Clyde Football Netball Club Seniors

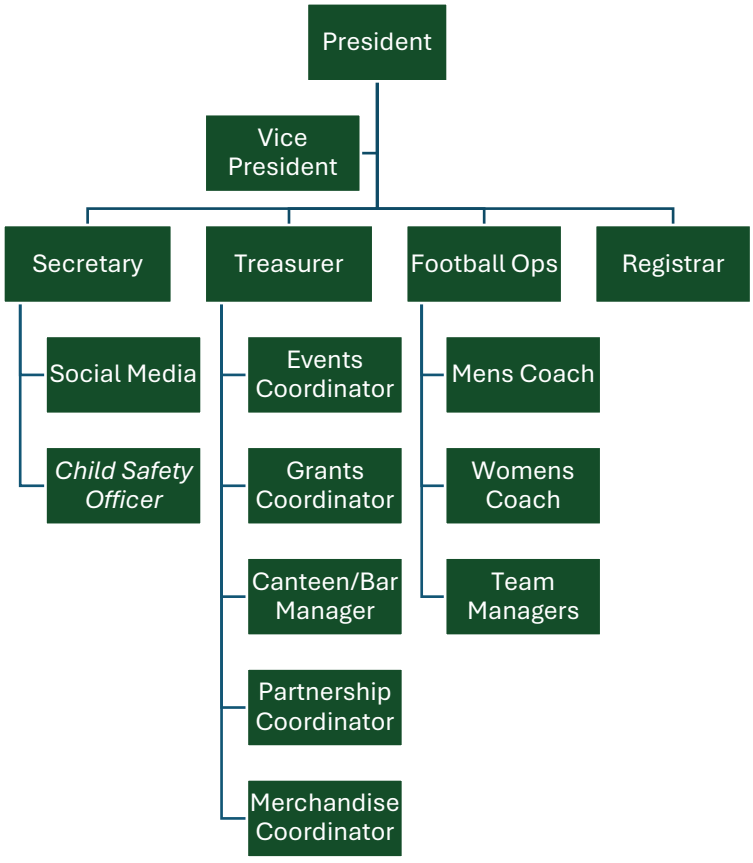
Committee Roles and Responsibilities

Executive Committee

- President
- Vice President
- Secretary
- Treasurer
- Football Operations Director
- Registrar

General Committee

- Canteen/Bar Manager
- Child Safety Officer
- Coach/s
- Events Coordinator
- Grants Coordinator
- Merchandise Coordinator
- Partnerships Coordinator
- Social Media
- Team Managers



President

Responsibilities include:

- Provide strategic leadership and direction to the Club.
- Ensure the Club operates in accordance with the Constitution, Sothern Football Netball League (**SFNL**) By-Laws and all legal and governance requirements.
- Lead the development, implementation and review of the Club's strategic plan and annual priorities.
- Chair and lead the Committee to ensure effective governance, decision-making and accountability.
- Work with the Treasurer to ensure sound financial management and sustainability.
- Ensure appropriate risk, safety, safeguarding and member protection practices are maintained.
- Support and oversee Club officials and volunteers in fulfilling their responsibilities.
- Represent the Club and maintain productive relationships with members, sponsors, governing bodies and the wider community.

Vice-President

Responsibilities include:

- Support the President and Committee in providing leadership, governance and strategic direction for the Club.
- Act on behalf of the President and undertake the President's responsibilities in their absence.
- Assist in ensuring the Club operates in accordance with the Constitution, SFNL By-Laws, governing body requirements and relevant legal obligations.
- Support the delivery of the Club's strategic plan, annual priorities and key initiatives, and monitor progress against agreed objectives.
- Work collaboratively with Committee members, coaches, managers and volunteers to support effective Club operations and strong committee performance.
- Support sound financial management, risk management, governance practices and the protection of Club assets and resources.
- Promote a safe, inclusive and respectful environment and assist in the management of member concerns, complaints and disputes in accordance with Club policies and procedures.
- Represent the Club and develop positive relationships with members, sponsors, community partners, the SFNL and other key stakeholders.

