



**GREENSBOROUGH
FOOTBALL CLUB**
— 1893 —

Position Descriptions

Effective: October 10th, 2019

Executive Committee

President

- Official spokesperson for the GJFC
- Chairs Monthly Meetings
- Attends NFNL/AFL Meetings
- Council Liaison
- Oversees GFC Executive decisions
- Updates club policies & strategic planning
- Co-authorises payments
- Veto to decision deadlocks
- Co-ordinates NFNL investigations and tribunal appearances (club advocate, players, witnesses)

Vice President

- Assist the President with their duties
- Carries out the President's duties in their absence
- Attends NFNL/AFL meetings (optional)
- Ensure that all sectors of the club football operations are managed effectively
- Support and work collaboratively with other committee members
- Coordinate 'match day' arrangements, including sharing of emcee duties
- Assist Football Operations Manager as required
- Oversee facility and ground maintenance (toilets/lights/showers/doors)
- Provides risk assessment on operations
- Co-ordinate contractors as required

Secretary

- Compiles Agenda for monthly meetings
- Records the minutes for the monthly meetings
- Prepares and distributes the minutes for the monthly meetings
- Collects and distributes correspondence to relevant members
- Reports on, records and files correspondence received
- Compiles the annual report
- Attends NFNL/AFL Meetings

- Contact point for all NFNL enquires (delegate)
- Council Liaison
- Maintains key register
- Co-authorise payments
- Ensure the club meets its regulatory and reporting obligations as outlined in the club's constitution
- Responsible for renewal of Liquor licence/Incorporations act/Public liability Insurance/JLT on field insurance
- Co-ordinates operation of canteen (canteen manager and helpers)
- Coordinate events (rego day/jumper presentation/presentation day)
- Co-ordinate team premiership photos
- Arrange honour boards, club awards & trophies

Treasurer

- Deposits all moneys to the bank account (weekly)
- Reports on financial position of the club at each monthly meeting
- Prepares an annual report and presents at AGM
- Pays invoices
- Presents payments for authorisation
- Reimburses members for (authorised) moneys outlaid on behalf of the club
- Balance Books
- Set and deliver cash floats for each event and each department (bars, canteen, SuperBox, Best Player tickets, etc)
- Liaise with all money handling volunteers (bar/canteen/rego/merch/etc)

Football Operations Manager

- Attend NFNL Football Co-Ordinators meetings (quarterly)
- Coordinate formulation of the Football Operational Plan.
- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed.
- Ensure that all contracts fall within the allocated budget and that variations are brought to the Club Executive prior to the Club being committed to the variation.
- To have the authority to use the football budget that includes all Coach, player and trainer payments and act within the limits of that budget without reference to the Executive
- Ensure that any variations to contracts are brought to the Club Executive for approval
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Negotiate all clearances and player registrations in accordance with the league rules
- Organise practice matches
- Coordinate coaching appointment process
- Organise coaches to agree on the following;
 - Coaches meetings
 - Sign Code of Conduct
 - Swap training/game day ideas
 - Finalise training times
 - Organise Coaches Night – Guest Speaker
 - Handles issues regarding Coaches
 - Ensures all coaches keep equipment room/container clean and tidy
 - Coordinate players and arrangements for representative teams (NFNL/VFL)

General Committee

Assistant Secretary

- Duties as delegated by the Secretary

Assistant Treasurer

- Duties as delegated by the Treasurer

Club Sponsorship Manager

- Develop sponsorship schemes that outlines the various opportunities sponsors have to support the club and what they can expect in return.
- Enlist existing sponsors and new sponsors
- Seek and coordinate major sponsors for jumpers and shorts (liaise with Merchandise manager regarding sponsorship logo requirements)
- Organise sponsors function(s)
- Main liaison for all club sponsors

Player Registration Co-ordinator

- Attend NFNL Registration Meeting (held annually)
- Be up to date with NFNL Database and how it operates
- Responsible for recording player registration payments
- Arrange player clearances / transfers in consultation with Executive Committee
- Confirm all players have been registered
- Register new players throughout the year
- Organise Laptops for when registrations are at their heaviest (pre-season)
- Responsible for all player registration records
- Ensure information is at hand to confirm finals eligibility

