

# 2021 BJFC Delivery Structure



**BRUNSWICK**  
♦ JUNIOR ♦  
FOOTBALL CLUB

## January 2021

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## BJFC Delivery Team

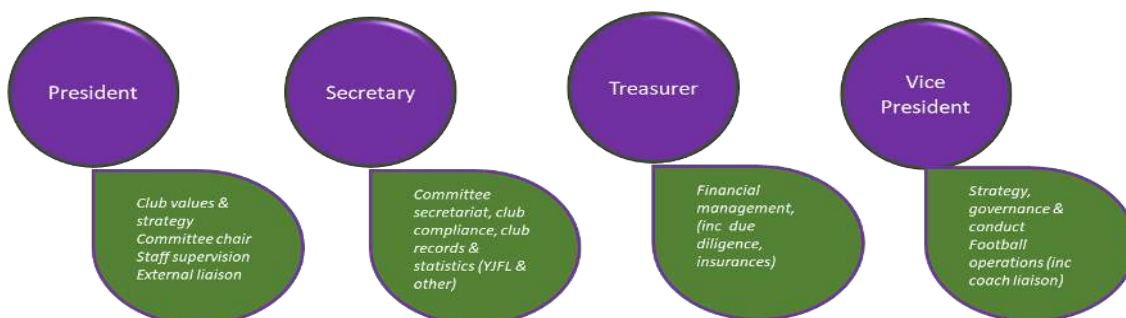
The structure of the delivery team is to support the Club vision, values and principles.



## BJFC Management Structure

### Executive Committee Members

The club has four executive office holders as per the rules of the organisation. Each of these office holders manages a portfolio of sub-committees.



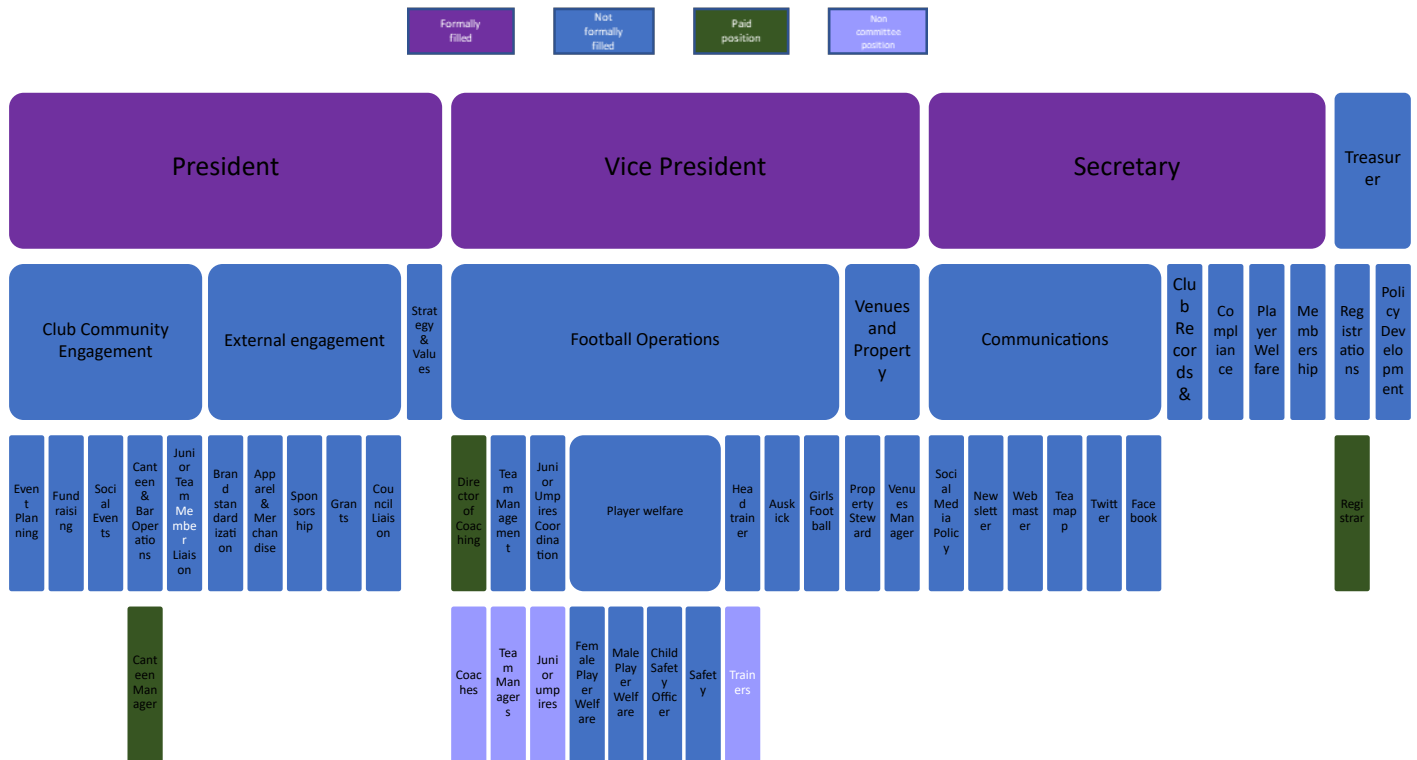
## General Committee Members



## Committee Members Code of Conduct

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by
  - Submitting reports of activities
  - Reading the agenda, papers and any emails before the meeting
- Talk to the chair before the meeting if you need to clarify anything
- Arrive on time. Stay to the end.
- Participate fully in the meeting:
  - Listen to what others have to say and keep an open mind
  - Contribute positively to the discussions
  - Try to be concise and avoid soliloquies
- Help others concentrate on the meeting. Discourage side conversations
- Have the best interests of the organisation/beneficiaries in mind always
- Draw attention to any potential conflicts of interest that may arise in the meeting
- Keep committee discussions confidential
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress before or at the next meeting

# Portfolio Summary



## Decision Making Process

Committee Members have been charged to represent the Club and its members including making decisions on their behalf. In doing so, members of the Committee should remember their ‘fiduciary’ responsibility ie: the trusteeship they carry on behalf of members and stakeholders. Decisions must focus on club interests and not the interests of individuals and discussion should include all Committee Member input. Where the decision is split between Committee Members, the Constitution will define who is able to cast the deciding vote – usually the President.

The Committee Meeting Agenda will highlight which items are ‘For Decision’ and those ‘For Noting’. As soon as there is a quorum, items that require a decision are made first.

Given the Club Committee usually only meets monthly, interim decision-making methods is required. These will depend on the nature, significance and the timing of the decision.

