

CBJFC COMMITTEE POSITION DESCRIPTIONS



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EXECUTIVE MANAGEMENT

PRESIDENT

Objectives

- To provide strong, efficient and effective leadership for the Club
- To ensure the Club promotes the participation and
- Ensure the Club is run efficiently administratively, financially and socially to support its 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 football activities are played in a competitive and fair spirit

Responsibilities

- Ensure sub committee and committee members fulfil their responsibilities to the Club
- Preside at all meetings of the Club Committee
- 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

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, or Delegates Meetings
- Supports all players and club volunteers

Accountability

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

An effective President needs to be:

- Well informed on all club activities: for example, know about the club's current financial position, each of the programs run by the club, who is in charge of them and the number of teams within the club
- Aware of the future directions and plans of the club
- Have a good working knowledge: familiarity with the constitution, club rules and duties of office bearers and committees – it is highly recommended that the President has served on the committee for at least one season
- Manage committees and/or executive meetings: ensure that all matters are discussed and the best decisions made, without lengthy meetings
- Chair the club's annual general meeting: see that the agenda is followed, all business is completed, awards or presentations made and speakers welcomed

- Represent the club at local and regional levels: for example, a meeting called by your league or council.
- A supportive leader for all club members: listen to other people's suggestions (not just the committee members) and act on them
- A facilitator for club activities: encourages and motivate members to ensure that planned activities go ahead
- Prepared to ensure planning and budgeting occurs: planning and budgeting for the future should be carried out in accordance with the wishes of the club members

A good President should be able to:

- Lead without controlling
- Involve club members in decisions that affect them
- Stimulate balanced discussion
- Time meetings to finish on time
- Encourage focused discussion and keep meetings on track
- Negotiate successfully between members and listen

VICE-PRESIDENT

An effective Vice President supports the President in achieving their roles and responsibilities and in their absence, acts on their behalf.

Objectives

- To provide support to the President of the Club
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Ensure the effective and efficient operation of the Executive and all football operations
- Preside over meetings in the absence of the President
- Oversee recruitment of committee members and non committee volunteer positions
- Assist other Committee members in their duties as required
- Undertake tasks/projects at the request of the President,

Relationships

- Reports to the President and General Committee of the Club
- Supports all coaches, players, support staff and volunteers
- Liaises with the Executive
- Liaises with official club suppliers and other key stakeholders

Accountability

- The Vice President is accountable to the President and the General Committee
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

TREASURER

The treasurer is responsible for the financial management of the club including reporting on what has happened to the club's funds and devising the most effective methods of using all available funds.

Objectives

- 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 at all times
- 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)
- 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 monthly 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 as provided in the Corporate Affairs Act
- Oversee and seek reports of all other accounts held by sections of the Club
- Manage 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
- Issue tax certificates to employees as required under the Act
- Ensure the Club finances are correctly audited
- 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 President, Executive or General Committee

Relationships

- Reports to the Club Committee
- Liaises with the Executive
- Liaises with official Club suppliers and other key stakeholders

Accountability

- The Treasurer is accountable to the President and the General Committee
- The Treasurer shall seek ratification from the General Committee of a Club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approve
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions
- Typically, duties for the treasurer may involve:
 - Issuing receipts and promptly depositing all monies received
 - Making all payments and keeping accurate, up to date records of income and expenditure
 - Ensuring that adequate accounts and records exist regarding the club's financial transactions
 - Being the signatory on club cheques, with at least one other
 - Preparing regular bank account reconciliations
 - Being responsible for the club's petty cash
 - Invoicing members for items/services provided, e.g. equipment, uniforms
 - Being fully informed about the financial position of the club at all times
 - Preparing budgets for the forthcoming year describing potential sources of income and expenditure
 - Presenting regular breakdowns of income and expenditure to the management committee
 - Preparing and presenting financial statements to committee meetings and for the annual report
 - Investing surplus funds
 - Managing club investment programs
 - Negotiating with banks for loans, overdraft facilities and mortgages
 - Handling tax returns if applicable
 - Preparing annual financial accounts for auditing, and providing the auditor with information as required
 - Ensuring annual returns and statement of accounts are filed with the Commission for Corporate Affairs
 - Ensuring GST compliance
 - Ensuring invoices are valid tax invoices and that suppliers issue valid invoices

SECRETARY

The secretary is often the first person an outsider contacts, therefore the position of secretary is critical to the successful management of any club. The secretary is the club's chief administration officer and provides the link between members, the club executive committee and outside agencies such as other local clubs, the SMJFL and Glen Eira Council.