Secretary

Responsibilities include:

- Support the President and Committee by coordinating committee meetings, general meetings and the Annual General Meeting, including the preparation and distribution of agendas, reports and supporting documentation.
- Maintain accurate records of the Club's activities, including meeting minutes, action registers and key governance documents.
- Manage official Club correspondence and governance-related communications.
- Maintain the Club's membership records, registers and official documentation, ensuring information remains accurate and up to date.
- Maintain and oversee the review of the Club's Constitution, by-laws, policies, procedures and other governance documents to ensure currency and compliance.
- Support the Committee's governance, planning and decision-making processes, including the preparation of the Club's Annual Report and regulatory submissions.
- Act as the Club's Public Officer and ensure the Club meets its administrative, reporting and compliance obligations

Treasurer

Responsibilities include:

- Oversee the financial management of the Club, ensuring its ongoing financial sustainability and the responsible stewardship of Club funds and assets.
- Prepare and monitor the annual budget, providing financial analysis and recommendations to support Committee planning and decision-making.
- Maintain accurate and up-to-date financial records, including all income, expenditure, assets, liabilities and financial transactions.
- Manage the Club's banking, cash flow, receivables, payables, payroll and other financial obligations, ensuring transactions are processed accurately and in a timely manner.
- Provide regular financial reports and advice to the Committee, enabling effective governance, oversight and informed decision-making.
- Ensure compliance with all financial, taxation, audit, grant acquittal and regulatory reporting obligations.
- Prepare annual financial statements and financial information required for the Club's Annual Report, Annual General Meeting and auditing requirements.
- Act as an authorised signatory for the Club's banking and financial facilities in accordance with Committee delegations and financial controls.
- Work collaboratively with the President, Secretary and Committee to maintain strong financial governance and effective membership revenue management.

- Manage and maintain the Club's website and online platforms, ensuring information is accurate, up-to-date and supports effective communication with members, sponsors and the broader community.

Football Operations Director

Responsibilities include:

- Lead the planning, delivery and continuous improvement of the Club's football program, ensuring alignment with the Club's strategic objectives.
- Oversee the recruitment, appointment, induction, support and performance management of coaches, team managers and other football support personnel.
- Coordinate player recruitment, retention, registration and clearance processes in accordance with SFNL, AFL Victoria and Club requirements.
- Ensure compliance with AFL Victoria rules and regulations, including player points, salary cap, registrations and other competition requirements.
- Manage the football program budget and monitor football-related expenditure in collaboration with the Treasurer and Committee.
- Act as the primary liaison between players, coaches and the Committee, fostering positive communication, strong culture and effective decision-making.
- Oversee football operations, including equipment, facilities, match day requirements and administrative obligations to support the effective delivery of training and competition.
- Monitor the performance and development of coaches and the football program, providing regular feedback and conducting formal season reviews.

Registrar

Responsibilities include:

- Manage player registrations, transfers and clearances in accordance with league, AFL Victoria and Club requirements.
- Maintain accurate and up-to-date player records, including registrations, contact details, games played and other competition-related information.
- Monitor player eligibility and registration status, working closely with coaches and team managers to ensure all players are eligible to participate.
- Coordinate and maintain records relating to player injuries, insurance claims and other player administration requirements.
- Maintain the security and integrity of player votes, registration records and other confidential football administration information.
- Work collaboratively with the Treasurer to monitor outstanding player fees and membership payments.
- Provide accurate player and membership information to the Secretary to support the maintenance of Club records and databases.

Canteen & Bar Coordinator

Responsibilities include:

- Oversee the operation of the Club's canteen and bar, ensuring a safe, efficient and welcoming service for members, players and visitors.
- Ensure compliance with all food handling, liquor licensing, responsible service of alcohol (**RSA**) and other regulatory requirements.
- Manage stock levels, ordering, and supplier relationships to ensure the canteen and bar are adequately resourced for all Club activities and events.
- Recruit, coordinate and support volunteers, including the development and management of rostering arrangements.
- Work collaboratively with the Treasurer to monitor sales, cash handling processes, profitability and financial performance.
- Maintain high standards of cleanliness, presentation and food safety within all canteen and bar facilities.

Child Safety Officer

Responsibilities include:

- Promote and support the implementation of the Club's Child Safeguarding Policies, Procedures and Code of Conduct, ensuring a safe and inclusive environment for children and young people.
- Act as the primary point of contact for child safeguarding concerns, providing advice, support and guidance to members, volunteers and stakeholders.
- Ensure child safeguarding concerns and incidents are reported, escalated and managed in accordance with Club policies and legislative requirements.
- Work with the Committee to identify, assess and manage risks to children and young people, including compliance with screening, Working with Children Check and safeguarding obligations.

