



# Wandin Junior Football Club

## Committee Postions





# WJFC COMMITTEE POSITIONS

**This booklet BRIEFLY describes all positions of the WJFC Committee of Management. To obtain a detailed description of each role please ask one of the existing executive committee members**

All committee members will be standing down from their current positions at this year's Annual General Meeting

We extend our thanks to all current members for their time and dedication over the past year/s & encourage new committee members to join

**To join the committee you need to complete the nomination form in this booklet & present it to the club president**

**PRIOR to commencement of the AGM.**

Nominations can be emailed to [Secretary@wandinjfc.com.au](mailto:Secretary@wandinjfc.com.au)

**President**

**Vice President**

**Secretary**

**Treasurer**

**Minutes Secretary**

**Sponsorship**

**Coaches Co-ordinator**

**Club medical Co-ordinator**

**Fundraising / Social team**

**Property**

**Merchandise**

**League Delegate**

**Interleague Delegate**

**Risk Management**

**Registration**

**Newsletter**

**Website Administrator**

**Senior—Junior Liaison**

**Auskick Representative**

**General Committee**

**Canteen team members**

**If you wish to get further information or discuss any of the positions available on the committee please call**

**Scott Coughlan 0429 161 781**

**New volunteers are particularly encouraged to consider joining the committee and ensuring the best operation of the club and a safe, positive environment for our children.**



# COMMITTEE ROLE DESCRIPTIONS

**Note-**  
Icons denote guide to level of involvement required (1 low-5 high)

## **PRESIDENT** ☺☺☺☺☺

### *Description*

- Provide support & oversee all football related matters across the Club.
- Ensure the effective and efficient operation of the Executive, the committee and all football matters including game day operations.
- Attend league or council meetings as may be required.
- Preside over committee meetings, chair club disciplinary committee.
- Act as, or organise, master of ceremonies at all club functions.
- Ensure that all coaching staff are carrying out their duties as required.
- Organise vote count night, presentation day and trophies/gifts.
- Oversee recruitment of coaches & players.

## **VICE PRESIDENT** ☺☺☺☺

### *Description*

- To provide support to the President, Executive and Committee to ensure the efficient operation of all football related matters of the Club.
- Preside over meetings in the absence of the President.
- Serve on Club disciplinary committee.
- Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximised.
- Oversee the football development program so that participation at Junior and Senior levels is maximised.
- Ensure that all coaching staff are carrying out their duties as required.
- Oversee recruitment of coaches and players.

## **SECRETARY** ☺☺☺☺

### *Description*

- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- To provide support and oversee all operational matters across the Club.
- Attend League and Council meetings with the club president.
- Handle all inbound and outbound club correspondence.
- Organise match day float monies for canteen and gate attendant.
- Ensure that all coaches & support staff have the required paperwork for game day duties.
- Serve on disciplinary committee.

## **TREASURER** ☺☺☺☺

### *Description*

- Manage and report the financial operation of the club.
- Attend monthly committee meetings and report financial standing.
- Ensure that all operational areas of the football club have required monies to perform their club duties.
- Perform banking duties of club monies to appropriate club bank accounts.
- Ensure appropriate payment of club accounts.
- Oversee recruitment of coaches and players.



# COMMITTEE ROLE DESCRIPTIONS

## MINUTES SECRETARY



### *Description*

- Attend all committee meetings and undertake the accurate recording and timely distribution of Club committee meeting minutes.
- Assist other Committee members in their duties as required.

## SPONSORSHIP



-Mostly busy early season only

### *Description*

- To liaise with existing sponsors to ensure an effective relationship exists, and to obtain continued sponsors' support where possible.
- To seek out possible new sponsors & build new sponsorship opportunities.
- Organise any signage & publishing of sponsors logos in club publications.
- Organise club invoices from treasurer for payment by sponsors.
- Assist other Committee members in their duties as required.

## COACHES CO-ORDINATOR, COACHING PANEL



### *Description*

- To support the President & Vice President appoint coaching staff.
- Preside over coaches meetings and work with coaching staff to provide the players with the best possible learning environment.
- Serve on disciplinary committee.
- Represent Coaching staff on the club committee.
- Ensure all coaches have the required certification and are aware of their responsibilities.

## CLUB MEDICAL CO-ORDINATOR



### *Description*

- Ensure all Sports Trainers and First Aid Officers (FAO) hold appropriate qualifications.
- Maintain accurate records of the club's Trainers &/or FAO's and their qualifications/experience.
- Arrange appropriate training, training locations and dates and times for the club's Trainers &/or FAO's.
- Prepare a roster of qualified Trainers &/or FAO's for all club games.
- Ensure that all necessary first aid equipment is available for all games.
- Supervise Trainers &/or FAO's to ensure that all health requirements are being observed for the treatment of players and for the safety of Trainers and FAO's.
- Keep accurate records of player injuries.



# COMMITTEE ROLE DESCRIPTIONS

## FUNDRAISING/SOCIAL TEAM 😊😊😊

### *Description*

- Oversee the organisation of club raffles & fundraising activities.
- Present fundraising opportunities to the committee.
- Report on Fundraising events to the club committee.
- Organise appropriate donations for club fundraising opportunities.

