



**Position  
Descriptions  
for  
Committee and  
Non-Committee  
Positions**

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## 1. The General Committee

Club members at the club's annual general meeting elect the Club Committee. This committee is made up of four (4) executive officers and eleven (11) ordinary members. The club committee meets formally on a monthly basis and has overall responsibility for the organisation and running of the club. All requests for change must be presented to the committee who then will consider the information and make their decisions.

## 2. Sub-Committees

Sub-committees may be formed and perpetuated or disbanded at the discretion of the club committee. Although a club committee member must chair each sub-committee, any interested person may be appointed by the committee to fill a sub-committee position. A Sub-committee chairperson should ensure that members of the Club committee are fully informed about sub-committee activities at General Committee meetings. Minutes of any meetings of sub-committees should be kept and be available upon request.

## 3. Position Descriptions

### 3.1. The Executive Committee

The Executive Committee consists of four officers, the President, Vice President, Secretary and Treasurer. The following are some of the activities that are conducted by a clubs Executive Committee:

1. Allocation of jobs and responsibilities: Job allocation must be determined as soon as possible after the Annual General Meeting each year and before the first Meeting of the club committee.
2. Coordination of activities: This refers to all sub-committees and committee members with specific responsibilities.
3. Calendar of events: Maintenance of a diary of all activities & events that involve the club as whole and / or individual teams within the club.
4. Disciplinary Matters: Investigation of all disciplinary matters and determination of penalties to be imposed upon members who are deemed to have acted contrary to the best interest of the club.
5. Pitch allocation: Allocation of pitches for all official league matches, friendly and practice matches at the club's home ground. One member of the executive committee should be responsible for accepting and controlling ground bookings for all unofficial and practice games at the club's grounds and for allocating pitches for all official home games during the league season. It is advised that all ground allocations for the season be entered in the calendar of events.

The following will briefly describe the job of each of the four Executive Committee members.

### **3.2. President**

The President is responsible for:

1. The overall coordination of all committee and sub-committee activities. The President has the ultimate responsibility for ensuring that all committee members and sub-committee carry out their assigned duties and responsibilities within the limitations of a volunteer structure.
2. Chair regular meetings of the Club's Committee as well as the Annual General Meeting (AGM) and any other special General Meetings of the Epsom Football Club.
3. Ensure the scheduling of Committee and Annual General Meetings for the calendar year.
4. Lead the Committee in making decisions for the benefit of the whole club including disciplinary matters
5. Reporting to the General Committee of the Epsom Soccer Club of the proceedings from any previous Executive Meeting & Disciplinary Meeting.
6. The conduit during committee meetings, the AGM, coaches and manager meetings and any other special meetings.
7. Representing the Club (with other applicable Committee members) at all Football Federation Victoria (FFV), Bendigo Amateur Soccer League (BASL) and any Regional meetings.
8. Be the regular point of contact for the Club, media and members on strategic and operational issues.
9. Exercise delegated authority by signing formal agreements with BASL, FFV and any other mutual obligation arrangements that have been negotiated.
10. Liaise with relevant stakeholders including local Council, BASL, FFV and other official bodies.

### **3.3. Vice-President**

The Vice-President is responsible for:

1. Assumption of all duties and activities for the Club normally handled by the President, on those occasions when the President is unavailable.
2. When required, chair committee meetings and represent the club at functions and meetings.
3. Assist the President in the management and operation of the club.
4. Representing the Club (with other applicable Committee members) at nominated Football Federation Victoria (FFV), Bendigo Amateur Soccer League (BASL), Council and any other meetings deemed necessary to have attendance at.

### 3.4. Secretary

The Secretary is responsible for:

1. Collection of mail from the club Post Office Box on a weekly basis.
2. Review daily correspondence sent to the club email address.
3. Processing of **ALL** incoming and outgoing correspondence between the football club and Bendigo Amateur Soccer League (BASL), other clubs and other organisations and individuals. All information that is received must be distributed to appropriate committee members and/or parties where necessary. All inward/outward correspondence to be listed and reported to committee members at the monthly meetings. Correspondence requiring immediate attention needs to be highlighted at the next Committee meeting.
4. Preparation of all team fixtures for all teams. These fixtures must be distributed to all parties involved in running the club: Junior Coordinator/s, Canteen Coordinator, Senior Coaches and Managers (1<sup>st</sup> Division, 2<sup>nd</sup> Division, Women's and Youth). Notice should also be given to advise all parties to review BASL web-site weekly for changes to fixtures.
5. Preparation of Committee contact details, this should be distributed to all committee members when available.
6. Review and circulate minutes and reports and pursue the status of issues identified from meetings.
7. At the AGM, ensuring minutes and reports are available and distributed in accordance with Constitutional requirements.
8. Preparation of a list of suggestions offered by members and other interested parties for review by the committee. All suggestions to be received 48 hours prior to a special general meeting.
9. The preparation and distribution of an agenda and relevant documents for committee, extraordinary and annual general meetings.
10. Acceptance of tabled reports at meetings.
11. Preparation and distribution of media releases.
12. Ensure that grounds, for training and playing, and building rental arrangements are renewed with Council for both the Winter and Summer seasons.
13. Make bookings with Council for the meeting room, function room and canteen at EHRR when required throughout the calendar year.
14. Maintenance of a FOB/key register for COGB
15. Representing the Club (with other applicable Committee members) at nominated Football Federation Victoria (FFV), Bendigo Amateur Soccer League (BASL), Council and any other meetings deemed necessary to have attendance at.
16. The planning, implementation & running of all events / tournaments / gala days, etc staged or run for a third party (i.e FFV, School Sports Victoria, BASL, Loddon Mallee Lightning, etc) by the club. A sub-committee will be appointed to help organise/run these events.

