



# **Toronto Downtown Dingos**

## **Australian Rules Football Club**



## **Roles and Responsibilities**

### **Mission**

The Toronto Downtown Dingos Football Club (Dingos) was established to encourage and promote the game of Australian Rules Football in Canada and elsewhere by providing the means by which members can play and/or support the game.

To this end the Dingos will register and compete in the Ontario Australian Football League with the aim being for members to enjoy a friendly social atmosphere around the club as well as become a successful team on the field.

### **Overview**

The Dingos were formed in February 1996 and since then they have established a successful Canadian Australian Football club that has grown through hard work and dedication by many members.

This document describes the roles and responsibilities required for the smooth running of the club. These basic fundamentals are the minimal requirement for the ongoing success and development of Dingos.

*"Hard work off the field, will ensure success on the field"*

**Canadian Australian Football Association**

[www.aussierulescanada.net](http://www.aussierulescanada.net)

**Footy Canadian  
Style**



# Toronto Downtown Dingos

## Australian Rules Football Club



### Executive Roles and Responsibilities

In order to run an organized and successful club, numerous individuals have been devoted to many “behind the scenes” tasks and responsibilities, which have ensured the smooth running of the club.

The following is the list of executive roles, which must be filled each year by voting at the Annual General Meeting (AGM) of the Dingos. It is the responsibility of the outgoing President to ensure that a quorum is present (physically or by proxy) in order for the election results to be binding.

For the purposes of any Dingos meetings (including the AGM) a quorum will be 33% of the membership with simple majority vote. Without a quorum any decisions made will not be binding and must be ratified at a future Dingos meeting at which a quorum is present.

The elections will be the first item on the agenda at the AGM.

Each role will be voted on, in order as they appear in this document. The process will call for nominations from members at the AGM for the current role being voted on. Each nomination must be seconded and the nominee must agree. Nominations for a particular role can also be made in writing before the meeting. They must be signed by nominee, nominator and seconder and handed to the President before the beginning of the elections.

An agenda for the AGM is to be sent out at least one month prior to the meeting along with a calling for nominations for Office Bearers, also indicating which of the existing Office Bearers are re-standing. The

Elected office bearers are expected to represent the club at all times in a professional manner.

#### **President**

The President of the club is responsible for the smooth running of the club throughout the year. The period of his responsibility runs from the time of his election until the completion of the voting in which he is not re-elected. The new President takes over responsibility for the elections of the rest of the office bearers.

Responsibilities include;

- Ensure the new Executive is in place for the coming year
- Organise a regular meeting (once a month) of the Dingoes executives and members to facilitate team administration and provide a forum for team members to raise issues and concerns
- Take minutes at executive meetings and distribute to team members in a timely fashion
- Attend O AFL meetings and vote on behalf of the club on any decisions at the meeting
- Organise a proxy to attend O AFL meeting if unable to attend, the proxy will have full authority of the President at the O AFL meeting, including voting rights
- Communicate points of interest from O AFL meeting to members at Dingos meeting.
- Maintain this document

#### **Vice President**

The Vice President of the club is responsible for supporting the President with the smooth running of the club throughout the year. The period of his responsibility runs from the time of his election until the completion of the voting in which he is not re-elected.

Responsibilities include;



# Toronto Downtown Dingos

## Australian Rules Football Club



- Act on behalf of President where appropriate
- Manage the sponsorship interaction for the club
- Manage general club development

### ***Treasurer***

The Treasurer of the club is responsible for ensuring the smooth running of the finances of the club throughout the year. The period of his responsibility runs from the time of his election until the completion of the voting in which he is not re-elected.

Responsibilities include;

- Account for club funding (excluding end of year trip)
- Ensure club funding is kept in a separate club account
- Keep accurate records of debit /credit for Operating Year
- Prepare end of season financial report, profit/loss and financial standings.
- Set club season membership fees with executive, collect and document member payment fees
- Reimburse any club members for club expenses– collect receipt (if possible)

### ***Communications Officer***

The Communications Officer of the club is responsible for ensuring clear communication between the executive and the membership. The period of his responsibility runs from the time of his election until the completion of the voting in which he is not re-elected.