## Significant or Less Urgent Decisions

When decisions aren’t required urgently or are significant in their impact, a thorough process of information gathering is needed. The following represents a two-meeting cycle, however, if insufficient information is available, this may need to be extended or include out of session methods in conjunction.

Initial Committee Meeting	Before Next Meeting	Next Committee Meeting
<ul style="list-style-type: none"> <li>Issue raised for consideration</li> <li>Initial Discussion</li> <li>Decision needs more thought</li> <li>Parameters set for a good decision e.g. what information is required and who will seek it out</li> </ul>	Any or all of these: <ul style="list-style-type: none"> <li>Sub-committee actions</li> <li>Committee members seek to find out more themselves</li> <li>Members views are sought</li> <li>Expert and/or external opinions sought</li> </ul>	<ul style="list-style-type: none"> <li>Discussion related to new information</li> <li>Decision made</li> <li>Actions for implementation developed</li> </ul>

## Robert's Rules of Order (Adapted)

Committee meetings would follow the agenda and present motions for decision prior to voting. Committee members participate by stating the decision they would like to make prior to discussing its merit. Committee members state the decision they would like to be made in the form of a motion. A motion is a proposal that the Committee act on.

Committee Members can:

- Present motions: make a proposal I move...
- Second motions: express support for discussion of motion I second...
- Debate motions: give opinions on the motion, I think...
- Vote on motions: decide Aye - Nay

Committee members vote: By voice, by show of hands, by roll call, by ballot, by general consent

For good record keeping, the decision and individual responses should be recorded in the minutes.

## Urgent Decisions

Sometimes decisions are required more quickly than meeting schedules allow. In this case the Committee may choose to adopt:

- An out of session decision processes via email, series of telephone discussions. The President or Secretary contacts each Committee Member who is given a deadline to respond. No response is usually indicative of agreement, but it should be spelt out if this is the case. Responses are managed by the President or Secretary and the final decision made by the President based on member responses. For good record keeping, the decision and individual responses should be recorded.
- A delegation approach where a smaller group of members or a sub-committee is charged with the ability to decide with some provisions set by the whole Committee. "We agree in principle as long as there is ... in place"

## Sub-committee structure

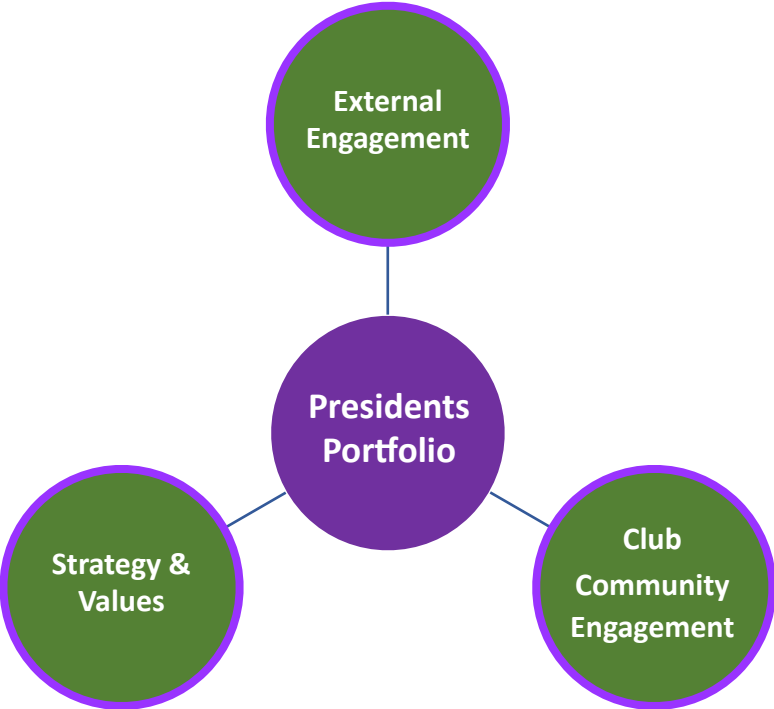
To stream line the delivery, the Executive will run sub-committees and come together regularly to monitor and direct the club's strategic and operational status gain club overview and status.

Each subcommittee is to be chaired/ sponsored\* by one of the Executive Officer holders.

\*Sponsored – if nominated Executive elects not to attend sub-committee meetings then an updated must be sought from nominated chair to ensure enough information can be provided to the Executive for updates and/or decision making.



# President Portfolios



# President

## Objectives

- To provide strong, efficient and effective leadership for 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 activities are participated in a fair spirit.
- To provide stewardship of club's values and strategic direction.

## Responsibilities

- Ensure subcommittees and committee members fulfil their responsibilities to the club.
- Preside at all meetings of the Club Committee of Management.
- 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 Executive or General Committee.
- Custodian of the club values & strategic direction
- Ensuring compliance in accordance with the Model Rules for Incorporated Associations

## 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 (YJFL), or Delegates Meetings.
- Attendance at all Moreland City Council meeting which request the attendance of BJFC
- Supports all Managers, Committee Members and other stakeholders.
- External stakeholders YJFL, AFL, other football clubs, Councils, State & Local Governments, Brunswick Football Club (One Club Seniors), Auskick, Sponsors

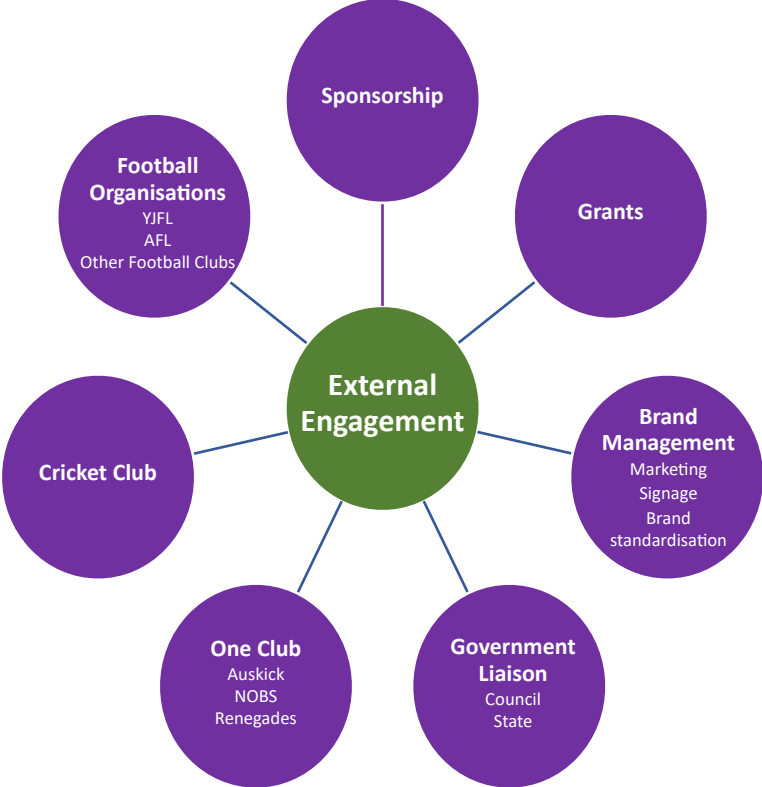
## Accountability

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

## Sub-committee Portfolio

- Chair BJFC Executive
- Portfolio Executive for
  - Club Community Engagement
  - External Engagement
  - Strategy & Values

