

SWAN HILL SOCCER LEAGUE

Position Descriptions for 2013;

President

- Lead the committee and club and promote soccer games, programs and functions

Vice President

- Assist and support the President in his/her role and/or absence

Secretary

- Attend to all administrative matters of the club and committee, and assist President and Vice president in his/her role. Manage correspondence and coordinate committee meetings

Assistant Secretary

- Assist and support Secretary in his/her role as required and/or absence

Treasurer

- Manage Club's finances including player registration fees and prepare monthly/annual financial statements on QuickBooks

Assistant Treasurer

- Assist and support Treasurer in his/her role as required and/or absence

Registrations Officer

- Attend to player registration queries, assist with FFV online registration

Competition Secretary

- Compile competition games draw, collect and collate weekly games results and maintain completion teams' ladder

Referee Coordinator

- Coordinate Referees for games draw, liaise with referees, secure player votes and assist with FFV ZDO referee training programs
- Manage all divisions' and representative sided match/game balls

FFV Coordinator

- Liaise with FFV administration and FFV ZDO in relation to all aspects of football promotion and programs and training

Canteen Supervisor

- Manage and supervise general running of Canteen including coordinating Roster ordering and picking up supplies (when required) and collecting canteen takings.

Team Strips/Uniform Coordinator

- Maintain and organize Soccer, Futsal and Representative Team Strips/Uniforms, coordinate/manage repairs to numbers and replacement strips.

Website/Newsletter Coordinator

- Maintain Club website current with news, club information and results, and coordinate and prepare fortnightly Newsletter re same for distribution on Saturdays

Media Liaison Officer

- Manage, coordinate and write up weekly results and article for Guardian Newspaper from our junior and senior competitions

Sponsorship Coordinator

- Manage and coordinate the club Sponsorship packages to approach local business and promote the benefits of sponsoring our club

Fundraising Coordinator

- Suggest, promote and coordinate fundraising events agreed by committee

Grounds Officer

- Assist and manage with the fields' layout and marking lines every 3 weeks.

Year Book Coordinator

- Manage and coordinate production of the club year book

Membership Coordinator

- Manage and coordinate membership draws at presentation night and distribute year book to players/families

Equipment Officer

- Manage and maintain nets and training equipment, and reordering as required

Trophy Coordinator

- Coordinate the purchase of trophies and medallions for presentation night including engraving as required

Representative Teams Coordinator

- Coordinate attendance at Representative competitions, organize teams uniforms/strips and liaise for accommodation for families and players, Coaches, Team Managers and Referees

Division Coordinators

- LIASE with Parents/Team Managers and assist with coordinating players and issues that may arise and recommendations to committee on operation of each division

a) Junior Teams Division Coordinators – one for each division

- Small Sided Football (U6 to U9)
- Div. 3 - U12
- Div.2 - U15
- Div. 1 – U17

b) Senior Teams Coordinator (of all 3 teams)

- Senior Men
- Reserves Men/Youth
- Open Women

Director/General Committee Member

- Help out as and where needed

Futsal Coordinator and Sub-committee

- Organize Junior Futsal player registrations, teams and draw
- Collect weekly fees and manage weekly team sheets