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
- Provide secretarial support to the Committee
- Maintain an accurate copy of the Rules and By-Laws of the Club and the SMJFL
- Maintain a complete record of all activities of the Club
- Be familiar with the rules of the Club, League, State Body, SMJFL 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
- Prepare and send correspondence in accordance with the direction of the President and Committee
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee
- Be a signatory to the club bank account and sign off on transactions auctioned by the treasurer
- Regularly check the club's post office box

Relationships

- Reports to the Club Committee
- Liaises with the Executive
- Liaises with Sub- committees
- Liaises with the SMJFL

Accountability

- The Secretary is accountable to the President and the General Committee
- Provide a report on any aspect of 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
- A good secretary is someone who can:
 - Communicate
 - Think clearly
 - Maintain confidentiality on relevant matters
 - Manage and supervise others (in relation to secretarial duties)
 - Organise and delegate tasks
 - Have attention to detail
 - Appreciate a sense of urgency

Time Required

- This is a fairly time heavy position. The club secretary can require from 5 to 10 hours a week depending on the time of season. The secretary needs to be in control of emails and phone messages/texts at all times, responding in a timely manner to all approaches.

Secretarial duties

- Preparing for meetings and taking Minutes
- Maintaining club records through SMJFL Sporting Pulse
- Maintaining membership records through SMJFL and Sporting Pulse
- Dealing with SMJFL and Glen Eira Council correspondence

FOOTBALL OPERATIONS MANAGER

The Football Operations Manager is the Club expert on all football related matters.

Objectives

- To oversee all football related matters across the Club
- Provide leadership to all football coaches, coaching coordinators, players, support staff and volunteers
- To promote best practice football operations within the Club and seek continual improvement from the football department

Responsibilities

- Ensure the effective and efficient operation of all football operations
- 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 all junior levels is maximised
- Ensure that all coaches and support staff are carrying out their duties as required
- Ensure that the relevant volunteers have the appropriate level accreditation and are versed with Club policies and procedures
- Oversee recruitment of coaches and players according to policies outlined by the Club Committee
- Ensure that the President and Vice President are kept informed of all football related matters

Relationships

- Reports to the President and General Committee of the Club
- Supports all coaches, trainers, parent umpires, players and additional support staff
- Liaises with the Executive

Accountability

- The Football Operations Manager is accountable to the President and 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

GENERAL COMMITTEE

REGISTRATIONS

The role of the Registrar is to coordinate all registrations at the start of the season.

Objectives

- To ensure all players are registered or transferred in accordance with the league rules and regulations

Responsibilities

- Register all new players within the league guidelines
- Register copy of injury reports
- Process insurance claims
- To follow up with teams and ensure players are registered and able to play
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate

Relationships

- Liaises with the Secretary and Treasurer
- Liaises with all club members

Accountability

- Reports to President and General Committee

MARKETING & COMMUNICATIONS

Objectives

- To promote and market the club in a positive light at all times

Responsibilities

- Set up (prior to commencement of season) and maintain (throughout the season) the main CBJFC communication hub – Team App
- Place general club communications on Team App
- Prepare or organise a person to update club website
- Coordinate the creation and provision of any visual graphics and printing required by the club through third party suppliers within approved budget, ie season start flyers, billboards, social event advertising
- Prepare or organise a person to create and distribute weekly club newsletters
- Assist with attracting and securing sponsorship by providing support to Sponsorship Coordinator with artwork/graphics
- Place sponsorship in newsletters and on website as provided by Sponsorship Coordinator
- Actively seek positive media exposure for the CBJFC
- Main contact person for all media requirements

Relationships

- Reports to the Club Executive
- Liaises with the Club Committee
- Liaises with all media outlets

Accountability

- Accountable to the Club Executive
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

COUNCIL LIAISON & GROUNDS

The role of the Council Liaison and Grounds Committee member is to take ownership of property/ground maintenance, council liaison and match fixtures.