# External Engagement





## **Auskick Liaison Officer**

### **Objective**

- To establish a player pathway and participation opportunities for those new to the sport
- To provide a channel for recruiting new players
- To provide support to the Director of Coaching and Football Operations members to ensure the inclusive operation of the club

### **Responsibilities**

- BJFC contact point for Auskick Coordinator to formalise arrangements regarding use of facilities
- Coordinate President address to Auskick parents
- Liaise regarding Auskick under lights
- Coordinate Dragons to visit Auskick training sessions to assist
- Makes contact and maintains contact with Auskick, encourages their participation in recruitment, Junior club and One Club activities

### **Relationships**

- Reports to the Director Football Operations
- Liaises with Auskick Coordinator (external to BJFC)

### **Accountability**

- The Auskick Liaison Officer is accountable to the President and Football Operations Manager.
- Provide a report on portfolio operations to the regular Committee meeting

### **Sub-committee Portfolio**

- Member of Football Operations Committee

## **Sponsorship Co-ordinator**

### **Objective**

- To maximise the number of sponsors supporting the club and to maximise revenue from the sponsorship base.
- To manage the relationship between the club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long-term basis.
- To provide support to the Executive and Committee members to ensure the efficient management of club sponsorship activities.

### **Responsibilities**

- Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the club to attract as broad a sponsorship as possible.
- Ensure sponsors align with club values and strategy.
- Co-ordinate all sponsorship for all areas of the club.
- 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.
- Invite sponsors to the club's annual major fundraising event.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all club sponsors.

### **Relationships**

- Reports to the President & Executive
- Liaises with the Club's Committee.
- Liaises with senior club for a joint approach to sponsorship.
- Liaises with Sponsors.
- Liaises with Venues & Property Steward regarding requirements
- Supports Sponsorship coordinators and any person responsible for providing services associated with sponsorships.
- Liaises with Club Community Engagement

### **Accountability**

- Sponsorship Coordinator is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the regular Committee meeting as required.
- Seek ratification from the appropriate Committee member prior to committing the club to any financial expenditure or action.
- The Sponsorship Coordinator shall seek ratification from the General Committee of sponsorship packages offered by the club and shall thereafter have the authority to act within the limits of the packages without reference to the General Committee.

### **Sub-committee Portfolio**

- Member of External Engagement sub-committee

## **Grants Officer**

### **Objectives**

- To identify and win grant money to support the club's strategy

### **Responsibilities**

- Seek out grant opportunities
- Coordinate grant proposals
- Collection of information from the Executive to support grants

### **Relationships**

- Liaise with One Club Officer
- Liaise with general committee members regarding grant opportunities

### **Accountability**

- Grants Officer is accountable to the President and the General Committee
- Provide a report on portfolio operations to the regular committee meeting

### **Sub-committee Portfolio**

- Member of External Engagement sub-committee

## **One Club Officer**

### **Objective**

- To provide a channel for formalising agreements between the club on player pathway and shared use of facilities

### **Responsibilities**

- Coordinate Dragons involvement with the senior club
- Coordinate any events that involve “One Club”
- Represent the Junior club at One Club meetings

### **Relationships**

- Liaise with Brunswick Football Club both Men’s and Women’s teams
- Liaises with Auskick Coordinator
- Liaise with Sponsorship Coordinator
- Liaise with Grants officer

### **Accountability**

- Accountable to the President and General Committee
- Provide a report on portfolio operations to the regular Committee meeting

### **Sub-committee Portfolio**

- Member of External Engagement sub-committee

# Club Community Engagement



# Club Community Engagement Manager

## Objective

- To establish a broad social calendar for the season and end of season to provide a range of appropriate entertainment and engagement opportunities for all club members and to enhance the appeal of the club to the wider community.
- To ensure a well-run canteen and bar.
- To provide support to the Executive and Committee members to ensure the efficient operation of the club
- To ensure club events are aligned with club values

## Responsibilities

- Appoint a subcommittee to program and organise social events for the club.
- Prepare a calendar of social events that will attract the widest involvement from all members of the club prior to the commencement of the season.
- Ensure that all social events held are at least cost neutral to the club.
- Manage Canteen Manager and Bar Manager
- Provide guidelines to Team Managers and Coaches to support their team-based activities conducted under the “Dragons” umbrella.
- 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 President and General Committee
- Liaises with all relevant committee members and any person responsible for and or running any social event under the club umbrella
- Liaises with official club suppliers & other key stakeholders
- Liaises with Sponsorship Coordinator
- Liaises with the Senior club

## Accountability

- The Club Community Engagement Manager is accountable to the President, Treasurer and the General Committee.
- The Club Community Engagement Manager shall seek ratification from the General Committee of the social calendar including financial arrangements and shall thereafter have the authority to act within the limits of that arrangement
- Provide a report on portfolio operations to the regular Committee meeting

## Accountability

- Club Community Engagement Manager is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the regular committee meeting

## Sub-committee Portfolio

- Portfolio Chair Club Community Engagement for:
  - Event planning
    - Annual Team Photos
    - Award night
    - Milestone recognition
    - Hosting Interstate Teams
  - Social Functions
    - Pie nights
    - Talent nights
    - Trivia nights
    - Ball
  - Fundraising
  - Canteen Operations
  - Bar Operations
  - Merchandise



## **Canteen Manager**

### **Objectives**

- 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
- Maintain policy promoting healthy eating

### **Responsibilities**

- Opening Canteen on morning of home games;
- Ordering sufficient quantities of stock to fulfil demand for food, drink and snacks
- 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 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
- 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
- Planning healthy option menus
- Collection of money, float and reporting of takings and expenses to Treasurer.