Due to the replacement of the the Associations Incorporation Act 1981 on 26th November 2012, by the Associations Incorporation Reform Act 2012 (and its associated regulations) the public officer is

now automatically the Secretary.

The Secretary is responsible for doing the following things on behalf of the association:

1. Lodging an annual statement with the Registrar (the Director of Consumer Affairs Victoria) within a month after the annual general meeting.
2. Notifying the Registrar of:
  - a change to the incorporated association's registered address within 14 days
  - their appointment as public officer or any changes to their details
  - a special resolution to wind up the association or distribute its assets.
3. Applying to the Registrar to:
  - alter the association's statement of purposes or rules
  - change the association's name.

If the position of Secretary becomes vacant, the management committee must fill the vacancy within 14 days. The new Secretary must notify us within 14 days of their appointment by completing and submitting a Change of Association Details form.

### **3.5. Treasurer**

The Treasurer is responsible for:

1. The maintenance of financial records and bank accounts to ensure they are up-to-date. Bank reconciliations must be maintained each month to ensure accuracy and control.
2. Banking of all revenue within seven (7) days of receiving it in the Club's Operating Bank Account.
3. Raise and send out invoices to debtors and sponsors when they are required.
4. Processing and verification of invoices and accounts presented by the club's suppliers, wherever possible documentation supporting all transactions should be obtained for verification purposes. It is advised that expenditure of club monies be via cheques only and they should have the mandatory two signatures by at least two Executive Committee members.
5. Prepare a Profit and Loss Statement and Balance Sheet for each general committee meeting showing all payment and receipt transactions since the previous meeting and a year to date position.
6. Preparation of annual accounts, prior to the Annual General Meeting. Headings for income and expenditure are historical which enables a comparison with prior years.
7. Advise the committee on investment and budget strategies. Surplus cash should be invested to maximise interest, with any investment decisions needing Committee approval.

8. Attend any and all registration days/nights or assign volunteers who will attend and collect registration fees. Verify the amount of money collected in cash, cheques or money orders and reconcile the total amount to registrations collect and receipts issued.
9. Issuing receipts for all monies received.
10. Ensuring that all playing and non playing members of the Committee are financial paid up members of the club. A list of outstanding fees for both junior and senior players to be presented at each Committee Meetings following any cut-off dates for payment of fees set by the Committee have expired.
11. Liaise with Junior Coordinator/s, Senior Coordinator and team managers in relation to the collection of any outstanding fees from players.
12. Liaise with senior players and junior parents in relation to payment plans for those players wishing to pay off fees throughout the season.
13. Organise the payment on a weekly basis of all home games where there is League appointed referees.
14. Liaise with the Referees Coordinator in regards to club appointed referees and ensuring they are paid on a regular basis in the way they request.
15. Establish guidance for suitable expense claims and approve expense reimbursements to Club members.
16. Organise cash float for the canteen each week, with the Canteen Coordinator, and receive any takings from weekend home games.
17. Organise appropriate cash floats for events/tournaments the club caters for during the season.
18. Establish and maintain any petty cash floats as determined necessary by the Committee.
19. Provide to the Committee proposed registration fees per age group, playing discounts per families, committee discounts and coaching discounts to be charged each season for review, discussion and approval. The Committee may require a full budget to be presented as well.
20. Maintain and monitor club's FFV Account to ensure enough funds to allow registrations to occur.

### **3.6. Ordinary Members of the General Committee**

The General Committee also consists of up to ten (10) ordinary members. The following are a description of ordinary members roles that can be included on a clubs committee:

### **3.7. Assistant/Minute Secretary**

The Assistant/Minute Secretary is responsible for:

1. Record the business transacted at Committee Meetings and forward minutes to the Secretary for review, who will circulate them to Committee members.
2. The minutes must record the precise words of each motion proposed at the meeting and any amendments proposed to such a motion.
3. List Committee Members responsible for implementing action.
4. Provide administrative support to the Secretary.
5. Liaise with the Secretary on a regular basis to provide support and assistance where necessary.