Objectives

- Ensure that the two ovals and club rooms are kept in peak condition throughout the season
- Ensure that all Club equipment is in working order and properly maintained
- Maintain a positive working relationship with Glen Eira Council
- Ensure that the season fixture is managed appropriately

Responsibilities

- Organise for line markings to be regularly painted and updated to incorporate special events
- Ensuring the club property is in working order and organising replacements/repairs where necessary
- Overall responsibility for match day set up and pack up – to facilitate this task, collaborate with the Team Manager Coordinator regarding fixtures on each game day
- Scrutinise the fixtures as they are released (first four rounds, remainder of season, finals) and liaise with the SMJFL in the event of game clashes/unsuitable fixtures
- Attend Council sporting club meetings to represent the Club's interests; provide feedback to Club on pertinent issues
- Liaise with the Caulfield Senior Football Club and Carnegie Cricket Club on matters affecting Koornang Park and East Caulfield

Relationships

- Liaise with the Glen Eira Council
- Liaise with the SMJFL
- Liaise with the Club Executive
- Liaise with Ground Marker
- Liaise with Caulfield Senior Football Club and Carnegie Cricket Club

Accountability

- Reports to the Executive Committee of the Caulfield Bears Junior Club.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

AUSKICK LIASON

The role of the Auskick Liaison Committee person is to manage the relationship between the Auskick Centre and the CBJFC. The Auskick Centre is a critical pathway to junior football and as such it is imperative that the CBJFC assists wherever possible to ensure the ongoing success and development of the program.

Objectives

- To create and maintain a good working partnership between the Senior and Junior Clubs and the Auskick Centre.
- Ensure that the Committee are kept informed of all issues impacting the Auskick Centre that may prove an impediment to the growth of Auskick
- To suggest new ways of attracting players to the Auskick program

Responsibilities

- Roster senior players to attend and assist with drills at Auskick each week
- Organising fund raisers, raffles, BBQ's and themed events at Auskick sessions
- Create new initiatives to continually foster and develop Auskick and junior participation

Relationships

- Liaise with the Auskick Coordinator and AFL Victoria
- Liaise with the Senior Football Club President
- Liaise with the Junior Football Club President

Accountability

- Reports to the Executive Committee

SPONSORSHIP & MERCHANDISE

This is a newly combined role to bring sponsorship and merchandise under the same portfolio to maximise coordination and communication so that both the sponsors and the Club are receiving the best possible outcomes.

Objectives

- 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 ensure the Club makes a reasonable profit from the sale of merchandise
- To provide support to the Executive and Committee members to ensure the efficient management of Club sponsorship activities and merchandise sales
- To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

Responsibilities

- Maintain and update current sponsorship packages offered by the Club to attract as broad a sponsorship base as possible and seek ratification by the Committee on any major changes
- 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 before the end of November of the current season about renewing for the following season
- 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
- Provide sponsorship banners and artwork where required to the Marketing & Communications Coordinator for placement in the newsletter and on website
- Ensure sponsors are invited to all Family Nights and social functions held by the Club during the season
- Ensure all sponsors are invited to the end of season function as a guest of the Club
- Ensure all sponsorship agreements are honoured
- Maintain contact with all corporate sponsors throughout the season
- Issue sponsorship invoices to sponsors and follow up payment
- Maintain accurate and detailed records of all invoices, artwork, logos and sponsorship communications in CBJFC Dropbox folder
- By November provide a stocktake of current merchandise and provide this report to the Treasurer
- By February prepare a report proposing a suitable range of clothing for sale for consideration by the Committee

- When ordering new stock, ensure all current sponsors have their designs and logos on the ordered stock
- Arrange the wide promotion of clothing items for sale to members, supporters and the community
- Provide a convenient means by which orders can be placed and collected
- Arrange the display of available merchandise and communicate where and when clothing can be purchased prior to and during the season
- Ensure sufficient clothing stock are maintained and ensure orders and requests are actioned promptly
- Maintain good relationships with existing clothing suppliers and consider alternative suppliers if cost and quality is superior

Relationships

- Reports to the Treasurer
- Liaises with the Club Committee
- Liaises with Sponsors
- Supports Marketing & Communications and Stakeholder Engagement committee members for providing services associated with sponsorships
- Liaises with clothing suppliers

Accountability

- The Sponsorship and Merchandise coordinator is accountable to the Treasurer
- Provide a report on portfolio operations to the Treasurer and monthly committee meeting as required
- Seek ratification from the Treasurer 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.

GIRLS FOOTBALL COORDINATOR

This role is aimed at driving the Club's strategic objective of increasing girls football participation at CBJFC.

