Football Coordinator oversees and coordinates all matters relating to female football within the Club. This role is responsible for the promotion of female participation at GSFC with a focus on the recruitment and retention of female participants as well enhancing the football experience.

The duties of the Female Football Coordinator include, but are not limited to:

- Obtain feedback from players, coaches and managers and forward onto the committee
- Recruitment and development of female players, coaches, volunteers, administrators and committee members
- Promote and develop female football participation within the Club
- Plan, coordinate and manage ALDI MiniRoos Kick Off for Girls program
- Act as the main point of contact for female players, coaches and managers

JUNIOR COORDINATOR

The role of the Junior Coordinator is to help the club grow junior participation numbers whilst coordinating the development of junior teams, coaches and support staff.

The Junior Coordinator's duties include, but are not limited to:

- Ensuring that there is a suitably qualified coach for each team at the club and provide coaching assistance as required throughout the year
- Provide support & communication to Junior coaches & team managers
- Create and implement player recruitment strategies
- Be the primary contact point of parents and junior players wishing to learn more about GSFC and its playing options
- Encouraging parent participation
- Represent the Junior division at committee meetings
- Coordinate mini-roo ground set up and pull down on match day.

SENIOR COORDINATOR

The role of the Senior Coordinator is to help the club grow senior participation numbers whilst coordinating the development of senior teams, coaches and support staff.

The Senior Coordinator's duties include, but are not limited to:

- Ensuring that there is a suitably qualified coach/manager for each team at the club and provide coaching assistance as required throughout the year
- Provide support & communication to Senior coaches & team managers
- Create and implement player recruitment strategies
- Be the primary contact point for senior players wishing to learn more about GSFC and its playing options
- Represent the Senior division at committee meetings





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ALDI MINIROOS FOOTBALL COORDINATOR

The main responsibility of the ALDI MiniRoos Football Coordinator is to ensure smooth running of ALDI MiniRoos on match day. The estimated time commitment required as the ALDI MiniRoos Coordinator is up to 3-5 hours per week around peak periods of in season. Away from these times, it would decrease.

The ALDI MiniRoos Football Coordinator's duties include, but are not limited to:

- Assist formulating teams after registrations are finalised
- Assist with organising coaches for ALDI MiniRoos teams
- Encourage ALDI MiniRoos Football Coaches to complete a Grassroots Coaching Course
- Ensuring fields are safe and fit to play on
- Ensuring all equipment is accessible to people setting up fields
- Ensuring that all game leaders are identifiable, have a whistle and are aware of the field they will be on
- Organising ALDI MiniRoos Games teams and ensuring coaches and managers are aware of which field their teams are playing on
- Timing the matches and making sure all matches start and finish at the same time
- Arrange the packing up of all equipment after the matches are completed

CANTEEN COORDINATOR

The Canteen Coordinator is responsible in overseeing the operation of the canteen during home games including the ordering of food and beverages and the preparation of rosters for staffing of canteens during club home games.

The duties of the Canteen Coordinator include, but are not limited to:

- Represent the club in a professional manner at all times
- Attract and recruit new volunteers to the help with duties
- Develop clear job descriptions for all required duties
- Supervise volunteers or allocate other members to supervise
- Identify methods of recognising potential volunteers
- Communicate and liaise with committee members on a regular basis
- Account for all purchases and receipts and supply Treasurer with monthly stock take
- Attend monthly meeting and give canteen status
- Prepare rosters/schedules
- Ensure that an adequate food safety plan is in place for canteen operations and that adequate equipment is available for providing the canteen services
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible
- Ensure that the canteen is open for business from the commencement of the first game at home games
- Hold or be willing to undertake a Safe Food Handling Certificate and Responsible Service of Alcohol

GEAR OFFICER

The Gear Officer role is to ensure the proper distribution, cataloguing and return of all Club equipment. They are also responsible for sourcing and ordering of any new equipment and the maintenance of all existing equipment.

The Gear Officer's duties include, but are not limited to:

- Arranging the organisation and safe storage of club equipment
- Issuing relevant equipment to all Coaches/Managers
- Maintaining a record of equipment on hand and on issue
- Monitor and report on the condition and quality of Club equipment
- Maintain existing equipment where safe to do so and replace old equipment when necessary and financially able
- Liaise with coaches and managers regarding the collection and return of all equipment at the end of the season.





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GRANTS, FUNDRAISING & SPONSORSHIP COORDINATOR

The Fundraising & Sponsorship Coordinator is responsible for the organisation of all fundraising and sponsorship arrangements of the Club. They are also responsible for marketing the Club to maintain its presence in the community and actively seeking and promoting fundraising and sponsorship opportunities.

The duties of the Sponsorship Coordinator include, but are not limited to:

- Reporting regularly to the Committee
- Prepare submissions to granting bodies and potential sponsors for funding to support club development and operations
- Develop a sponsorship prospectus to attract sponsors to the club
- Maintain a register / database of existing club sponsors and supporters
- Ensure the existing sponsors and supporters of the club are supported, recognized and included in club events
- Maximise the number of sponsors supporting the Club and to maximise revenue from the sponsorship base
- Ensure all existing sponsors are contacted three months prior to the season commencement

MACQUARIE DELEGATE

The Macquarie Delegate is responsible for all matters relating to the Club's relationship with Macquarie Football.

