



# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

### ***Club Management Committee***

#### ***President***

The President is responsible for:

- Proper control, planning, implementation & co-ordination of the activities of the **PRSAFC (the Club)** and Club Management Committee inclusive of the General Committee.
- Chairing Club Management Committee meetings and ensuring proper conduct of such meetings and all competition meetings
- Chairing General Committee meetings and ensuring proper conduct of such meetings.
- Providing a link between the club and the **AFLQ (Association)**
- Representing the Club to outside bodies.
- Ensuring discussion on & preparing of motions for the Association Conference when policy changes are considered necessary.
- Liaise & advise on submissions for sponsorship, capital improvements and other areas involving Club funds.
- Liaise & Advise with Club Manager for all Day to Day running of the PRSAFC.
- Liaise & Advise with preparation & submission of Government Grant claims.
- Overseeing all delegation of duties as applicable.



# Pine Rivers Swans Australian Football Club Inc.

## *Description of Duties-*

### *Club Management Committee*

#### *Vice President*

*The Vice President is responsible for:*

- Management of the Junior Members, proper control, planning, implementation & co-ordination of all the activities.
  - Maintaining a link between the Club Management Committee, the Junior Coaching Staff & Junior Players/Parents.
  - Organizing game day Junior setup of fields, Gazebo's, Ground Marshall, First Aid (as applicable).
  - Junior Umpires Co-ordinator for all game day requirements. (includes:- Boundary umpire, Goal umpire, Match Manager(previously Umpires Escort), time-keeper, interchange, scoreboard (if applicable)
  - Ensuring a monthly account of the Junior Umpires list is forwarded to Treasurer for payments.
  - Ensuring a link between the junior members and the Club General Committee.
  - Attending all Club Management Committee meetings and all General Committee meetings.
  - Proper control, planning, implementation & co-ordination of the activities of the **PRSAFC (the Club)** and Club Management Committee in the President's absence.
  - Chairing Club Management Committee meetings and ensuring proper conduct of such meetings and all competition meetings in the President's absence.
  - Chairing General Committee meetings and ensuring proper conduct of such meetings in the President's absence.
  - Providing a link between the club and the **AFLQ (Association)** in the President's absence.
  - Representing the Club to outside bodies in the President's absence.
  - Ensuring discussion on & preparing of motions for the Association Conference when policy changes are considered necessary in the President's absence.
  - Providing a link between the club and the **AFLBJ (Association)** at any and all meetings required.
  - Aus-kick Co-ordinator and maintaining a link between AFLBJ and the Club Management Committee.
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# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

### ***Club Management Committee***

#### ***Secretary***

The Secretary is responsible for:

- Ensuring sufficient & appropriate notice of all Club meetings is given to members
  - Attending all Club Management & Club General meetings, recording minutes & ensuring a copy of the minutes & financial statement of accounts is forwarded to the Association office (if applicable) and filed at PRSAFC.
  - Carrying out of correspondence of behalf of the Club as directed by the Club Management Committee.
  - Liaise with AFLQ Club Co-ordinator.
  - Liaise with PRSAFC Club Manager.
  - Liaise with PRSAFC Treasurer
  - Receive correspondence of behalf of the club & present all such correspondence at the next Club Committee meeting.
  - Retain a record (copies) of all correspondence issued & received on behalf of the Club.
  - Maintain an efficient correspondence filing system on behalf of the Club.
  - Represent the Club at functions & meetings as required by the Club President or Vice-President.
  - Maintain a current member's register.
  - All the Presidents duties when the President doesn't feel like doing them or wants to go fishing.
  - Distribution of information to team managers where necessary via email, flyers etc...
  - Distribution of game day awards to team managers on training nights.
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# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

### ***Club Management Committee***

#### ***Treasurer***

The Treasurer is responsible for:

- Attending all Club Management Committee meetings (once a month) and all General Committee meetings (3 monthly if applicable)
- Receipt & payment of Club funds and accounts.
- Maintenance of Club financial records.
- Liaise with Club Manager for all financial purchases, accounts held by PRSAFC.
- At the beginning of the season attending an AFLBJ registrar meeting with the Junior Registrar
- At the start of and during the season, the issue, processing & recording of a payment for every new or returning player.
- The overseeing of all cash floats.
- The remittance of all monies collected by the operation of the Bar.
- The remittance of all monies collected by the operation of the Kitchen/Canteen.
- The remittance of all monies collected by the operation of any fundraising endeavours
- The remittance of all monies collected by the operation of any event / hire
- The remittance & collection of all monies pertaining to operations of the Junior Club house Sub-lease
- Statements of receipts & payments.
- Preparation of budgets.
- Monthly auditable accounts within QuickBooks electronic program
- Presentation of written reports to meetings as requested by the Club Management Committee
- Liaise & Advise on submissions for sponsorship, capital improvements and other areas involving Club funds.
- Be present when all discussions take place on Club finances.
- Liaise & Advise with preparation & submission of Government Grant claims.



# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

- Ensure audit of Club financial records prior to Club AGM
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## ***Club Management Committee***

### ***Club Manager***

The Club Manager is responsible for:

- Attending all Club Management Committee meetings (once a month) and all General Committee meetings (3 monthly if applicable)
- Operation and running of the Club bar and dining area.
- Operation and running of the Club Canteen / Kitchen area.
- Operation and overseeing of Club for extra events when required.
- Purchasing of required alcohol/soft drinks/other items for the Club on a weekly basis.
- Purchasing of required food/drinks/other items for the preparation of Game Day activities and evening meals on a weekly basis.
- Overseeing the operation of the canteen for evening meals, game days during the season and any other requested evening functions/events
- The accounting to the Treasurer of all provisions purchased, sold & held by the bar/Club dining.
- The accounting to the Treasurer of all provisions purchased, sold & held by the canteen.
- Stock take of all canteen items at the end of each month or as requested.
- Stock take of all bar/Club items as requested.
- Liaise with Canteen Convenor for adequate staffing of the canteen.
- Ensuring an adequate supply of Club uniforms is on hand.
- Co-ordinating the supply of correct players/officials uniforms to each Club team.
- Co-ordinating of Club Supporters gear and the sales of these items to Club members and supporters.
- The remittance to the Treasurer of all monies collected by the sale of any uniforms/supporters gear.
- Stock take of all Club Uniforms/Supporters gear at season start and season end
- Develop and maintain an asset's register for Insurance purposes.
- General Cleaning of toilets/bar/clubhouse on a weekly basis.
- Sponsorship packages for the Club/Football/Players
- General Club Maintenance, (i.e.: - Change rooms prepared for Game day- cleaned & readied, gas bottles filled if BBQ required, etc..)



# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

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### ***Club General Committee***

#### ***Football Manager/Senior Registrar***

*The Football Manager is responsible for:*

- Attending all General Committee meetings (3 monthly if applicable)
  - Maintaining a link between the Club Management Committee, the Senior Coaching Staff & Senior Players.
  - Maintaining a link between AFLQ and the Club Management Committee.
  - At the beginning of the season attending to any AFLQ required registrar meeting with the Treasurer (if applicable)
  - At the start of and during the season, the issue, processing & recording of a registration form for every new or returning player.
  - The transmission of all necessary documents, forms and fees (as Applicable) to the Treasurer and Secretary for the Association office.
  - The issue, processing & recording of any player game day transfers, permits.
  - The issue, processing, preparation, changes & printing of Team Sheets for both Senior & Reserve Team for collection by Team Managers pre-game.
  - The inputting of game day data to AFLQ (as Applicable at Home Games) within AFLQ time restraints.
  - Organizing game day Trainers, First Aid and physiotherapists (as applicable)
  - Senior Umpires Co-ordinator for all game day requirements. (Includes: - Boundary umpire, Goal umpire, Match Manager (previously Umpires Escort), time-keeper, interchange, and scoreboard attendant.
  - Maintenance of a register of all current players and the club teams.
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# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