Player Sponsorship Co-ordinator

- Creation of Player Sponsorship Flyer outlining pricing and benefits (to be handed out in pre-season)
- Creation of Player Sponsorship sign-up form
- Ensure every player receives Player Sponsorship Flyer
- Liaise with Merchandise Manager to ensure that any merchandise rebates are accounted for
- Liaise with Treasurer/Asst Treasure to ensure that any registration rebates to players are accounted for

Club Memberships Co-ordinator

- Develop and maintain strategies for the ongoing expansion of the membership base of the Club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by Club Committee.
- Liaise with stakeholders to ensure membership fees reflect current opinions of various sections of the Club.
- Provide to the Committee as soon as possible after the completion of each season with recommendations for all membership types and fees for the ensuing year.
- Ensure that tickets and related membership data are prepared for distribution.
- Ensure Life Members receive their memberships prior to the commencement of the season. Life Member tickets are allocated in ascending order in accordance with the age of each member, i.e., the oldest Life Member has the lowest card number.
- Assist with the collection of membership fees from players and general members.
- Provide details of all members to the Club Secretary to maintain the Club database of membership.

Match Day Manager

- Ensure all home match day operations are conducted smoothly throughout the season
- Ensure the ground and surrounding areas are safe for the day's activities (requires early attendance on home games) and discussions with team manager(s)
- Before start of first game on home game day, ensure;
 - home and away toilets are relatively clean and stocked with toilet paper
 - ensure that players have put all goal post padding in place
- Ensure the Team Managers are organised and well equipped for match days
- Creation and supply of Best Player Tickets (men's seniors only)
- Work with Football Operations Manager and Team Managers to ensure smooth running of activities on home games, which may include such things as organising junior or AusKick participation at half-time breaks
- Work with Bar Manager to ensure SuperBox has stock and eskies are stocked before ½ time of the Reserves (home games only)
- Collect SuperBox entry fees and record numbers (home games only)
- Close up SuperBox activities (home games only)
- Undertake tasks at the request of the President, Executive or General Committee

Merchandise Manager

- Stocktake of Shorts, Socks, Jumpers prior to end of calendar year.
- Ordering of Shorts & socks prior to player registrations
- Upkeep shorts & socks throughout the season
- Monthly stocktake of ALL merchandise at end of month (report at meetings)
- Coordinator for sale of merchandise
- Order Merchandise (authorised by executive)
- Order changes to branding, sponsor's, etc (as required and to be authorised by executive)
- Designs of merchandise (authorised by executive)
- Liaise with executive regarding stock required
- Records / receipts all transactions
- Provide spare game day apparel to team managers in case of game damage (ensuring all allocated apparel is recorded)
- Give all received moneys and/or receipts to Treasurer/Asst Treasurer for weekly banking and recording

Team Managers Co-ordinator

- Team Managers meeting at start of season
- Ensuring Team Managers have all necessary equipment
- Instruct Team Managers on the following;
 - Game Day set up and Pack up
 - How to complete all NFNL/GFC Forms
 - Use of Sporting Pulse
 - Responsible for teams input in to NFNL register
 - Fill out B&F / player totals spreadsheets
 - The 'go to' person that all team managers go to for questions

Events and Functions Co-ordinators (x2)

- Assist in all club events such as Season Launch, Good Friday, \$5K day, Presentation Night, Annual Ball, Vote Count/Calcutta, Mr Boro, etc
- Organise other social events (subject to approval by the Executive)
- Organise club fundraising activities
- Organising raffles that will be held at home games on a Saturday night's
- Liaise with Club Sponsorship Manager to ensure that any donated gift cards are used appropriately in club raffles

Property Steward

- Organise team kits (complete at start of season- must be signed for by TM's)
- Team Kits consist of;
 - Jumpers (spare)
 - NFNL official tee shirts, bibs, arm bands, etc.
 - 2 x match footballs
 - Water Bottles
 - Training balls (as required and approved by executive)
- Training equipment (tackle bags)
- Overseer of equipment room / container
- Ordering of replacement equipment (authorised by executive)
- Replacement of equipment to teams during season
- Audit of equipment (annually)

Ground Manager

- Mark the ground for games
- Inform Club of ground condition – if need to speak to Council
- Liaise with coaches as to condition of ground for training nights - teams to train in different areas
- Order and pick up line marking paint
- Ensure line marking machine is kept in good clean condition
- Ensure line marker is charged