Objectives

- Promote the idea of 'Girl's' football within the area
- To set up the mechanisms necessary for multiple girl's teams to be established and grow at CBJFC
- To liaise with the Auskick Coordinator on the pathway for girl's participation at CBJFC
- To actively spruik and recruit girl's footballers to join CBJFC from nearby schools, other Football Clubs and other sports such as basketball, netball and soccer
- Identify barriers to entry for girl's football and work with relevant parties to overcome

Responsibilities

- Set up support network to assist with the development of girl's teams ie coaches, team managers etc
- To work collaboratively with the Girl's Coaching Coordinator to improve learning and skills in all girl's teams
- To assess the need for extra training and education during the season to assist the coaches of the girl's teams
- To liaise with Team Managers of the girl's teams to ensure they have all the necessary equipment for training and games
- Provide feedback to Executive on progress through the year and any assistance required

Relationships

- Liaises with the Club Executive
- Liaises with all club members and the wider community
- Liaises with the SMJFL and their operations team dedicated to promoting female participation in football

Accountability

- Reports to the President, Football Operations Executive Committee
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

TEAM MANAGER COORDINATOR

The role of the Team Manager Coordinator is to oversee all the team managers within the CBJFC.

Objectives

- Ensure that each team has a team manager in place before the start of the season
- Coordinate and educate all Team Managers about their role
- Oversee paperwork required by the SMJFL
- Ensure issues raised by Team Managers are escalated appropriately
- Maintain database of games played
- Organise milestone and end of season trophies

Responsibilities

- Ensure the Team Manager's manual is kept up to date with current contact details, by law changes, club procedures etc
- Ensure Team Managers have access to current by laws and SMJFL/Club paperwork
- Issue Team Kit to each Team Manager at the start of the season and ensure it is received at the end of season with all items accounted
- Organise for each team to be given a set of jumpers and maintain jumper audit
- Ensure each Team Manager is aware of their match day responsibilities
- Ensure each Team Manager is aware of their reporting requirements and has the necessary access to Sporting Pulse
- Escalate any game day issues as appropriate
- Ensure that all match day scores are entered and paperwork collated each week
- Update the games played database at the end of each round
- Organise for milestone trophies to be ordered, collected and distributed to the relevant team managers
- Liaise with team managers to collate end of season trophy information; order trophies
- Liaise with Social Events Coordinator to allocate teams to host "Family Nights"

Relationships

- Reports to Football Operations and Executive Committee
- Liaises with Team Managers and Social Events Coordinator

Accountability

- Accountable to Football Operations and Executive Committee
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

SOCIAL EVENTS & CANTEEN

This is a newly created Committee role with the aim being to organise and coordinate all social events before, during and after the season and to ensure the two canteens at Koornang Park and East Caulfield are appropriately staffed and stocked.

Objectives

- To establish a budget for all social events prior to the season and provide a social calendar for the season which provides a range of appropriate entertainment for all club members enhancing the appeal of the Club to the wider community
- To identify suitable staff for the canteens at Koornang Park and East Caulfield and arrange appropriate systems with suppliers to ensure the canteens are stocked and staffed
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- 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
- Organise and coordinate with the Team Manager Coordinator to provide volunteers for each function
- Organise adequate advertising of each event with the Marketing & Communications Coordinator
- Apply for temporary liquor licences for all social events and for a Council permit for the pre-season Launch event
- To coordinate the pre-season Launch event and deal with Council, suppliers and other stakeholders
- Undertake tasks at the request of the President, Executive or General Committee
- Communication with the two canteen staff on a weekly basis and coordinate their hours with the fixtures at each venue
- Set up a chain of command and responsibility for ordering and receiving all food and stock on a weekly or as needs basis
- Ensure both canteens have cash floats which are returned at the end of each Sunday
- Liaise with Team Managers to provide parent volunteers at each match
- Suggest and implement changes to the menu or food provided and recommend purchases of new kitchen equipment

Relationships

- Reports to the Treasurer and President
- Liaises with all relevant committee members
- Liaises with official Club suppliers and other key stakeholders

Accountability

- The Social Events & Canteen Coordinator is accountable to the Treasurer and President

- The Social Events and Canteen Coordinator 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 Committee meeting upon request

STAKEHOLDER ENGAGEMENT

This is a newly created Committee role aimed at positioning the CBJFC as the most attractive destination Club for players and families in the local area. This role will deal with the local community, Council, State Government, Federal Government, the SMJFL and other relevant stakeholders in the local community.