### **Relationships**

- Club Community
- Bar Manager
- Club Committee, especially the Treasurer
- Club suppliers

### **Accountability**

- Canteen Manager is accountable to the Club Community Engagement Manager and Treasurer
- 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 regular Committee meeting

### **Sub-committee Portfolio**

- Member of Club Community Engagement sub-committee



## **Bar Manager**

### **Objectives**

- Responsible for the management of the Bar Friday training nights and social events
- To ensure a safe and comfortable environment for club members through the implementation of the Responsible Management of Alcohol 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.
- 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.
- To account for all purchases and sales of liquor.
- Ensure enough 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.
- Maintain policy ensuring responsible service of alcohol and alignment with club values
- Arranging rostering to ensure sufficient staffing of Bar always by all BJFC families on game day;
- Collection of money, float and reporting of takings and expenses to Treasurer.
- Ensuring bar staff are supervised by volunteers with RSA

### **Relationships**

- Club Community
- Canteen Manager
- Liaises with official Club suppliers & other key stakeholders.

### **Accountability**

- Bar Manager is accountable to Club Community Engagement Manager and Treasurer
- 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 regular Committee meeting

### **Sub-committee Portfolio**

- Member of Club Community Engagement sub-committee

## **Annual Team Photos Co-ordinator**

### **Objectives**

- To provide central club support for production of team photos in coordination with Team Managers

### **Responsibilities**

- Organise photographer service provider
- Organise location availability
- Develop roster for teams to have the photos taken
- Provide quality control of product
- Organise distribution of photos
- Provide communications

### **Relationships**

- Liaise with Secretary
- Liaise with Team Manager Coordinator and Team Managers
- Liaise with Communications Lead
- Liaise with Treasurer regarding expenditure
- Liaise with senior club regarding location availability

### **Accountability**

- Annual team photos co-ordinator is accountable to the Club Community Engagement Manager

### **Sub-committee Portfolio**

- Member of Club Community Engagement committee

## **Fundraising Officer**

### **Objectives**

- To generate income for the club to supplement revenue from registration fees and other sources on items over and above seasonal delivery costs.

### **Responsibilities**

- To identify innovative opportunities for fundraising including raffles etc

### **Relationships**

- Club Community Engagement Manager regarding events
- Sponsorship Co-ordinator to source items for fundraising
- Team Manager Coordinator to engage team membership in efforts

### **Accountability**

- Fundraising Officer is accountable to Club Community Engagement Manager and Treasurer
- Provide a report on portfolio operations to the regular committee meeting

### **Sub-committee Portfolio**

- Member of Club Community Engagement sub-committee

## **Junior Team Co-ordinator (U8-U10)**

### **Objectives**

- Single point of contact for new parents joining the club, and to take the lead on the tricky negotiations that occur around player allocations.

### **Responsibilities**

- Coordinate U8-10 recruitment (players and coaches recruitment) including School and Auskick liaison
- In coordination with the Registration Officer, prepare proposed team lists for U8-10s each year for committee approval and in line with BJFC team allocation policies
- Take lead role in U8-10 parent communications, escalating issues to the Committee Executive as appropriate
- Lead role in promoting key volunteer roles and identifying prospective coaches and team managers well in advance of the season commencing
- In coordination with the Football Operations Manager, coordinate practice matches for U8-10s
- Prepare and distribute new parent information materials and coordinate info session for new parents
- Ensure compliance with child safety policies

### **Relationships**

- Liaise with the Football Operations Manager
- Liaise with Registration Officer regarding player allocation
- Liaise with Auskick Liaison Officer
- Liaise with Team Manager Co-ordinator

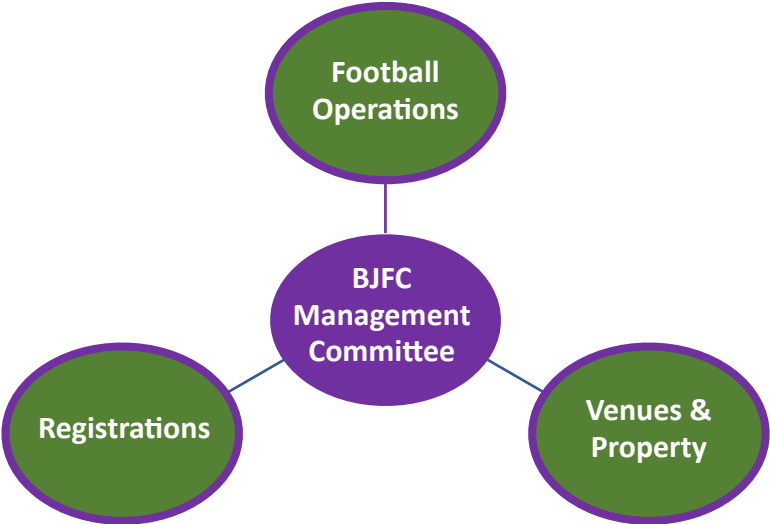
### **Accountability**

- Junior Team Co-ordinator is accountable to the President

### **Sub-committee Portfolio**

- Member of Club Community Engagement Sub-committee

# Vice President Portfolios



## **Vice President**

### **Objectives**

- Provide leadership to all members, volunteers, supporters, staff and other stakeholders.
- To provide support to the club president
- To provide support to the executive and committee members to ensure the club's efficient operation

### **Responsibilities**

- Ensure the effective and efficient operation of the executive and all related operations.
- Preside over meetings in the absence of the president
- Ensure that all volunteers and support staff are carrying out their duties as required
- Oversee recruitment of volunteer and staff roles 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

### **Relationships**

- Reports to the club's president and general committee.
- Supports all support staff and volunteers
- Liaises with the executive
- Liaises with official club suppliers & other key stakeholders

### **Accountability**

- The Vice President is accountable to the president and general committee.
- Provide a report on portfolio operations to the regular committee meeting
- Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action

### **Sub-committee Portfolio**

- Portfolio Executive for
  - Football Operations
    - Coaching Director
    - Auskick
    - Girls Football
  - Facilities and Equipment
  - Registrations and Registrar

# Football Operations



# Football Operations Manager

## Objectives

- To ensure that the teams have what they need to succeed regarding the game and playing aspects across the Club

## Responsibilities

- Oversight of development of
  - Players including
    - Registration
    - Pathways,
    - Player welfare
    - Basic skills development
    - Player discipline issues
    - High performance programs
    - Sponsoring players to participate in development programmes (eg VSquad)
  - Coaches including
    - Primary contact point
    - Accreditation
    - Code of conduct & discipline
    - Development & training
    - BJFC Coaching Manual
  - Umpires including
    - Pathways
    - Training
    - Game allocation
- Scheduling of
  - Ground allocations
  - Pre-season training with coaches and equipment
  - Pre-season practice matches
  - Pre-season high performance training
  - “Holiday friendlies”
  - Finals
- Allocation of
  - Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
  - Oversee the maintenance and management of all training and team match equipment
- Convene the football Operations sub-committee regularly

## Relationships

- Manage Director of Coaching
- Manage members of the Football Operations sub-committee
- Liaise with coaches, players, umpires, team managers
- Liaise with Registrations Lead regarding team lists
- Liaison with General Committee members.