Social Media / Marketing Officer

- Arrange monthly newsletters eg; club info/social events etc. (using MailChimp)
- Liaise with Player Registration Manager to ensure up to date list of players is maintained, including email addresses, mailing addresses and mobile phone no's.
- Administer SMS Broadcast online app in case urgent messages via text need to be sent
- Arrange ad-hoc (weekly) promotional snippets on Facebook (video)
- Send mailouts to members (using MailChimp)
- Arrange flyers/advertising brochures (liaise with Club Sponsorship Manager to understand requirements)
- Update all social media accounts (TeamApp, Facebook, Instagram, Website) with latest content
- Work with Player Sponsorships co-ordinator, Club Memberships Co-ordinator and Club Sponsorship Manager to ensure all related contact details are kept up to date across all platforms

Audio Visual Administrator

- Ensure all audio/visual equipment is in good running order
- Ensure functional audio/visual equipment is handed over to GCC (October)
- Ensure functional audio/visual equipment is handed over from GCC (March)
- Create 'how-to' documents (where appropriate) to assist users to self-service when using equipment eg. TV's connected via HDMI, wireless microphone(s)
- Be the contact person for the electronic scoreboard and ensure this is functional and has correct opposition teams available for selection on home games

Player Welfare Officer

- As per NFNL requirements

Bar Manager

- Run Bar on Thursday and Saturday nights (home games)
- Organise bar staff for all events
- Organise bar staff for portable bar (home games)
- Order Stock
- Perform stocktakes
- Responsible for cleanliness of bar area
- Responsible for ensuring bar pricing advertising is up to date (liaise with executive regarding annual pricing)
- Responsible for ensuring bar pricing is up to date on POS system
- Complete bar float summary sheet at start of day/night
- Complete bar cash/receipts summary sheet at end of day/night and provide to Treasure/ Assistant Treasurer
- Work with Match Day Manager to ensure SuperBox has stock and is recorded (both out and returns)
- Work with Club 50 Co-ordinator to ensure Club 50 luncheon stock and is recorded (both out and returns)

Canteen Manager (Paid position)

- Co-ordinate the running of canteen on home game days
- Co-ordinate meals on Thursday nights
- Co-ordinate canteen staff on these days/nights
- Order Stock/Receive stock
- Clean Canteen at end of use
- Work to ensure we obtain and keep food service certificate (with council)
- Finalise cash (till) and EFTPOS receipts summary on Thursday (meals) and Saturday home games and provide summary, cash and receipts to Assistant Treasurer
- Responsible for ensuring canteen pricing is up to date on POS system

NFNL Player Advocate

- Must be registered with the league
- Must attend NFNL Advocate meeting (Annually)
- Represent players / members at Tribunal when required
- Able to attend tribunal (Tuesday nights) with very short notice

Netball Club Liaison Officer

- Attend Senior Football and Netball Committee meetings and report on topics of interest at respective meetings
- Be the contact point for all matters that pertain to the Netball club when liaising with the senior football club
- Provide weekly information to the Social Media / Marketing Officer regarding
 - upcoming games (fixtures)
 - results of games
 - any club related news that we can use to promote the Netball Club
- Assist with promoting the Netball Club tot the Football Club to ensure that the football club are present at Netball games
- Assist the Player Sponsorship co-ordinator to have all netballers individually sponsored (including photographs of players)

Junior Club Liaison Officer

- Attend Junior & Senior Committee meetings and report on topics of interest at respective meetings
- Organise for junior players to train at senior club
- Organise senior players to attend 'On The Couch'
- Organise junior players to be rostered on for 'water carrier' duties for senior games
- Liaise with Junior club if senior club needs to use GJFC facilities eg. Pre-season training

General Committee Positions

Cleaner(s)

- Ensure all change rooms are clean (Thursday night or Friday)
- Ensure Social Rooms are clean
- Ensure all showers and toilets are kept clean
- Put bins out on Monday and Thursday night for collection

General Committee

- Attend monthly committee meetings
- Discuss and vote on club issues
- Be assigned delegated tasks when required and when able to fulfil the task (availability, skillset, etc)