### **3.8. Junior Coordinator/s**

Due to the Epsom Soccer Club continuing to grow in the number of teams the club believes it needs at least one if not two committee members to fill the position of junior coordinator. Whilst one committee member could do both positions, the club believes the two roles listed and split between Junior Non-Competitive and Junior Competitive teams is necessary. The Junior Coordinator/s is/are an important communication tool between the Committee and our junior players and parents.

#### **3.8.1 Junior Non Competitive Coordinators U6-U7 + U8-U10**

The committee members responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role.

The Junior Non Competitive Coordinators are responsible for the coordination and supervision of all teams in the Under 6 to Under 7 and the U8 – U10 Non Competitive age groups, including:

1. Liaison with the Coaching Coordinator with regard to the selection of qualified candidates for non competitive junior teams coaching positions. Where ever possible coaches should have BASL/FFV coaching accreditation.
2. Allocation of players to junior teams in accordance with the Junior Registration Policy.
3. Approves the selection of Team Managers for each competitive team and provides the Committee with a list to endorse at a Committee meeting.
4. Making sure that all non competitive coaches, managers and players are registered with the club and BASL through the FFV's 'MyFootball' registration system, filled out relevant registration and medical forms before they participate in a match.
5. Liaises with the relevant Property Coordinator to ensure that all teams have sufficient equipment, including balls, cones and playing shirts.
6. Preparation of a list of Non Competitive coaches and team managers and there relevant details for the season. These details should be issued to other Committee members.



7. Carry out all decisions made by the Directors at meetings, ensuring any information is relayed to coaches/managers/players and/or parents in a timely manner.
8. Correspond with all junior players/parents, informing them of upcoming events, important dates and other information deemed necessary.
9. Preparation of non competitive junior team players details lists (incl address, phone numbers and parents details) and distribution of same to all non competitive junior team managers, together with relevant medical information and emergency contact details of each player in that team.
10. The planning and implementation of the end of season presentation day for non competitive juniors, including the purchase of medallions for non competitive junior teams.
11. The planning of the taking of photos for each non competitive team and liaising with team managers to record player names to the photos.
12. Liaise with team managers regarding the filling out of weekly team sheets and requirements to handing them in after each game.
13. Ensure team coaches and managers understand the rules of competition and match day requirements that they will play under throughout the season. This will include the putting up and taking down of nets at home games and where to find them or return them to. A 'Team Manual' should be handed out to each team prior to the commencement of the season that should provide relevant information to help team managers/coaches.
14. Ensures that all junior non competitive coaches and managers, where required, have filled out a Working with Children's Check as is an obligation in regard to the State Government's Working with Children Check legislation. A register should then be kept that details all volunteers with a WWCC and record expiry dates, card numbers and card type ('Volunteer' or 'Employee').
15. Providing necessary insurance information if a player gets injured and seeks making an insurance claim.

### **3.8.2 Junior Competitive Coordinator**

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role.

The Junior Coordinator is responsible for the coordination and supervision of all teams in the Under 11 to Under 16 Competitive age groups, including:

1. Liaison with the Coaching Coordinator with regard to the selection of qualified candidates for competitive junior teams coaching positions. Where ever possible coaches should have BASL/FFV coaching accreditation.
2. Allocation of players to junior teams in accordance with the Junior Registration Policy.

3. Approves the selection of Team Managers for each competitive team and provides the Committee with a list to endorse at a Committee meeting.
4. Making sure that all competitive coaches, managers and players are registered with the club and BASL through the FFV's 'MyFootball' registration system, filled out relevant registration and medical forms before they participate in a match.
5. Liaises with the Competitive Property Coordinator to ensure that all teams have sufficient equipment, including balls, cones and playing shirts.
6. Liaises with the Secretary on the allocation of keys for coaches to access change rooms, storage room and toilets for match days and training. The access code for the alarm will also need to be handed put, but restricted to as few as possible.
7. Preparation of a list of Competitive coaches and team managers and there relevant details for the season. These details should be issued to other Committee members.
8. Carry out all decisions made by the Directors at meetings, ensuring any information is relayed to coaches/managers/players and/or parents in a timely manner.
9. Correspond with all junior players/parents, informing them of upcoming events, important dates and other information deemed necessary.
10. Preparation of competitive junior team players details lists (incl address, phone numbers and parents details) and distribution of same to all competitive junior team managers, together with relevant medical information and emergency contact details of each player in that team.
11. The planning and implementation of the end of season presentation day for competitive juniors, including the purchase of medallions and trophies for competitive junior teams.
12. The planning of the taking of photos for each competitive team and liaising with team managers to record player names to the photos.
13. Provide training in regards to the entering of results for competitive juniors team managers on relevant BASL software or website.
14. Ensure all competitive junior teams have entered results each week into Results Vault. Follow up any missing information prior to Monday morning.
15. Liaise with team managers regarding the filling out of weekly team sheets, getting them signed by the referee and the requirements to getting them processed on Results Vault after each game.
16. Ensure team coaches and managers understand the rules of competition and match day requirements that they will play under throughout the season. This will include the putting up and taking down of nets at home games and where to find them or return them to. A 'Team Manual' should be handed out to each team prior to the commencement of the season that should provide relevant information to help team managers/coaches.
17. Ensures that all junior competitive coaches and managers, where required, have filled out a Working with Children's Check (WWCC) as is an obligation in regard to the State Government's Working with