Coaches

Responsibilities include:

- Lead the development and implementation of the team's game plan, training program and football strategy to support on and off-field success.
- Support player recruitment, retention, development and mentoring by fostering individual improvement, team performance and a positive club culture.
- Plan and deliver high-quality coaching at training and on match days, including player development, game analysis and performance reviews.
- Build strong relationships with players, support staff, parents, supporters and the broader Club community, promoting the Club's values and standards.

- Ensure compliance with Club, league and governing body requirements, including maintaining relevant coaching accreditations and promoting appropriate behaviour and sportsmanship.
- Work collaboratively with the Football Operations Director and other coaches to support the Club's football program, strategic objectives and long-term success.

Events Coordinator

Responsibilities include:

- Develop and coordinate the Club's annual social and fundraising program in consultation with the Committee.
- Prepare event budgets and work with the Treasurer to establish, monitor and achieve agreed fundraising and revenue targets.
- Plan, coordinate and oversee the delivery of Club functions and social events, including volunteers, catering, logistics and event operations.
- Promote Club events through the website, social media and other communication channels, and act as the primary point of contact for event enquiries.
- Monitor the financial and operational performance of social activities and provide recommendations to the Committee to maximise participation, member engagement and fundraising outcomes.

Grants Coordinator

Responsibilities include:

- Identify and coordinate grant opportunities that support the Club's strategic priorities, facilities, equipment and development initiatives.
- Prepare and submit grant applications in collaboration with the Committee and maintain a register of grant opportunities and funding outcomes.
- Work with the committee to ensure grant funds are appropriately managed, acquitted and reported in accordance with funding requirements.
- Build and maintain relationships with funding bodies, local government and community organisations to maximise future funding opportunities for the Club.

Merchandise Coordinator

Responsibilities include:

- Coordinate the planning, design, procurement and distribution of Club merchandise in consultation with the Committee.
- Ensure all merchandise designs, branding and apparel comply with Club, league, AFL, sponsor and licensing requirements.
- Manage merchandise suppliers, stock levels, inventory records and ordering processes to ensure products remain available and within budget.

- Monitor merchandise performance and provide recommendations to the Committee on new products, stock requirements and merchandising opportunities.

Partnerships Coordinator

Responsibilities include:

- Develop and implement the Club's sponsorship program, including sponsorship packages, pricing, sales targets and strategies to attract and retain partners.
- Act as the primary point of contact for sponsors and prospective sponsors, building strong relationships and supporting sponsorship enquiries and opportunities.
- Work with the Committee to achieve sponsorship revenue targets, monitor sponsorship performance and ensure sponsorship commitments are fulfilled.
- Coordinate the promotion of sponsorship opportunities and sponsor recognition through the Club's website, social media and other communication channels.
- Ensure sponsors are engaged, acknowledged and provided with value throughout the season, including seeking feedback and maintaining long-term partnerships.

Social Media Coordinator

Responsibilities include:

- Develop and implement the Club's communication and social media strategy to promote football, netball, events, sponsors, volunteers and key Club initiatives.
- Manage and maintain the Club's social media platforms and other communication channels, ensuring information is timely, accurate and engaging.
- Promote Club events, achievements, milestones and sponsor activities to increase community awareness, participation and support.
- Foster positive engagement with members, players, volunteers, supporters and the broader community, helping to strengthen Club culture and sense of belonging.
- Maintain and review the Club's social media policies, user access permissions and communication practices to ensure appropriate governance and security.

Team Manager

Responsibilities include:

- Coordinate the administration and day-to-day operations of the team, ensuring players, coaches and officials are informed, organised and supported throughout the season.
- Maintain team records and documentation, including registrations, medical information, codes of conduct, consent forms and other Club or league requirements.

- Coordinate team logistics including uniforms, equipment, first aid supplies, travel, meals, match day requirements and other operational needs.
- Support the welfare, safety and wellbeing of players, coaches and officials, and escalate any concerns, injuries, incidents or behavioural issues to the appropriate Club representative.
- Act as the primary liaison between players, parents, coaches, officials and the Club, fostering positive communication and team culture.
- Assist with the management of team finances and designated budgets where applicable, ensuring expenses are appropriately recorded and reported.
- Ensure Club equipment and resources are maintained, accounted for and returned at the conclusion of the season.

Document Control

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