Responsibilities include;

- Maintain club members contact list (email, phone)
- Distribute club members contact details, and season schedule, umpiring schedule
- Send out newsletter updates
- Weekly game report, scores, goal kickers
- Announcements of umpiring duties from OAFL league schedule
- Distribute dingo season handbook where appropriate
- Maintenance of Dingos website, contents of website to be approved by executive

Website to display;

- Club history, records and statistics
- Current club executive and coaching staff
- Links to OAFL and other related sites
- Club sponsorship logos where required
- Recruitment contact
- Training ground location and training time details
- Club players pictures

In addition during the playing season the website must display;

- Weekly game report and results
- Team playing schedule



# **Toronto Downtown Dingos**

## **Australian Rules Football Club**



### ***Team Manager***

The Team Manager officer of the club is responsible for ensuring the smooth running of the team on game day. The period of his responsibility runs from the time of his election until the completion of the voting in which he is not re-elected.

Responsibilities include;

- Ensure new player registration forms including waiver forms are completed prior to the players first training session and/or game of the season
- Ensure players for game day have transportation
- Provide coach with player availability for game day

On Game day

- Ensure team sheet is signed and distributed to match official (umpires)
- Record official score, goal kickers and best players
- Organise and distribute player votes 1, 2, 3 Canadian and Australia to supporters
- Ensure team MVP mug is at the ground for post game presentation
- Ensure first aid medical kit is available
- Organise water runners
- Ensure coaches runners are in place, prior to game
- Ensure water bottles and water available
- Organize, beer, eski and ice for after game
- Keep petty cash available for beer/change
- Ensure someone takes jumpers, shorts and socks for washing in preparation for next game

**Canadian Australian Football Association**

**[www.aussierulescanada.net](http://www.aussierulescanada.net)**

**Footy Canadian  
Style**



# Toronto Downtown Dingos

## Australian Rules Football Club



### Coaching Staff Roles and Responsibilities

In order to ensure the on-field success of the club, a coaching staff will be responsible for the skills training, fitness and selection of the Dingos team each week during the season. The season runs from the commencement of pre-season training to the completion of the final game played by the Dingos in the season.

The following is the list of coaching staff positions roles, which must be filled each year by elections at a Dingos meeting at least one month prior to the beginning of the pre-season training. It is the responsibility of the President to ensure that a quorum is present (physically or by proxy) in order for the results to be binding.

Each role will be voted on, in order as they appear in this document. The process will call for nominations from members at the meeting for the current position being voted on. Each nomination must be seconded and the nominee must agree. Nominations for a particular position can also be made in writing before the meeting. They must be signed by nominee, nominator and seconder and handed to the President before the beginning of the elections.

Elected coaching staff is expected to represent the club at all times in a professional manner.

#### **Head Coach**

The head coach is responsible for the overall team training and fitness as well as the team performance on game day. The period of his responsibility runs from the time of his election until the completion of the AGM for the Dingos of the following year.

Responsibilities include;

- Select a date for the commencement of pre-season training (at least one month before first scheduled O AFL game.
- Establish training times dates and times
- Conduct training twice per week, including training drills for improvement of player skills, fitness and team cohesion
- Select team each week for game day
- Coach team on game day
- Select best/most valuable player in game, in conjunction with coaching staff and present award
- Appoint Team Captain and Deputy Captains in conjunction with coaching staff and club executives.

#### **Assistant Coach**

The assistant coach is responsible for the supporting the head coach with the overall team training and fitness as well as the team performance on game day. The period of his responsibility runs from the time of his election until the completion of the AGM for the Dingos of the following year.