## Accountability

- The Football Operations Manager is accountable to the Members and the Executive Committee.
- Provide a report on portfolio operations to the regular Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the club to any financial expenditure or action.

## Sub-committee Portfolio

- Chair of Football Operations sub-committee
  - Coach Development & Coordination
  - Team Management
  - Player Pathways
  - Girls Football
  - Umpires



- Facilities & Equipment

## **Director of Coaching**

### **Objectives**

- To coordinate, educate and evaluate all coaches at training and on match days
- Provide a forum for coaches to discuss coaching and training programs

### **Responsibilities**

- Assist with the development of all coaches
- Oversee training drills, skills and training plans
- Ensure all coaches have up to date Level 1 accreditation
- Assist where required coaches for training skills and drills
- Arrange for education nights for coaches and team age groups as required
- Liaise with all coaches, providing regular feedback on training and match days
- Provide feedback to Coaches (written and verbal)
- Update the BJFC training manual and home plans for all age groups
- All equipment is available as required by Coaches and/or League and is in good working order (including match balls)
- A minimum of four coaches meeting per annum, generally being pre-season, after grading (end of round 4), mid-season and end of season.

### **Relationships**

- Liaises with all coaches and associate players
- Liaises with First Aid Lead

### **Accountability**

- Director of Coaching is accountable to the Football Operations Manager and committee Executive
- Provide a report on portfolio operations to the regular committee meeting

### **Sub-committee Portfolio**

- Member of Football Operations sub-committee.

## **Coaches**

### **Objectives**

- To provide the highest standard of coaching and development to the players of the appointed grade of competition.

### **Responsibilities**

- Coach in accordance with the AFL Next Generation Australian Football Match Policy for the conduct of the game for players 5-18 years of age.
- Promote the importance of club members adhering to the AFL Kids First Policy.
- Apply the code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- Develop and establish an appropriate pre season training program.
- Provide recommendations to the Football Executive on the recruitment of appropriate football support staff.
- Instruct the players placed under their care generally and to see that all players carry out enough training.
- Liaise with other junior grade coaches to establish a consistent coaching policy throughout the Club.
- Assist with junior development outside the Club where possible or appropriate.
- Provide game day coaching expertise.
- Attend Club functions as agreed to
- Provide regular reports as required throughout the season.

### **Relationships**

- Players
- Football Operations
- Team Managers
- Parents

### **Accountability**

- Accountable to the Coaching Director and Club Committee

### **Sub-committee Portfolio**

- Attendee at Coaching Director run sessions

## **Junior Umpires Co-ordinator**

### **Objective**

- To provide a development pathway for junior umpires in the club
- Ensure quality of umpiring and protect reputation of the club for providing high quality club umpires of U8, U9, U10 level.

### **Responsibilities**

- Rosters for Junior Umpires for both club and YJFL games
- Organising training for Junior Umpires
- Organise payment for Junior Umpires

### **Relationships**

- Reports to the Director Football Operations
- Liaises with Coaches for umpiring support during training

### **Accountability**

- The Junior Umpires Co-ordinator is accountable to the Director Football Operations.
- Provide a report on portfolio operations to the regular Committee meeting

### **Sub-committee Portfolio**

- Member of Football Operations sub-committee

## Team Manager Co-ordinator

### Objectives

- To ensure team managers have what they need to support the team effectively and are compliant to YJFL rules
- To be the contact for team managers, providing support and information as and when needed

### Responsibilities

- Training and monitoring of Team Managers a to ensure
  - they are aware of their responsibilities
    - Child Safe Standards
    - preparation of team sheets,
    - game day responsibilities including inter-club communications and trouble-shooting,
    - record keeping,
    - score posting etc;
    - player registration process
      - timely collection of
        - YJFL Registration Form,
        - Proof of Age,
        - Code of Conduct (Player & Parent),
        - Consent Form and
        - BJFC Payment Form
        - Number allocation
        - Apparel collection
  - they are well versed in the use of YJFL web-site to fulfil responsibilities;
    - Rules for the current season
    - Roles for game day
      - Organising qualified Trainers
  - They have access and training to supporting tools such as
    - Sporting pulse
    - Team manager Google drive
    - Codes for key safes/ security systems
- Ensure all match day forms and procedures are up to date and accessible to team managers
- Maintains a list of team managers contact details
- Co-ordinates distribution of team manager's kits at the start of each season
- Maintain regular communication with all Team Managers during the season (via Team App)
- A minimum of four Team Manager meetings per annum, generally being pre-season, after grading (end of round 4), mid-season and end of season.

### Relationships

- Team Managers
- Player parents and players
- General committee

### Accountability

- Team Manager Co-ordinator is accountable to the Football Operations Manager
- Provide a report on portfolio operations to the regular committee meeting

### Sub-committee Portfolio

- Chair of Team Managers Forum
- Member of Football Operations sub-committee

## **Team Managers**

### **Objectives**

- To ensure the smooth running of a specific team
- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach and any football staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.
- Key contact point for parents on all team related matters and act as a key communication channel on behalf of the BJFC committee on all matters

### **Responsibilities**

- To liaise with parents and identify on team sheets parent duties for match day.
- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Club) to ensure the efficient operation of the team
- Ensure all players are either currently registered with the League or has an approved clearance from previous Club
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made
- Check jumpers are in always good order and have appropriate sponsors logos attached if required
- Ensure other support staff has been appointed and are in attendance as required
- Ensure the integrity of best and fairest voting in accordance with Club policy
- All Team Managers are appointed and trained in match day responsibilities as defined by the YJFL League by Laws;
  - Goal Umpire
  - Time Keeper
  - Runner
  - Boundary Umpire
  - Interchange steward
  - Match Manager
  - Ground Manager
- Update and Sports TG
- Compliance with Child Safe Standards
- Arranging rostering to ensure sufficient staffing of Canteen always by all BJFC families on game day;

### **Relationships**

- Players
- Player Parents
- Coaches
- Team Manager Co-ordinator

### **Accountability**

- Team Managers are accountable to Team Manager Co-ordinator

### **Sub-committee Portfolio**

- Member of Team Manager Forum Chaired by Team Manager Co-ordinator

### **Game day responsibilities**

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each Saturday. Duties may be varied to reflect an individual's time commitment or the role as negotiated with the team Coach.

#### **Team sheets**

- Complete, sign and give to umpire in accordance with league rules.
- Ensure all players named on team sheet including runner and trainers and water boys are registered.
- Full names are required, first and surname.