The duties of Macquarie Delegate include, but are not limited to:

- Represent GSFC at all Macquarie Football meetings and functions
- Attend all delegates meetings conducted by Macquarie Football
- Attend the Macquarie Football AGM
- Convey to Macquarie Football any issues that the Club may have relating to the rules and operation of Football
- Convey any topics that have an impact on GSFC in a proper and timely manner
- Submit all correspondence (questions or requests) with Macquarie Football in writing

VOLUNTARY SAFETY OFFICER

The Volunteer Safety Officer is responsible for ensuring the safety of volunteers at GSFC.

The duties of the Voluntary Safety Officer include, but are not limited to:

- Attend biannual information sessions conducted by Council
- Complete a face-to-face induction at a Council information session, including the online induction form
- Coordinate the induction of volunteers undertaking any work on behalf of Council to the facility according to the manual and information provided at Council Information Sessions
- Provide training in any relevant processes relating to the work, including manual handling techniques as outlined in the manual and information provided at Council Information Sessions
- Make sign-on sheets available at the facility for volunteers to sign as outlined in the manual
- Maintain First Aid Kit as outlined in the manual, and make all volunteers aware of its location
- Ensure facility hirers/users understand the need to inspect playing surfaces to ensure they are safe for use prior to any activity





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MEMBER PROTECTION INFORMATION OFFICER

The Member Protection Information Officer (MPIO) is the first point of call in the club for any enquiries, concerns or complaints about harassment and abuse. The MPIO provides confidential information and moral support to the person with the concern or who is alleging harassment. The MPIO is responsible to the club's Board / Committee and club members.

The role of the Member Protection Information Officer (MPIO) include, but are not limited to:

- Listen to complaints and concerns from members and visitors
- Provide support for all members
- Provide information and options for member behaviour (not advice)
- Keep up to date with information on harassment, discrimination and other forms of inappropriate behaviour
- 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

Position Requirements:

- Ability to provide support
- Interpersonal skills
- Good communication skills
- Good conflict resolution skills
- Knowledge of Club Member Protection policies and procedures
- Able to work independently

To become an MPIO and receive a Certificate of Recognition, participants must:

- Complete the online training course (free)
- Attend a face-to-face MPIO workshop
- Register as a MPIO on the national database using both their online and workshop certification numbers

WORKING WITH CHILDREN CHECK COORDINATOR

The Working With Children Check Coordinator is responsible for the management of the WWCC processes and procedures at GSFC. They are responsible for ensuring all volunteers at GSFC obtain and provide their WWCC number to the club regardless of the exemptions.

The role of the Working With Children Check Coordinator include, but are not limited to:

- Compiling a spreadsheet of all volunteers and paid workers who are engaged in child related roles at GSFC ensuring all volunteers and paid workers in these child related roles obtain a WWCC. Examples of Child related roles in football are coach, manager, trainer, physio, technical director, youth coordinator, committee member, MPIO, chaperone, any other role which has contact with children u18 (unless exempt)
- Compiling a spreadsheet of club roles and individuals who are exempt from the WWCC including specific reasons for exemption
- Notify all volunteers /paid workers in child related roles that they must provide their WWCC Number to your Club Member Protection Information Officer/ WWCC contact along with their DOB and Last Name
- Create a verification spreadsheet. This spreadsheet should include the volunteers /paid workers details, role within the club, WWCC Number, WWCC status and revalidation date
Verification of all WWCC Numbers on-line and keep a record of all verifications
- Removal of any bared workers from child related roles within GSFC immediately





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TEAM COACH

Coaches at all levels play a crucial role in ensuring that football is an enjoyable experience for everyone, as well as developing the team's skills and knowledge of the game. They are responsible for ensuring the successful coaching of the team and welfare of the players in their care, whilst making sure that all on-field matters are dealt with efficiently and timely. They are to provide support to the team manager and any support staff and ensure GSFC is represented both visibly and ethically as required.

The duties of the Team Coach include, but are not limited to:

- Plan, conduct and evaluate training sessions with consideration of updated coaching trends.
- Develop and communicate match plans to the players and Team Manager.
- Provide ongoing feedback to individual players on performance during training and matches.
- Liaise with the players' parents or guardians for team information and player injury rehabilitation.
- Integrate appropriate sports science into the coaching plan and understand the role of sports science in: injury avoidance, nutrition, mental skills, fitness and strength.
- Assume responsibility for the operation of all individuals who interact with the players.
- Assume supervisory role of the team when required during training sessions and game days.
- Assist the Team Manager in the supervision of team members, specifically when the players are on the football field.
- To coach the players with consideration for the mission and goals prescribed for the team.

TEAM MANAGER

The role of the Team Manager is to ensure the successful management of the team and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely. They also provide support to the coach and any support staff.

The duties of the Team Manager include, but are not limited to:

- Liaise with all team members, parents, coaches and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the secretary.
- Liaise with the players, coaches and the General Committee, acting as a liaison officer between the club and the team.
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Secretary or General Committee.
- Coordinate return of equipment to appropriate storage area after training and matches.
- Coordinate submission of team sheets and match reports to secretary after both home and away matches.
- Ensure all players pay their membership fees and other required payments on time.
- Determine weekly awards with appropriate coaches and support staff.