Responsibilities include;

- In conjunction with head coach, conduct training twice per week, including training drills for improvement of player skills, fitness and team cohesion
- In conjunction with head coach, select team each week for game day
- Support head coach on game day, including warm up and warm down
- Manage team coaching equipment, including footballs and other training equipment



# **Toronto Downtown Dingos**

## **Australian Rules Football Club**



### ***Team Captain***

The team captain is the figurehead for the club during his term as captain and therefore his role is to be an example and a leader to the other players on the team. The period of his responsibility runs from the time of his election until the completion of the AGM for the Dingos of the following year.

Responsibilities include;

- Participate in training twice per week, including conducting training drills for improvement of player skills, fitness and team cohesion
- Participate in team selection for game day
- Lead singing of team song after victory on game day
- Participate in coin toss before game
- Ensure team moral is kept high

**Canadian Australian Football Association**

**[www.aussierulescanada.net](http://www.aussierulescanada.net)**

**Footy Canadian  
Style**



# Toronto Downtown Dingos

## Australian Rules Football Club



### **Sub-Committees**

A number of sub-committees, reporting to the executive are to be appointed each year to provide support in the smooth running of the club. Each sub-committee should have at least one member who is also on the executive. These should include the following.

#### ***Social and Fundraising Committee***

The social committee is responsible for planning the social and fundraising events of the club throughout the year. The target for fundraising shall be obtained from the treasurer and fundraising events planned to reach this total. Social events will be planned where considered appropriate.

#### ***Recruiting Committee***

The recruiting committee is responsible for managing recruitment for the club. This includes advertising and player referral. In the advent of a successful recruitment they are also responsible for ensuring the new player is comfortable in their new environment. For example, providing work or accommodation contacts for players recruited from outside of Toronto.

#### ***Footy Trip Committee***

The footy trip committee is responsible for planning and running the end of year footy trip. This will include presentation to the executive of plans for destination, accommodation, and transportation to and from location, planned activities and approximate costs. They are also responsible for running any fundraising activities to help subsidise the cost of the trip.

**Canadian Australian Football Association**

[www.aussierulescanada.net](http://www.aussierulescanada.net)

**Footy Canadian  
Style**



# Toronto Downtown Dingos

## Australian Rules Football Club



### Dingos Annual Awards

The following awards are to be presented annually at the Dingos Awards Night. See Appendix A for the recommended list of plaques and awards to be presented to the players winning the annual awards.

#### ***Best and Fairest Vote Count Awards***

At the end of the year the president, or a person nominated by the executives will count all best and fairest votes collected during the regular season games and identify the winners of the following awards.

Note: The player with the most votes will be considered the club best and fairest. See Appendix B for the Best and Fairest voting system.

- Best and Fairest Canadian: The Canadian player with the highest number of votes.
- Best and Fairest Australian: The Australian player with the highest number of votes.
- Runner-up Canadian: The Canadian player with the second highest number of votes.
- Runner-up Australian: The Australian player with the second highest number of votes.
- Rookie of the Year: The player that receives the most number of votes who has not played Australian Rules football before.

#### ***Highest Goal Kicker***

The player who kicks the most goals for the club during the season, including finals games.

#### ***Coaches Award***

The player selected by the coach for an encouragement award. The coach has the freedom to select the specific criteria although the general criteria include the players ability to put into practice the requests from the coaching staff and relative performance of the player to previous years.

#### ***Club Man Award***

This is the Dingos club member who has provided outstanding service to the club during the year. Each year the president will ask for nominations for clubman award and conduct a poll of all Dingos club members with the list of nominations.

#### ***OTHER AWARDS – when appropriate***

- 50 GAMES Plaque for players that have played 50 games for the Dingos.
- 100 GAMES Plaque for players that have played 100 games for the Dingos.





# **Toronto Downtown Dingos**

## **Australian Rules Football Club**



### **Changes to this document**

This document will become active once it is accepted by majority vote at a Dingos meeting with a quorum..

Any changes to this document must be first presented to the membership at a Club meeting in writing. If a quorum is present then the change will be voted on and the change will be considered accepted with a simple majority of the vote.

Changes to this document are to be arranged by the President.