#### **Goal kickers**

- Ensure tally is kept during match.
- Goal kickers are to be recorded on the days running sheet.
- Goal kickers to be given to the opposition team manager or secretary at away matches and goal kickers obtained from the opposition at home matches.

#### **Club best & fairest**

- Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be given to the opposition at away games and details of their best players got from them at home matches (Check league rules)

#### **Players property**

- Ensure players property is collected prior to each game and safely secured during matches.

#### **Boundary & goal umpires**

- Boundary and goal umpires are to be arranged as required
- All club umpires are to be correctly attired according to league regulations.

#### **Drinks**

- Ensure player's drinks are always on hand (liaise with trainers on the provision of drinks).

#### **Trainer's equipment**

- Liaise with trainers to ensure sufficient equipment including towels are on hand.

#### **Footballs**

- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ball is returned after the completion of the match.

#### **Scores reporting**

- Check your league procedures for this.

#### **Statistician**

- Statistician to be provided for the senior team (if required by the coach).

#### **Scoreboard**

- Team manager responsible for the organisation of scoreboard attendant at all home matches.

#### **Transport of gear**

- Team managers are responsible for the organisation of transport of gear to away matches.

#### **Awards**

- Determine, with appropriate football staff, best player awards for the team side
- Prepare awards for distribution

#### **Umpires**

- Check with umpires within 10 minutes of finish of game that there were no reports ("all Clear").

- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.



## **Head Trainer**

### **Objectives**

- To coordinate the Club trainers
- To manage the Club insurance program
- To oversee the management of player injuries
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Ensure that all grades of football have sufficient numbers of skilled training staff to service training and match days.
- Arrange training courses to ensure that all trainers are appropriately skilled in first aid and sports injury treatment.
- Coordinate the management of player injuries and treatment to ensure that lost time due to injury is minimised.
- Ensure the Club meets any league requirement regarding player insurance policy.
- Coordinate a register of injuries to players in all Grades.
- Provide advice to injured players regarding access to insurance claims including scope of the likely benefit.
- Manage and submit claims on behalf of injured player to the Insurer.
- Reconcile claims and ensure players receive payments returned from insurer.
- 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 Manager Football Operations and Club Executive
- Liaises with any injured player and medical/training staff
- Liaises with the Secretary
- Liaises with official Club suppliers & other key stakeholders

### **Accountability**

- Accountable to 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

### **Sub-committee Portfolio**

- Chair of Player Welfare & Safety Sub-Committee
- Member of Football Operations Sub-Committee

## **Trainers**

### **Objectives**

- To provide medical treatment and advice to the Coach and players for the team allocated to his/her care.

### **Responsibilities**

- Maintain a current First Aid and Sports Injury certificate.
- Develop/revise code of conduct regarding injury treatment for coaching staff and players.
- Provide recommendations to the Club Executive on the recruitment of appropriate football support staff.
- Ensure adequate supplies of strapping tape and medical supplies are available in accordance with Club policy.
- Instruct the players placed under their care, in the treatment of any injury.
- Be in attendance on team training nights as arranged by the Committee member responsible for Trainers.
- Wear appropriate attire as required by the Club.
- Be in attendance in the change rooms prior to the game at a time agreed upon with the team coach.
- Provide game day medical support to all players.
- Provide post game treatment of any injuries to players.
- Provide regular reports to the relevant coaches on the state of any injury to any player.

### **Relationships**

- Reports to the Coach Committee member responsible for Trainers.
- Liaises with the Secretary & Coaches

### **Accountability**

- Accountable to the Head Trainer and Club Executive.

### **Sub-committee Portfolio**

- Member of Player Safety & Welfare Sub-Committee

## **Oranges Co-ordinator**

### **Objectives**

- To make available oranges each week for teams

### **Responsibilities**

- To collect oranges from sponsors nominated location each week
- Make available oranges for collection by team representatives

### **Relationships**

- Liaise with Team Manager Coordinator
- Liaise with Team Manager
- Liaise with Sponsorship co-ordinator

### **Accountability**

- Reports to Team Manager Coordinator

### **Sub-committee Portfolio**

- Member of Team Manager Forum

## **Girls Football Development Officer**

### **Objective**

- To establish a female player pathway and female participation opportunities
- To provide support to the Director of Coaching and Football Operations members to ensure the inclusive operation of the club

### **Responsibilities**

- Contact for all families with girls who want to play
- Co-ordinates recruitment efforts aimed at girls
- Advocate for female participation on the committee and within the club
- Develop female participation pathways within the club including but not limited to:
  - Player
  - Coaches
  - Umpiring
- Represents the club for girls' football at external forums
- Makes contact and maintains contact with the senior women, encourages their participation in recruitment activities and training

### **Relationships**

- Reports to the Director Football Operations
- Liaises with One Club Liaison Officer and Brunswick Senior Women to encourage female football participation pathways

### **Accountability**

- The Girls Football Development Officer is accountable to the President, Director Football Operations.
- Provide a report on portfolio operations to the regular Committee meeting

### **Sub-committee Portfolio**

- Chair of Girls Football Development sub-committee
- Member of Football Operations Committee

## **Apparel and Merchandise**

### **Objectives**

- To ensure the timely procurement and distribution of all uniform and apparel required for Club use.

### **Responsibilities**

- Ordering of all Club uniform – jumpers, shorts (purple and white) and socks
- Ordering of all Club apparel – polo shirts, hoodies and caps
- Distribution of all club apparel to players and parents
- Maintenance of adequate inventory of Club uniform to ensure players who register late or lose uniform can access
- Promote sales of Club apparel to increase BJFC profile (the “purple haze”)
- Streamlining the ordering and distribution process for the uniform
- Develop initiatives for new merchandise based on demand and review if other clubs

### **Relationships**

- Reports to the Members and General Committee of the club regarding stock, sales.
- Supports all Players, Team Managers, Committee Members and other stakeholders.

### **Accountability**

- The Apparel Officer is accountable to the Director Football Operations and Members and the Football Operations Committee.
- Provide a report on portfolio operations to the regular Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the club to any financial expenditure or action.