## PROPERTY 😊😊

### *Description*

- Be responsible for ordering and supply of all football related equipment to ensure that all coaches and support staff have the equipment to carry out their duties as required.
- Order all football equipment as required prior to season commencement, and replace all damaged or lost equipment as required through season.
- Be responsible for provision of each teams required kits at season commencement, and collect same at end of season for storage.
- Attend all Coaches meetings &/or liaise with coaches re equipment

## MERCHANDISE 😊😊😊 -Mostly busy early season only

### *Description*

- Ensure the cost efficient provision of club merchandise from suppliers and make merchandise available for players & others to purchase.
- Store all club merchandise in an appropriate dry place.
- Order and arrange delivery of club merchandise from vendors and check for quality and quantity.
- Organise payment of invoices and deposits of funds from sales with treasurer as required.

## RISK MANAGEMENT 😊😊

### *Description*

- Ensure the safety of the playing surface prior to home games.
- Arrange sign off of playing surface with opposition club at all games.
- Review WJFC facilities for Risk issues and report to committee.



# COMMITTEE ROLE DESCRIPTIONS

## LEAGUE DELEGATE 😊😊😊

### *Description*

- To provide support to the Executive and Committee members to ensure the efficient operation of the AFL Yarra Ranges.
- To represent the League Committee.
- Attend League meetings as required.
- Undertake tasks at the request of the President, Executive or General AFL Yarra Ranges Committee.
- Liaises with the League Executive.
- The League Delegate is accountable to the President and the General Committee of the DRJFL.

If you feel can contribute, the WJFC will help nominate you for this position

## INTERLEAGUE DELEGATE 😊😊

### *Description*

- Ensure WJFC's interests are represented at the interleague committee.
- Attend interleague meetings as required.
- Report to the club executive on interleague matters.

## REGISTRATION 😊😊 -Mostly busy early season only

### *Description*

- Ensure the effective and efficient registration of all players.
- To arrange all transfers to and from the club.
- To ensure all players are fully paid members.
- Upload all registration details to league web site.
- To attend registration day and organise all paperwork for teams.
- Provide up to date player lists to all team managers.
- Provide up to date player medical lists to all team trainers.

## SENIOR-JUNIOR LIAISON 😊😊

### *Description*

- Ensure an effective & enriched relationship between junior & senior clubs.
- Attend all Senior and Junior Committee meetings when possible.
- Ensure an effective communication channel exists between both groups.
- Arrange Junior involvement in decisions effecting the tenancy.



# COMMITTEE ROLE DESCRIPTIONS

## NEWSLETTER 😊😊😊

### *Description*

- Ensure the effective and efficient production of **Home game** newsletters.
- Organise local printing & delivery of newsletters to gate on game day.
- Produce the booklet for presentation day.

## WEBSITE ADMINISTRATOR 😊😊

### *Description*

- Ensure the effective and efficient operation of the Club Web site.
- Ensure all website data is kept up to date and accurate.

## GENERAL COMMITTEE (Incl. 2 voting positions) 😊

### *Description*

- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- To provide support to all football coaches, players, support staff and volunteers.
- Attend all committee meetings.
- Provide ideas to improve running of the club.
- Vote on issues (2 positions only) relating to running of the football club.
- Assist other Committee members in their duties as required.

## CANTEEN TEAM MEMBERS 😊😊😊

**NOTE—CANTEEN TEAM MEMBERS WILL NOT BE REQUIRED TO UNDERTAKE**

**ANY FURTHER GAME DAY RESPONSIBILITIES (UNLESS THEY WISH TO)**

### *Description*

- Canteen team members are required, as a group, to manage, assist and coordinate running of the canteen at all home games (approx. 7 times per year) and any special events such as hosting finals or odd age group games.
- Members will share responsibility of all aspects of running the canteen including stock control, ordering, game day staffing of the canteen, cleaning up and all associated canteen activities.
- At least one member of the team will need to hold a food handling certificate (club can assist obtaining if required)
- All members will need to possess excellent interpersonal skills that will enable them to manage and establish effective working relationships with other parent volunteers, suppliers, and the committee.

## AUSKICK 😊😊

### *Description*

- Ensure an effective & enriched relationship between Auskick & the junior club.
- Attend all Junior Committee meetings when possible.
- Ensure an effective communication channel exists between both groups.
- Ensure Auskick awareness/involvement in decisions made by the WJFC committee that effect Auskick members/participants.



# COMMITTEE NOMINTIONS

## WANDIN JUNIOR FOOTBALL CLUB COMMITTEE MEMBER NOMINATION FORM

I hereby nominate \_\_\_\_\_  
for the position of \_\_\_\_\_

on the Wandin Junior Football Club Committee.

(Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

I second the nomination

(Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

I accept the nomination

(Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

**NOMINATIONS CAN BE SUBMITTED TO THE PRESIDENT AT  
ANY TIME UP TO AND IMMEDIATELY BEFORE THE AGM**