Objectives

- To position the CBJFC as the No. 1 destination Football Club in the local area for male and female junior footballers and attract players of all ages and abilities
- To help provide a professional, yet family friendly environment for players and families to enjoy the on-field and off-field activities of the Club
- To liaise with all relevant stakeholders that affect the running of the Club and internally liaise with the Sponsorship and Marketing Coordinators to ensure the best possible outcomes and promotion of the Club

Responsibilities

- Foster and improve relationships with relevant stakeholders (both existing and future) for the benefit of the Club
- Suggest ways the club can improve current practices to increase the appeal to new and existing members
- Liaise with all forms of Government to ensure our facilities are being improved
- Liaise with Sponsorship and Marketing coordinators to ensure new and improved outcomes for the Club whilst acknowledging the existing relationships we have
- Seek and complete relevant Grants for the financial benefit of the Club

Relationships

- Reports to the President and overall Committee
- Liaises with the Sponsorship and Marketing Coordinators
- Liaises with Council, State and Federal Governments, SMJFL and other relevant stakeholders in the local community

Accountability

- Accountable to the President and Executive

SUB-COMMITTEE

COACHING COORDINATORS

The role of the Coaching Coordinators is to organise the coaching positions for all teams and to provide ongoing organisation and support for the coaches.

Objectives

- In collaboration with Footy Operations, appoint coaches for each team prior to the start of season
- Ensure all coaches are acting in accordance with CBJFC policies and procedures
- Educate and evaluate all coaches at training and on match days
- Provide ongoing support and training and education to the coaches throughout the season

Responsibilities

- Assist with the development of all coaches
- Oversee training drills and skills, providing extra assistance and guidelines where required
- Check coaches accreditation
- Arrange education nights etc for coaches and team ages groups as required
- Recommend new equipment where required
- Assist advocates
- Liaise with all coaches, providing regular feedback on training and match days

Relationships

- Reports to Football Operations
- Liaises with Coaches and Assistant Coaches

Accountability

- Accountable to Football Operations
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

COMPLIANCE/CHILD SAFETY OFFICER

In response to new legislation in effect as of 2017, all clubs are required to have a nominated Child Safety Officer. Any grievances or incident reports regarding child safety or suspected or known child abuse will be directed initially to this officer, and they will be responsible for leading the club towards safer practices, a more robust plan for the protection of the children at the club, and establishing a culture of safety and growth for children.

Objective

- Ensure club is compliant with new legislation regarding seven standards of child safety
- Ensure they and the other members of authority at the club are properly equipped to handle any reports of child abuse to any degree
- Ensure thorough and regular risk assessments are performed
- Ensure coaches, parents, players and others are aware of the new legislation and understand its implications on how they behave
- Continually seek new ways and initiatives to support a club culture in which the safety and development of children is paramount

Responsibilities

- Must have a valid Working With Children Check
- Must register as CSO on SportsTG
- Must undertake training on child safety issues, as directed by the SMJFL
- Must be a trustworthy member of the organisation capable of interacting appropriately with children, parents and club officials.

Relationships

- Ideally, the CSO should also be able and willing to participate in meetings with other members of authority in order to educate and co-ordinate child safety in line with other club strategies. Additionally, it is likely a good idea if the CSO understands the processes of applying for a WWC check, and uploading accreditations to BlueQ, in order to assist other club members as they comply with the need for valid checks.

Accountability

- The nominated Child Safety Officer will receive resources, training and support from the SMJFL, however they will also need to take charge at club level to ensure their club is on the right track.

TRAINER & MEDICAL COORDINATOR

The role of the Trainer and Medical Coordinator is to oversee all the team trainers within the CBJFC and to ensure that the CBJFC is following best practice around injury prevention and management in junior football.

Objectives

- Ensure that each team has a qualified trainer in place
- Coordinate and educate all trainers about their role
- Ensure Club is properly equipped with necessary first aid equipment and supplies
- Organise for on ground trainer to be present during all home games at Koornang Park

Responsibilities

- Maintain database of Club Trainers with updated records on qualifications and expiry dates
- Provide information to trainers on appropriate training courses for accreditation
- Ensure that the Club's Medical Emergency Plan is current and that latest versions are accessible to Trainers and Team Managers
- Ensure the team medical kits are correctly stocked at the beginning of the season
- Manage the Club's supply of first aid stock, replenishing as necessary
- Manage bookings and relationship with the Club's on ground trainer (Colbrow Medics)

Relationships

- Reports to the Team Manager Coordinator
- Liaises with Trainers and Team Managers

Accountability

- Accountable to the Team Manager Coordinator and Executive Management
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

WEBSITE ADMINISTRATOR

This is a newly created role, for someone to maintain the information on the CBJFC website so that it is current and up to date. A website administrator is in charge of publishing content, and maintaining continuity of themes and increasing online presence.