Children Check legislation. A register should then be kept that details all volunteers with a WWCC and record expiry dates, card numbers and card type ('Volunteer' or 'Employee').

18. Providing necessary insurance information if a player gets injured and seeks making an insurance claim.

### **3.9. Senior Coordinator**

The Senior Coordinator is responsible for making sure that all senior team players and team officials (Youth, Women's and Senior Men's teams) are registered with BASL as per their regulations.

The Senior Coordinator is responsible for:

1. All senior (Senior Men's, Women's and Youth) registrations. Making sure that all senior coaches, managers and players are registered with the club and BASL through the League's registration system, filled out relevant registration and medical forms before they participate in a match.
2. Liaising with Committee in regards to any issues with Clubs Senior teams.
3. Liaising with Coaching Coordinator in regards to senior coaches and Grounds/Property Coordinator in regards to equipment to commence training.
4. Liaise with the Treasurer in relation to the collection of player fees to ensure full payment received by required dates set by the Committee.
5. Liaise with Non Competitive and Competitive Junior Coordinators and offer guidance when necessary.
6. Approves the selection of Team Managers for each senior team and provides the Committee with a list to endorse at a Committee meeting.
7. Liaises with the Senior Property Coordinator to ensure that all teams have sufficient equipment, including balls, cones and playing shirts.
8. Preparation of a list of senior coaches and team managers and there relevant details for the season. These details should be issued to other Committee members.
9. Carry out all decisions made by the Directors at meetings, ensuring any information is relayed to coaches/managers/players and/or parents in a timely manner.
10. Preparation of senior team players details lists (incl address, phone numbers and parents details) and distribution of same to all senior team managers, together with relevant medical information and emergency contact details of each player in that team.
11. The planning of the taking of photos for each senior team and liaising with team managers to record player names to the photos.
12. Provide training in regards to the entering of results for senior team's managers on relevant BASL software or website.
13. Ensure all senior teams have entered results each week into Results Vault. Follow up any missing information prior to Monday morning.

14. Liaise with team managers regarding the filling out of weekly team sheets, getting them signed by the referee and the requirements to getting them processed on Results Vault after each game.
15. Ensure team coaches and managers understand the rules of competition and match day requirements that they will play under throughout the season. This will include the putting up and taking down of nets at home games and where to find them or return them to.
16. Ensures that all the youth coach and managers, where required, have filled out a Working with Children's Check as is an obligation in regard to the State Government's Working with Children Check legislation. A register should then be kept that details all volunteers with a WWCC and record expiry dates, card numbers and card type ('Volunteer' or 'Employee').
17. Providing necessary insurance information if a player gets injured and seeks making an insurance claim.
18. Maintain a sound knowledge and understanding of the BASL Rules of Competition, Grievances, Disciplinary and Tribunal By-Law.

### **3.10. Senior Player Representative**

The Senior Player Representative will be a representative of the senior teams (Youth, Women's and Senior Men's teams). Preferably a current player of a senior team will fill this role. They will:

1. Be an active member of the Committee, as a vital communication between the clubs senior teams players and the Committee.
2. Liaise with their respective Senior Coaches, Managers and players, or parents of players in any matters of concern occurring during a match, training or any other approved activity;
3. Assist the Senior Coordinator in matters relating to the day-to-day operations of football-related activities of the Club;
4. Maintain a sound knowledge and understanding of the BASL Rules of Competition, Grievances, Disciplinary and Tribunal By-Law.
5. When club is catering for various tournaments, liaise with senior teams and catering coordinator to ensure all players are aware of dates and commitment needed. Help source senior team members to fill roster spots.
6. Carry out all decisions made by the Directors at meetings, ensuring any information is relayed to senior coaches/managers/players and/or parents in a timely manner.
7. Maintain a knowledge of current and upcoming social events, in order to advise senior members.
8. Be actively involved with any sub-committees set up for social activities.