### **Sub-committee Portfolio**

- Member of Registrations sub-committee

## Venues & Property

Venues  
Management

Venues  
&  
Property

Property  
Steward

# Venues Manager

## Objective

- To ensure home ground playing venues are to standard and welcoming to opposition teams
- To provide support to the Team Managers and teams using home grounds
- To establish and maintain a strong and healthy working partnership with local government.
- To ensure the club's rooms and facilities remain at the highest possible standard always

## Responsibilities

- Manage the maintenance of all facilities at the club
- Organise any repairs to the facilities
- Coordinate the handover of keys and the facility in line with council requirements
- Plan continuous upgrading of facilities
- Inform club of council grants and capital works when they become available and assist with the preparation of any applications to receive funding
- Attend council workshops and forums where required
- To be the club contact for all council dealings
- Coordination for the set ups and packing up (with volunteer support) for each ground on game day including:
  - Codes to all facilities
  - Open change rooms;
  - Open Grandstand;
  - Set-up siren;
  - Open scoreboard;
  - Set-up PC to operate scoreboard;
  - Set-up Auskick goal posts on the ground for Tackers (and U/10's);
  - Witches hats placed on interchange;
  - Cones on boundary line when playing across wings of Gillon Oval;
  - Ensure change rooms are presentable;
  - Oversee the maintenance and management of all match ground equipment including goal post covers
  - Liaise with opposition teams to ensure their requirements are met;
  - Ensure toilet paper in toilets both in change rooms and club rooms and toilets are presentable;
  - Goal post padding put on/off

## Relationships

- Liaise with Councils (Moreland & Melbourne)
- Liaise with Local Councillor
- Liaise with Senior Club, Auskick, Cricket Club regarding service providers eg cleaners, canteen managers

## Accountability

- The Venue Manager is accountable to the President, Director Football Operations.
- Provide a report on portfolio operations to the regular Committee meeting

## Sub-committee Portfolio

- Member of Football Operations Committee
- Member of External Engagement sub-committee

## **Property Steward**

### **Objective**

- To ensure club assets are accounted for and appropriately managed
- To ensure each team has the appropriate level of kit as determined by the Football Operations sub-committee
- To provide support to the Team Managers in case of kit variations

### **Responsibilities**

- Ensure Team Kits are fully stocked with required equipment prior to the first practice matches during pre-season – magnetic boards, game day match balls, training balls, YJFL Bibs etc and other ancillary items required;
- Liaise with Coaches and Team Managers to ensure Team Kit (including First Aid) remains adequately stocked over duration of season;
- Maintain an asset register of all equipment purchased by the Club and to whom it is issued and / or stored
- Ensure all kit bags are collected and stored at the end of each season
- Custodian of Lost Property
- Co-ordinator for Boot swap

### **Relationships**

- Reports to the Director Football Operations
- Liaises with Team Manager Coordinator and Team Managers
- Liaise with Apparel & Merchandise Manager regarding club stock
- Liaise with Canteen & Bar Operations Manager regarding club equipment

### **Accountability**

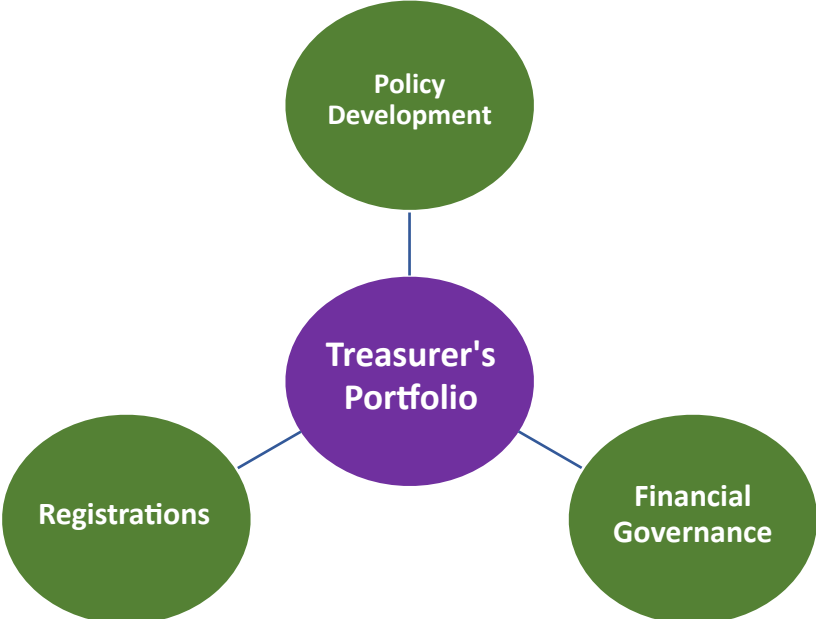
- The Property Steward is accountable to the President and Director Football Operations.
- Provide a report on portfolio operations to the regular Committee meeting

### **Sub-committee Portfolio**

- Member of Facilities & Equipment sub-committee



# Treasurer Portfolio



## **Treasurer**

### **Objective**

- To ensure that the Club is meeting its financial management obligations
- 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 always.
- 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 February Committee meeting (the draft budget having earlier been formulated by the Club Executive).
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by Club Committee.
- 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 regular 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.
- Oversee and seek reports of all other accounts held by sections of the club.
- Manages liquidity and 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.
- Appointment of paid positions.
- Issue tax certificates to employees as required under the Act.
- Manage all insurances and claims
- Ensure the club finances are correctly audited prior to the Annual General Meeting.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Develop policies and procedures to support good financial controls.
- 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 and sub-committees particularly in relation to items of expenditure
- Liaises with official club suppliers & other key stakeholders.
- Manages the Registrations Lead

### **Accountability**

- The Treasurer is accountable to the President and the General Committee.
- The Treasurer shall seek ratification from the General Committee of an annual club budget, including debt reduction and thereafter shall have the authority to act within the limits of the budget and strategy to approve expenditure.
- The Treasurer shall provide a regular report to the General Committee of all Statement of Financial Performance (Profit & Loss), Statement of Financial Position (Balance Sheet) and Bank Accounts.
- The Treasurer will not accept Contra payments for memberships, unless with the prior approval of the Executive.

### **Sub-committee Portfolio**

- Executive Financial due diligence of:
  - Sponsorship
  - Grants
  - Fundraising
  - Registrations

- Apparel and Merchandise
- Canteen and Bar

# Registrations



## **Registrations Lead**

### **Objectives**

- Provide coordination of player registration activities each season
- Provide team allocation recommendations in accordance with Club policy

### **Responsibilities**

- Develop proposal for membership fees and arrangements for the ensuing season for consideration by Club Committee.
- Maintain player team allocation policy
- Oversight of player registration and team allocation policy as agreed by the committee
- Develop and roll out registration process for 2018 season as agreed by the committee
- Induction/on-boarding for part time Registrar
- In coordination with the Registrar,
- Receive weekly reports on registrations during peak periods and reporting back to the committee
- Receive and review the Registrar's recommended team allocations, ensuring compliance with the club's allocation policy, and submit to the Committee for endorsement
- Trouble-shooting and responding to more complex enquiries/complaints that cannot be handled by the registrar, including those relating to team allocation issues
- Assist with the collection of membership fees from players and general members.