Objective

- Ensure that information on the site is current
- Ensure website is functioning properly

Responsibilities

- Ensure that information on the site is updated and newsletters are uploaded weekly during the season

Relationships

- Liaise with Click Creative if there are any troubleshooting issues

Accountability

- Accountable to Marketing and Communications to ensure current information
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

NEWSLETTER EDITOR

This is a newly created role that is designed to support Marketing and Communications.

Objective

- Ensure that the Mercy Rule is applied to the newsletter for Modified rules games - ie The official winning margin in under 11 to under 13 mixed and under 12 and under 14 girls' matches shall be no more than 60 points. Where the actual winning margin is greater than 60 points, the Editor shall ensure that the winning team's score is reduced so that the official margin is 60 points, and the adjusted score shall be used for the ladder percentage calculations.

Responsibilities

- Proof read the newsletter weekly to ensure that it complies with the SMJFL by-laws
- Provide feedback /edits of the newsletter to Marketing and Comms

Relationships

- Reports to Marketing and Communications

Accountability

- Accountable to President
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

INCIDENT OFFICER

The role of the Incident Officer is to be first point of contact at the Club for any external or internal incidents, both football or non-football related. The Incident Officer will immediately consult the President and Footy Operations when an incident is reported so a quick and appropriate response can be formulated.

Objective

- Primary point of contact for any incidents
- Aim is to qualify and resolve incidents by sensible mediation as a priority before then deciding if they need to be escalated to a higher level
- Immediately consult with the President and Footy Operations to deal with the incident as quickly as practical
- Consult with the Team Manager and Coach of the affected team
- Respond to incidents on a case by case basis with the aim being to seek a positive outcome before an incident escalates

Responsibilities

- Report any incident to the President and Football Operations as soon as received
- Formulate a quick response to the incident in a consultation with the President and Football Operations
- Discuss the incident with the affected Team Manager and Coach
- Respond on the incident as soon as practical before the incident escalates and discuss any incidents with opposing Clubs and the SMJFL so they don't escalate

Relationships

- Liaise with the President and Football Operations
- Liaise with Team Managers and Coaches
- Liaise with the SMJFL and other Clubs

Accountability

- Reports to the President and Football Operations

AUSKICK COORDINATOR

The role of the Auskick Coordinator is to facilitate the AFL Auskick Program at Koornang Park and to ensure a friendly and inviting experience for younger footballers.

Objective

- To ensure all Auskick participants have fun and make new friends whilst developing new skills as part of Australian Rules Football.
- To manage the Auskick coaches to ensure maximum participation

Responsibilities

- Facilitate the AFL Auskick Program
- Manages the AFL Auskick Centre
- Advertises for child and parent recruitment
- Attends regional development meetings
- Maintains financial systems
- Manages equipment
- Develops communication links to the CBJFC
- Facilitates participation by all parents

Relationships

- Reports to District/Regional Manager
- Liaises with coaches, parents and volunteers
- Liaises with Auskick Liaison Committee person – critical link between Auskick and CBJFC

Accountability

- Accountable to the District/Regional Manager AFL Victoria
- Accountable to the Auskick Liaison Committee person

UMPIRE COORDINATOR

This role recognises the need for the Club's pool of parent umpires in the U8-U10 modified rules teams to have a point of contact and feedback mechanism.

Objectives

- Ensure that each modified rules team has at least one parent umpire volunteer in place
- Provide ongoing support and training as required to enable the parent umpires to successfully complete their role
- Ensure SMJFL appointed umpires are allocated to non-modified rules games
- Provide single point of contact between SMJFL Umpiring Department and CBJFC

Responsibilities

- Liaise with SMJFL to ensure sufficient training opportunities for parent umpires
- Maintain database of parent umpire volunteers in each team
- Ensure umpires are fulfilling their duties in accordance with the SMJFL By-Laws and in “the spirit of the game”
- Each week, check the allocation of SMJFL umpires to games and highlight gaps to relevant Team Managers

Relationships

- Reports to Football Operations
- Liaises with Parent Umpires, Team Managers and SMJFL Umpiring Department

Accountability

- Accountable to Football Operations
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action