### **3.11. Coaching Coordinator**

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role.

Since the holder of this position has to deal directly with coaches, a person with a strong football background and coaching experience at all levels would be most desirable. The Coaching Coordinator is responsible for:

1. Liaison with the Junior Coordinator/s with regard to the selection of qualified candidates for junior coaching positions.
2. Provide a list of suitable coaches to the Committee for approval prior to the commencement of a team training.
3. Liaise with Junior Coordinator/s to ensure that all coaches have had a Working with Children's Check (WWCC) done.
4. Monitoring the activities and performance of all coaches to ensure the implementation of club policies regarding team composition and playing time as well as the maintenance of the clubs standards of fair play.
5. Ensure coaches attend approved coaching courses to gain relevant accreditation for the age group they are coaching.
6. Organise special coaching clinics during the season where appropriate to improve the level and understanding of coaches.
7. Acquisition and maintenance of training aids (Videos, books, etc).
8. Development of in-house training program for club coaches where considered necessary.
9. Ensure club coaches are aware of the codes of conduct and rules of competition of BASL for the age group they are coaching.
10. Carry out all decisions made by the Directors at meetings, ensuring any information is relayed to coaches in a timely manner.
11. Liaise with the Senior Club coach, if one is appointed, to ensure help if needed is provided to any club coach in a timely manner. This may involve the Senior Club coach reviewing a team's game or training session, providing advice to a coach or taking a training session.
12. Where possible have a meeting with coach's at the end of the season to provide relevant positive and negative feedback to the Committee from the coach's point of view.

The Coaching Coordinator has a pivotal role in the junior development of the club. The following are just some ideas to ensure the success of this role:

- I. Review BASL Rules of Competition in regards to what are the coach's accreditation requirements at each age group level.
- II. Encourage all coaches to be continually improving their knowledge via coaching courses and seminars run by FFV/BASL.
- III. Look at the club funding the coach's education in consultation with the Marketing Coordinator.
- IV. Look at possible outside the club help to improve coach's understanding of the game or to improve game styles and knowledge.
- V. Be a good listener and sounding board for coaches throughout a season.

### **3.12. Canteen Coordinator**

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role.

The Canteen Coordinator is responsible for all activities related to the purchase of stock, cleanliness and maintenance of the club's canteen as well as the preparation and distribution of a duty team roster.

The Canteen Coordinator is responsible for:

1. Run the canteen efficiently and profitably within the guidelines of the club.
2. Purchase of appropriate stock and stock levels to run the canteen each week. Suppliers who give discounts or have products on special or are sponsors should be used where applicable for the best interests of the club.
3. Keep abreast of current food handling requirements, attending appropriate training as required.
4. Ensure a safe environment and work practices are followed at all times.
5. Ensuring that any canteen operating instructions are distributed to each team manager prior to the start of the season.
6. Ensure at the commencement of the season that the canteen is registered with the City of Greater Bendigo along with other Council requirements including submission of a food safety program.
7. Organising a roster of volunteers to man the canteen. Where applicable, for all junior and senior teams to help out running the canteen on Saturday's and Sunday's. Teams are not to be rostered on to help out when their side is playing unless it is agreed to by that team's manager.
8. During the week telephone or email all parties who are on duty on the upcoming weekend to remind them.
9. Ensure that cash, keys and all food supplies are ready, set-up done and the canteen window open at least fifteen (15) minutes prior to the first game allocated on the Saturday and at least thirty (30) minutes prior to the first game allocated on a Sunday.
10. Source club members to help out running the canteen and/or opening or closing of the canteen on Saturday's or Sunday's.
11. Clearly communicate, as early as possible, to the President and/or Secretary when unavailable to run the Canteen, so appropriate back up can be organised.
12. Ensure all canteen revenue is provided to the Treasurer within 3 days of it being collected.
13. All supplier invoices should be provided to the Treasurer for payment. Where cash is taken from the till to pay for supplies, appropriate documentation should be provided.
14. All purchase of equipment should not be done without Committee approval.
15. At the start of the season clean refrigerators, canteen area and canteen storage room area.

16. Ensure the canteen area is appropriately cleaned after being used each week during the season.
17. Stock requirements and a list of all suppliers are to be listed with contact details, so if unavailable another Committee member can carry out the role.
18. Food preparation and relevant standards are adhered to.
19. Undertake stock takes of supplies and adjust orders as necessary so that excess stock is not retained, ensuring the club has nil or very minimal stock on hand at the end of a season to minimise wastage. Provide a stock take of inventory at the end of the season to the Treasurer so it can be recorded in the Balance Sheet.
20. Liaise with various other users of the Reserve where applicable who may use the canteen during the week or in the off-season.
21. For end of season presentations, if they are to be self catered for, liaise with the Committee with what is required, source food, drinks and necessary items for the events. Organise volunteers to help out at the events to prepare and serve food where necessary.
22. Evaluate canteen operations and facilities and make recommendations to the Executive on improvements.
23. Open and close up with allocated keys/swipe cards the change rooms, toilets, storage room, referee's room and other doors as required when last to leave the major pavilion.
24. Carry out all decisions made by the Committee at meetings.