### **Relationships**

- Manages the Registrar
- Liaises with the club Executive Committee

### **Accountability**

- Reports to the club Treasurer
- Provide a report on portfolio operations to the regular committee meeting

### **Sub-committee Portfolio**

- Chair of Registrations Sub-committee
- Member of Football Operations sub-committee

# Registrar

## Objectives

- Provide coordination of player registration activities each season

## Responsibilities

- Process Player Registrations
- Processing clearances
- Maintaining Registration register
- Player jumper number allocation
- Collection and maintenance of all forms as part of registration – in assistance with Team Managers ensure timely collection of
  - YJFL Registration Form,
  - Proof of Age,
  - Code of Conduct (Player & Parent),
  - Consent Form and
  - BJFC Payment Form
- Payment forms to be collected in coordination with Treasurer
- Coordinate with Communication Manager to provide contact details to update BJFC Member database
- Coordinate with Team Managers to provide contact details of each player by team
- Receive queries and communicate with prospective parents regarding interest in playing / training with BJFC
- Manage “Registrations” in-box
- Draft team allocation recommendations to be submitted to the Registration Lead

## Relationships

- Members of the interested public
- Team managers and coaches
- Registration Lead

## Accountability

- Reports to Registrations Lead

## Sub-committee Portfolio

- Member of the Registrations Sub-committee

# Secretarial Portfolio



## **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 a planning calendar for the year.
- Provide a coordinating and support role for club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain a complete record of all activities of the club.
- Maintain the club’s database of membership
- Maintain a record of all policies and procedures of the organisation.
- Ensure compliance for the club and club roles
- Be familiar with the rules of the club, League, State and National Body, 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.
- Receive all correspondence directed to the club, particularly YJFL.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- 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 committees’
- Liaises with Footy Operations regarding Player Welfare

### **Accountability**

- The Secretary is accountable to the President and the General Committee
- Provide a report on any aspect of portfolio operations to the regular Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the club to any financial expenditure or action.

### **Sub-committee Portfolio**

- Portfolio Executive for:
  - Membership
  - Communications
  - Compliance
  - Awards
  - Player Welfare



## **Membership Co-ordinator**

### **Objective**

- To provide coordination of club membership activities.

### **Responsibilities**

- Develop and maintain strategies for the ongoing expansion of the membership base of the club including social members.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by Club Committee.
- Liaise with stakeholders to ensure membership fees reflect expectations of various sections of the club.
- Provide to the Committee as soon as possible after the completion of each season with recommendations for all membership types and fees for the ensuing year.
- Ensure that related membership data are prepared for distribution.
- Ensure Life Members receive their memberships prior to the commencement of the season. Life Member tickets are allocated in ascending order in accordance with the age of each member, i.e., the oldest Life Member has the lowest card number.
- Assist with the collection of membership fees from players and general members.
- Provide details of all members to the club Secretary to maintain the club's database of membership.

### **Relationships**

- Reports to the club Secretary.
- Liaises with the club President and Secretary, Registrations Lead.

### **Accountability**

- Accountable to the club Secretary.
- Provide a report on portfolio operations to the regular Committee meeting.

### **Sub-committee Portfolio**

- Member of External Engagement sub-committee.

# Communications



## **Communications Lead**

### **Objectives**

- To promote and market the club in a positive light always
- To provide timely communication to all BJFC members and external stakeholders

### **Responsibilities**

- Develop / implement a Communication plan for the club including but not limited to:
  - Social Media
  - Team app
  - Website
  - Newsletters
  - Print Media
- Coordinate media releases regarding any news items and upcoming events
- Coordinate communication to all BJFC members, specifically
  - Ensure web-site is updated regularly to ensure content is relevant and informative to all BJFC members (and their families and friends) and prospective / interested families
  - Distribution of eNews including details of match reports
  - Communicate announcements and other news (YJFL announcements, training courses – first aid)
  - Communication of social functions to promote their awareness
- Convene Communications sub-committee regularly

### **Relationships**

- Reports to the Club Executive
- Liaises with the Club Committee
- Club Community Engagement Sub-Committee
- Liaises with all media outlets
- Liaises with IT administrators to update content

### **Accountability**

- Accountable to the Secretary and general committee
- Provide a report on portfolio operations to the regular committee meeting

### **Sub-committee Portfolio**

- Chair Communications sub-committee

# Compliance



## **COVIDSafe Officer**

### **Objectives**

- To keep everyone (community & players) safe
- To create a COVIDSafe plan ensuring effective communication to players and parents

### **Responsibilities**

- To keep abreast of the latest DHHS COVID requirements for the club
- To implement QR code, sanitising protocols ensuring equipment is cleaned to the highest standards
- To facilitate education of club members including committee, coaches, team managers and players about their part in COVID safe strategies

### **Relationships**

- Players, Parents & Community
- Coaches, Team Mangers, Committee Members
- Council

### **Accountability**

- COVIDSafe Officer is accountable to the Secretary and the President
- Provide a report on COVIDSafe operations to the regular Committee meeting.

### **Sub-committee Portfolio**

- Member of Player Welfare sub-committee

# Player Welfare



## **Child Safety Officer**

### **Objectives**

- To keep everyone, especially children safe from any harm, including abuse.
- To create a child safe and child friendly environment where children feel safe and have fun and the club's activities are always carried out in the best interests of the children.

### **Responsibilities**

- To keep abreast of the latest legislative requirements for the club regarding Child Safety
- To implement checks and balances to comply with the agreed Child Safe policies and procedures
- To facilitate education of club members including committee, coaches, team managers and players about their part in child safety
- To promote the club as a child safe environment

### **Relationships**

- Players & Parents
- Coaches, Team Mangers, Committee Members
- Secretary regarding compliance

### **Accountability**

- Child Safety Officer is accountable to the Secretary and the President
- Provide a report on portfolio operations to the regular Committee meeting.

### **Sub-committee Portfolio**

- Member of Player Welfare sub-committee

# First Aid





## **Club Records & Statistics Keeper**

### **Objectives**

- To track and acknowledge players records

### **Responsibilities**

- Develop and maintain procedures for collating, recording and reporting
  - Player Best & Fairest votes
  - Players Awards
  - Player statistics
  - Goal kicking records
  - Update Honour Boards
  - Games Records
  - Vote Count Night
  - Pick up league records
  - Club notes for record
- Buy trophies and medals

### **Relationships**

- Liaise with Team Manager co-ordinator and team manager regarding the tracking of player information
- Liaise with Registrar regarding player transfers and games players may have already played at other clubs
- Liaise with Treasurer regarding any purchases

### **Accountability**

- Accountable to the Secretary and general committee
- Provide a report on portfolio operations to the regular committee meeting

### **Sub-committee Portfolio**

- Member of Secretarial Portfolio