**Canadian Australian Football Association**

[www.aussierulescanada.net](http://www.aussierulescanada.net)

**Footy Canadian  
Style**



# Toronto Downtown Dingos Australian Rules Football Club



## Appendix A: DINGOS YEAR-END AWARDS

To be presented annually at the Dingos Awards Night / B&F Count Banquet.

### 1) Best & Fairest Canadian And Australian

**Criteria: B&F Counts for the regular season**

- i) Perpetual B&F Trophy - Engraved with winners' names & year
- ii) B&F Canadian - engraved pewter mug
- iii) B&F Australian - engraved pewter mug

**ENGRAVING:**

TORONTO DOWNTOWN DINGOS F.C.  
B&F Canadian 20XX  
"winner's name"

TORONTO DOWNTOWN DINGOS F.C.  
B&F Aussie 20XX  
"winner's name"

### 2) Best & Fairest Runner-Up Canadian And Australian

**Criteria: B&F Counts Runner-Up for the regular season**

- i) Runner-Up B&F Canadian - engraved pewter mug
- ii) Runner-Up B&F Australian - engraved pewter mug

**ENGRAVING:**

TORONTO DOWNTOWN DINGOS F.C.  
R/Up B&F Canadian 200X  
"winner's name"

TORONTO DOWNTOWN DINGOS F.C.  
R/Up B&F Aussie 200X  
"winner's name"

### 3) Rookie of the Year

**Criteria: B&F Counts for the regular season**

Perpetual Plaque - engraved with winner's name  
Footy - best possible condition, Not necessarily new  
- Written on the ball - "Rookie of the Year 20xx"

### 4) Highest Goal Kicker

**Criteria: Most goals for the regular season**

Perpetual Plaque - engraved with winner's name & # of goals

### 5) Coaches Award



# Toronto Downtown Dingos

## Australian Rules Football Club



**Criteria: Coach's Choice**

Perpetual Plaque - engraved with winner's name

ENGRAVING - on the main part of the plaque

**TORONTO DOWNTOWN DINGOS F.C.**  
**COACH'S AWARD**

ENGRAVING - on the individual tabs

"name"

Coach: abc (\*\* NOTE- smaller font than the winner line above & italicized)

Award - Coach's discretion, club budget of \$30.00

6) Club Man Award

**Criteria: Outstanding Person - majority vote (anonymous) of the team members**

Perpetual Plaque - engraved with winner's "**nick-name**" Gift Certificate  
\$30 Budget (Ex. Sports store gift certificate, etc.)

OTHER AWARDS - when appropriate

50 GAMES Plaque

100 GAMES Plaque



# **Toronto Downtown Dingos**

## **Australian Rules Football Club**



### **Appendix B: Best and Fairest Voting System**

After each game the coach and two other non-playing spectators selected by the coach will write down the five players from the game who they considered the best and fairest players during the game.

The best and fairest player will receive 7 votes, the second 6 votes down to the fifth player receiving 3 votes.

The three voting cards will then be handed to the president and sealed in an envelope to be opened by the vote counter at the end of the season to determine the club best and fairest.



# Toronto Downtown Dingos

## Australian Rules Football Club



### Appendix C: Life Membership

#### *The Criteria*

A member of the Dingos will be eligible for life membership if they meet the following criteria. Once they are eligible they can be nominated and their life membership must be ratified by the executive.

Successfully meet one of the following;

- 150 games played
- 10 years as head coach
- 10 years as captain
- 10 years service on executive

**OR**

Successfully meeting two of the following;

- 100 games played
- 5 years as head coach
- 5 years as captain
- 5 years service on executive

**OR**

Successfully meeting three of the following;

- 50 games played
- 3 years as head coach
- 3 years as captain
- 3 years service on executive
- 10 years paid membership (playing or non-playing)

#### *The Award*

As a result of becoming a life member you get

- Non-playing membership covered for your lifetime.
- Name added to the life membership plaque.
- A gift, to be determined by the executive, awarded with the presentation of the life membership at the Dingos Annual awards evening.