### **3.13. Marketing Coordinator**

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of these roles. The Marketing Coordinator is responsible for Sponsorship and Fundraising / Social Events.

They are responsible for:

#### **Sponsorship:**

1. Manage the sourcing of individuals and organisations that are willing to sponsor the club and/or teams. Oversee the negotiations of new sponsorship packages.
2. Ensure all sponsorship arrangements are formally recorded, filed and signed off. Details recorded should include contact details and terms of sponsorship. All sponsorship packages should be noted at Committee meetings.
3. Liaison with current sponsors to ensure the Club is carrying out all aspects of their sponsorship.
4. Ensure sponsors are invited to and encouraged to attend relevant club events.
5. Liaison with the Property Coordinator with regards to the printing of sponsor details and logos on team shirts.
6. Manufacture of advertising signs in conjunction with each sponsor.
7. Liaise with the Treasurer on raising invoices for the collection of money from sponsors.

8. Follow up any outstanding invoices with sponsors to collect payment.
9. Discussion and agreement with the Committee of sponsorship package details, providing for all levels of support.

#### Fundraising/Social Events:

They are responsible for the planning and implementation of all fund raising activities and social events for both parents and players.

They are responsible for:

1. Prepare and coordinate the implementation of a program of social events for the club and its members, families and supporters. All planned events should be promptly reported to the Committee who need to approve them. The Communications Coordinator must also be kept informed so that the social activities can be advertised in the newsletter, on notice boards or via the web whether through the club web page.
2. Where necessary create sub-committees to run each activity. Keep close liaison with each sub-committee and monitor progress of each event/function.
3. Co-opt appropriately skilled volunteers to assist in the conduct of any event.
4. Plan and run fundraisers for the club where necessary with Committee approval.
5. Ensure each function/activity presents a final reconciliation of income and expenditure to the Committee, together with a report on the success and benefit of each function/activity.
6. Ensure at the start of the season a calendar of social events, functions and fundraisers is produced. This should then be available to all members.

### **3.14 Property/Grounds Coordinator**

Due to the Epsom Soccer Club continuing to grow in the number of teams the club believes it needs at least one if not two members to fill the position of property/grounds coordinator across the whole club. Whilst one committee member could do the two positions, the club believes the two roles listed and split between Junior teams and Senior teams is necessary. The Property Coordinator/s are an important communication tool between the Committee and our junior coaches and managers.

#### **3.14.1 Senior Property/Grounds Coordinator**

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role.

This position is responsible for:



**Property:**

1. Acquisition, maintenance and distribution of all Senior team strips, and replacement of missing shirts as necessary.
2. Purchase, maintenance and distribution of team practice balls, cones, strips and bibs. It is advised that a log book/sign in book is used as a record for those using equipment.
3. Purchase and maintenance of match balls for junior and senior competition teams. Senior competition match balls are stored in the referee's room and collected by the match official prior to the start of the match.
4. Lost Property.
5. Barbecue and gas bottles. Ensuring BBQ is cleaned after use and gas bottles full.
6. Other required items such as hand towels, toilet paper, soap for toilets and detergents for cleaning etc are available.
7. Cleaning of change rooms and toilets or organising a roster to ensure they are maintained.
8. The acquisition, maintenance and distribution of first aid kits to all club teams. It is advised that every year this person organise first aid courses for team managers and unqualified coaches. Each kit should contain at least the following items:
  - Ice pack
  - Roll Band aids
  - Scissors
  - Betadine 100mls
  - Cotton Buds
  - Bandages x 2
  - Disposable Gloves
  - Eye pads x 2
  - Tape
  - Medi wipes x 6
  - Meloline: x 3 (Non absorbent dressing)
  - Butterfly closures
  - Eyestream

**NB: IT IS IMPERATIVE THAT THE SENIOR COORDINATOR HAVE MEDICAL FORMS FROM ALL THE PLAYERS AND DISTIBUTE RELAVANT COPIES TO THE TEAM MANAGERS. THIS IS TO ENSURE THAT WHEN ADMINISTERING FIRST AID ALL MEDICAL CONDITIONS ARE TAKEN INTO CONSIDERATION.**

9. Ensure all teams return playing equipment including keys, strips, water bottles, first aid kits, balls, cones etc at the end of the season.
10. The Senior Property/Grounds Coordinator needs to keep a continual stock take of the items in the first aid kits distributed to teams.
11. All equipment (nets, posts, tables, chairs etc) must be removed from the pavilion/club room at the end of the season if grounds are used by other parties. Organisation of storage of all equipment is required in this case. If this is not required then all equipment should be accounted for and checked off.