### ***Club General Committee***

#### ***Facilities Manager***

*The Facilities Manager is responsible for:*

- Attending all General Committee meetings (3 monthly if applicable)
  - Surveying and ground mark main oval at commencement of the season
  - Ground marking of oval as required during season
  - Day to Day club, building and facilities maintenance, (i.e:- Light globe replacements, tape washers etc...)
  - Preparing reports to Club Management Committee if necessary maintenance may exceed acceptable amount.
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# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

### ***Club General Committee***

#### ***Junior Registrar***

*The Registrar is responsible for:*

- Attending all General Committee meetings (3 monthly if applicable)
  - At the beginning of the season attending an AFLBJ registrar meeting with the Treasurer
  - At the start of and during the season, the issue, processing & recording of a registration form for every new or returning player.
  - The transmission of all necessary documents, forms and fees (as Applicable) to the Treasurer and Secretary for the Association office.
  - Maintenance of a register of all current players and the club teams.
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# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

### ***Club General Committee***

#### ***Canteen Convenor***

The Canteen Convenor is responsible for the supply of a canteen service to the Club members & visitors:

- Attending all General Committee meetings (3 monthly if applicable)
  - The provision and operation of the club canteen on every Club running day.
  - Liaise with Club Manager for adequate staffing of the canteen.
  - Maintaining a register of volunteers in the canteen.
  - Maintaining a register of Incidents in the canteen.
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# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

### ***Club General Committee***

#### ***Publicity and Promotions Officer***

The Publicity & Promotions Officer is responsible for:

- Attending all General Committee meetings (3 monthly if applicable)
  - The assembly & publication of a regular Club newsletter.
  - The development & promotion of relationships with the local newspapers and any other suitable media, with the aim of obtaining feature space highlighting the activities of the club.
  - The weekly collection of a team report from each Junior/Youth and Senior team, on team accomplishments.
  - The production of weekly reports on club website / Facebook or acceptable social media.
  - Displaying promotional material at suitable local outlets; banks, schools, stores.
  - Maintaining a pictorial record of activities for the season.
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# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

### ***Club General Committee***

#### ***Junior/Youth Team Manager -Parent Liaison Officer***

The Team Manager is responsible for:

- Acting as the liaison between parents and the Club committee.
  - Providing parents with relevant information.
  - Maintaining a record of parent help weekly.
  - Liaise with team coach on all aspects of game day needs
  - Print and assemble a Game Day Team Sheet via AFLBJ website.
  - Ensuring that new parents are familiar with Club procedures/game days/events
  - Maintain parent help roster & organise reimbursement of parent help fees as necessary.
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# **Pine Rivers Swans Australian Football Club Inc.**

## ***Description of Duties-***

### ***Club General Committee***

#### ***Senior/Reserve Team Manager***

The Team Manager is responsible for:

- Acting as the liaison between Players, Coaches and the Club Management committee.
  - Liaise with team coach on all aspects of game day needs.
  - All game day duties designated by the Football Manager.
  - Organization of game day duties (i.e.:- Water Runners, Team Runner )
  - The assembly and issue of players Guernsey's to the team on Game Day as per team sheet issued by Football Manager.
  - The allocation of Guernsey cleaning on game day and collection of clean Guernsey's on Thursday training night.
  - Management of Manager's folder with Team sheets/time cards/goal cards etc....
  - Management of Best and fairest count envelopes.
  - Return of accurate records of game day performance to Football Manager (i.e.:- Players Player, Goal Kickers, Score cards, opponents Best on Ground etc... )
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## **Pine Rivers Swans Australian Football Club Inc.**

### ***Description of Duties-***

#### ***Club General Committee***

##### ***Fundraising/Raffles Officer***

The Fundraising/Raffles Officer is responsible for:

- Conducting, with the assistance of the Club committee, any raffle or other fundraising activity.
  - With the assistance of the Publicity & Promotions Officer, prospecting for the acquisition of pledges/gifts/donations to the Club.
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## **Pine Rivers Swans Australian Football Club Inc.**

### ***Description of Duties-***

#### ***Club General Committee***

##### ***General Member/s***

- Available to fill in when committee members with specific duties are unavailable.
  - Assist on Club game days where help is required.
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