

## Corryong Football Netball Club Inc. Human Resource Management – Sub-committee



### Position Title

**Football Sub-Committee** (3 members)

### Position Description (what the position involves)

The Football Sub-Committee will be appointed at the Corryong Football Netball Club's Annual General Meeting and is responsible for the effective administration of the Club's Football personnel and teams working with the Vice President (football), Coaches and Team Manager. This is primarily an administrative role.

☒ Volunteer      ☐ Permanent      ☐ Part-time      ☐ Casual      ☐ Contract

### Responsible To

The Football Sub-Committee is directly responsible to the Executive/General committee, in particular the Vice President (Football).

### Key Responsibilities and Duties

- Organise for the advertisements and application of Coaches for our Club.
- Ensure that the football competition and its associated administration operate smoothly working with **Secretary 2 – League Delegate**.
- Liaise with **Secretary 2 – League Delegate** for online clearances.
- Organise Club Umpires for Senior games if required after being notified by **Secretary 2 – League Delegate**.
- Organise weekly Club Field Umpire for Reserves, Under 16s and Under 13s.
- Support Junior development of Umpiring with Club mentors.
- Organise weekly Club Goal Umpire for Seniors, Reserves, Under 16s and Under 13s.
- Organise weekly Boundary Umpires, water runner and runner for Senior and Reserve games.
- Make sure or delegate someone to fill water bottles and quarter time snacks for Senior and Reserve games.
- Assist Coaches with the appointment of Team Managers, Captains etcetera working with the **Vice President (Football)** who will report to the Executive committee.
- Keep a record of Club guernsey numbers, including who is hiring jumpers as opposed to who has purchased.
- Prepare Club Football Vote Cards for Home and Away games and finals.
- Prepare Team Manager folder's ready for the Home and Away season. (Will need to get League documents from **Secretary 2 – League Delegate**).
- Make sure each Senior and Junior team has recorded weekly awards and a brief write up for the Corryong Courier. (Write-up can be allocated to Team Manager or a parent within the team).
- Report regularly to the **Vice President (Football)** so that monthly reports can be made at committee meetings.
- Operate within the constraints of the Club's football budget set by the **Executive committee**.
- Communicate openly and inclusively of all football personnel and players.
- Ensure adherence of Codes of Conduct within the Club by footballers.

## Option 6

- Promote Club activities and actively see that football players, especially those who are paid, attend and contribute.
- Ensure that decisions are made in the best interests of the Club and its values.

### **Specialist Skills and Knowledge Required**

Demonstrates an active interest in football and its administration.  
Can maintain confidentiality on relevant matters.  
Has a good working knowledge of the Club, its goals and ambitions.  
Be prepared to adhere to Administrators Code of Behaviour  
Be prepared to undergo a "Working with Children Check"

### **Availability**

Attendance and full participation, as appropriate, at Club meetings and functions, including but not limited to:

- Training sessions
- Weekend competition days (15 games, 7 of which are away)
- Club functions
- Annual General Meetings