12. Ensure the cleaning of change rooms and toilets have occurred after home games, training and events.
13. Liaison with the Council, either directly or through the Secretary, with regard to any matters relating to property damage, property not working or other users leaving property in an unsatisfactory manner.

**Grounds:**

1. Marking out all pitches prior to the start of the season, throughout the season according to competition guidelines. If the grounds have to be prepared prior to the beginning of the season, the Grounds Manager should liaise with the Secretary to contact the council and determine the earliest date that the ground preparation can commence.
2. Marking of pitches/ovals for all other users upon request or for special events, including BASL, Bendigo Pioneers, FFV, Loddon Mallee Lightning and Council.
3. Maintenance of all outdoor fixed equipment.
4. Maintenance of adequate supplies of line marking material throughout the season.
5. Cleaning of grounds after match days. All rubbish must be removed from the ground and the area around the pavilion must be kept clean. Rubbish bins to be moved to car park near change rooms to be emptied on a Monday morning and put back before the next lot of games commence.
6. Liaison with the Council, either directly or through the Secretary, with regard to all matters relating to ground maintenance.

**3.14.2 Property Junior Coordinator**

This position is responsible for:

1. Liaise with Senior Property Coordinator for acquisition, maintenance and distribution of all Under 11 to Under 16 Team strips, and replacement of missing shirts as necessary.
2. Liaise with Senior Property Coordinator to purchase, maintenance and distribution of team practice balls, cones, strips and bibs. It is advised that a log book/sign in book is used as a record for those using equipment.
3. Maintain match balls for competitive junior competition teams.
4. Lost Property.
5. The acquisition, maintenance and distribution of first aid kits to all club teams. It is advised that every year this person liaise with Senior Property Coordinator to organise first aid courses for team managers and unqualified coaches. Each lot should contain at least the following items:
  - Ice pack
  - Roll Band aids
  - Scissors
  - Betadine 100mls
  - Cotton Buds
  - Bandages x 2
  - Disposable Gloves

Eye pads x 2  
Tape  
Medi wipes x 6  
Meloline: x 3 (Non absorbent dressing)  
Butterfly closures  
Eyestream

NB: IT IS IMPERATIVE THAT THE JUNIOR COORDINATOR/S HAVE MEDICAL FORMS FROM ALL THE CHILDREN AND DISTRIBUTE RELAVANT COPIES TO THE TEAM MANAGERS. THIS IS TO ENSURE THAT WHEN ADMINISTERING FIRST AID ALL MEDICAL CONDITIONS ARE TAKEN INTO CONSIDERATION.

6. Ensure all teams return playing equipment including keys, strips, water bottles, first aid kits, balls, cones etc at the end of the season.
7. The Junior Property Coordinator needs to keep a continual stock take of the items in the first aid kits distributed to teams.
8. All equipment (nets, posts, tables, chairs etc) must be removed from the pavilion/club room at the end of the season if grounds are used by other parties. Organisation of storage of all equipment is required in this case. If this is not required then all equipment should be accounted for and checked off.
9. Develop roster for last competitive team competing at home to clean change rooms and toilets.
10. Cleaning of grounds after match days. All rubbish must be removed from the ground and the area around the pavilion must be kept clean.
11. Ensure that first Epsom teams playing at home put nets up for the pitch they are playing on and the last Epsom team using the pitch puts nets and equipment away after their match finishes. This may need to be done in conjunction with the Junior Coordinator/s.

### **3.15. Communications Coordinator**

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role. Communications include printed media (newsletters/flyers), Club's Facebook page, Twitter and the Clubs web page.

They are responsible for:

1. Preparation and distribution of a regular Club Newsletter in hard copy and/or via email. Newsletter to be approved by the Executive before distribution.
2. Ensuring that the domain name of the Epsom Football Club webpage is owned by the Epsom Football Club for the period of its contract.

3. Ensure that the content of the webpage is appropriate, however, creativity is always encouraged to keep the webpage up to date, fresh and imaginative.
4. Ensure that all pictures of juniors are approved by parents and/or Junior Coordinators before uploading onto the webpage or Facebook.
5. Seek material and stories to upload onto the web page, Facebook or Twitter. This will include weekly results, photos and any significant player achievements. Communicate and liaise with all team coaches / managers to provide information.
6. Prepare flyers for special functions and presentation days/nights as requested.
7. In conjunction with Marketing Coordinator ensure Sponsors logos are on Club webpage.
8. Carry out all decisions made by the Directors at meetings.
9. Report any inappropriate material recorded on Club's Facebook pages, Twitter or other media to the Committee.

### **3.16. Catering Coordinator**

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role. This role can be taken on by a member and they do not have to join the committee, if this is the case the Committee will appoint a Committee member to oversee the position and report to meetings any concerns of the Catering Coordinator.

This position is responsible for:

1. Coordinating the catering for the following events that maybe run throughout the calender year:
  - Public events ran during the week,
  - Primary and Secondary School events ran by School Sports Victoria,
  - Football Federation Victoria (FFV) events, including Boys FC, Regional Challenge Cup and Victorian Champions League Gala Days; and
  - Other major events agreed by the Committee to run catering for, which may be for other sports or organisations that use the Epsom Huntly Recreation Reserve.
2. Purchase of appropriate stock levels to run the canteen and/or bbq for each event. Suppliers who give discounts or specials, or are sponsors should be used where applicable for the best interests of the club and to maximise profit.
3. Full control of re-ordering, restocking and evaluating if more stock is required to be purchased for any event they are coordinating. They may utilise other volunteers to obtain extra stock on their behalf if they wish.
4. Food preparation and standards are to be adhered to.

5. Source and coordinate club members or volunteers to help out running the canteen for these events. For the major events over a number of days, liaison with the Committee/Junior/Senior Coordinator to get players and parents involved on a roster system to help out.
6. Ensure that a cash float is organised with the Treasurer for each event, and returned to them at the conclusion of the event.
7. Liaise with the Secretary for the collection of keys/swipe cards to gain access to the Epsom Huntly Recreation Reserve Main and Minor Pavilion and the canteen area in each.
8. All supplier invoices should be provided to the Treasurer for payment. Where cash is taken from the till to pay for supplies, appropriate documentation should be provided.
9. All requirements for purchase of equipment should be sent to the Committee for approval.
10. Ensure all canteen and food areas are appropriately cleaned after being used.
11. Evaluate catering operations and facilities and make recommendations to the Committee.
12. Provide above average customer service and maintain customer satisfaction to all that attend the event.
13. Liaise with those running the event to do ad-hoc things as they arise.

### **3.17. Non Committee Positions**

There are a number of roles that require someone to perform throughout the season, however they do not form part of the Committee, unless the Committee determine to add them based on vacant spots on the General Committee. The following are a description of those roles:

#### **3.17.1 Referees Coordinator**

The person responsible for this position may, with the approval of the Executive Committee, appoint interested parties to a sub-committee to assist with any of the responsibilities of this role. This role can be taken on by a member and they do not have to join the committee, if this is the case the Committee will appoint a Committee member to oversee the position and report to meetings any concerns of the Referees Coordinator.

The Referee's Coordinator is responsible for:

1. Providing Referee's at all Epsom junior and senior home games that BASL or the FCV Referee's body has not appointed a referee for.
2. Provide necessary education to all club appointed referees, including what they should do prior to a game commencing and at the conclusion of a game. Ensure they have received the Rules of Competition for the age groups they are refereeing so they are aware of them.
3. Ensure that important information relating to law changes and rule interpretations, referee clinics and courses is communicated to club appointed referees.

4. Provide necessary education to all assistant referees of each junior team.
5. After all games have been completed on a weekend or on a monthly basis, provide an updated list to the Treasurer of those Club Referee's who were appointed the weekend prior.
6. Monitor and provide feedback to all Club appointed Referee's.
7. Organisation of lines persons training courses. Courses can be conducted by members of the AASRF or Regional Development Officer.
8. Ensure all club referees are paid, whether each week, month or end of the season, whichever they decide.
9. Encourage club referees to further develop by doing a referee's course.
10. Provide support for club appointed referees in the case of incidents occurring during, before or after a game, including helping them fill in relevant forms for misconduct incidents that need to be reported to BASL.

### **3.17.2. Bendigo Amateur Soccer League (BASL) Representative**

The Committee is responsible for nominating a member to represent the club on the BASL Committee. This representative is usually the President, but can be any club member nominated by the Directors. This committee usually meets every six (6) weeks and each club is required to send at least one representative to the meeting, with voting rights on behalf of the Club.

The BASL Representative is responsible for:

1. Attending all BASL Meetings.
2. Acting as a liaison between Epsom Football Club and BASL.
3. Corresponds all concerns of the Epsom Football Club to BASL.
4. Voting on behalf of the Epsom Football Club on any motions put forward at BASL Meetings, according to clubs wishes and in line with decisions made at Epsom Football Club meetings.
5. Reporting to the Committee of the Epsom Football Club on proceedings and issues of concern that come out of BASL meetings.
6. Informing Committee of any changes in the running of BASL, including rules of competition and policy changes.
7. Maintaining a sound knowledge and understanding of the Rules of Competition, Grievances, Disciplinary and Tribunal By-Law and any other policies or regulations of BASL.