



President

Objectives

- To provide strong, efficient and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the senior football teams at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the Club.
- Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

Responsibilities

- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Club Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Members and General Committee of the Club.
- Acts as or ensure his/her delegate acts in the best interests of the Club at League, or Delegates Meetings.
- Supports all Managers, Committee Members and football staff.

Accountability

- The President is accountable to the Members and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Vice President

Objectives

- To oversee all football related matters across the Club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Ensure the effective and efficient operation of the Executive and all football operations.
- Preside over meetings in the absence of the President.
- Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximised.
- Oversee the football development program so that participation at junior and senior levels is maximised.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Oversee recruitment of coaches and players according to policies outlined by the Club Committee.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Club President and General Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- The Vice President Football is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Secretary

Objectives

- To ensure that appropriate administrative support is provided to the President, General Committee and sub committee's.
- To provide a "whole of Club" planning focus to ensure the overall efficient management of club functions.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Establish a planning calendar for the year.
- Provide a coordinating and support role for Club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a complete record of all activities of the Club.
- Be familiar with the rules of the Club, League, State Body, AFL and any other body that has governance to give advice to the President and Committee as required.
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
- Receive all correspondence directed to the Club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with sub committee's.

Accountability

- The Secretary is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Treasurer

Objective

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Prepare the annual budget of the Club for presentation at the February Committee meeting (the draft budget having earlier been formulated by the Club Executive).
- Ensure all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report monthly to the Club Committee on budget performance.
- Present all accounts for payment for approval.
- Prioritise payment of accounts.
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Manage any overdraft facility held by the Club.
- Ensure any surpluses are invested wisely after approval by the Committee.
- Ensure all taxation commitments are met by the Club.
- Issue tax certificates to employees as required under the Act.
- Ensure the Club finances are correctly audited.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Maintain and complete all salary cap reporting requirements.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- The Treasurer is accountable to the President and the General Committee.
- The Treasurer shall seek ratification from the General Committee of a Club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approve.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.



Registrar

Objectives

- To ensure all players are registered or transferred in accordance with the league rules and regulations.

Responsibilities

- Register all new players within the league guidelines
- Register copy of injury reports
- Process insurance claims
- Security of all teams players votes
- Number of games played by player
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate.

Relationships

- Liaises with the Club Secretary and Treasurer
- Liaises with all club members

Accountability

- Reports to President and General Committee



Auskick Coordinator

Objective

- To ensure all participants have fun and make new friends whilst developing many new skills as part of Australian Football.

Responsibilities

- Facilitate the AFL Auskick Program
- Manages the AFL Auskick Centre
- Establishes a committee structure
- Advertises child and parent recruitment
- Attends regional development meetings
- Maintains financial systems
- Manages equipment
- Develops communication links
- Facilitates participation by all parents

Relationships

- Reports to District / Regional Manager
- Liaises with parents and volunteers

Accountability

- Accountable to the District / Regional Manager



Coach Coordinator

Objectives

- To coordinate, educate and support all coaches & managers at training and on match days

Responsibilities

- Assist with the development of all coaches
- Assist with the development of all coaches
- Check coaches accreditation
- Offer assistance for training skills and drills
- Arrange BBQ's, education nights etc for coaches and team ages groups as required
- Recommend new equipment where required
- Assist advocates
- Liaise with all coaches, providing regular feedback on training and match days

Relationships

- Reports to Football Manager or designated person on club committee

Accountability

- Accountable to the Football Manager or designated person on club committee

Relationships

- Reports to the Club President and General Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- The Coach Coordinator is accountable to the President and the General Committee.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Canteen Operations

Objective

- To provide an appropriate canteen service at all home games and at other times as agreed.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Ensure that an adequate food safety plan is in place for canteen operations
- Ensure that adequate equipment is available for providing the canteen services
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from canteen
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible
- Ensure that the canteen is open for business from the commencement of the first game at home games
- Account for all purchases and receipts
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

Relationships

- Reports to the Club Committee
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders

Accountability

- Accountable to the Club Executive & Committee
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action



Sponsorship Coordinator

Objective

- To maximise the number of sponsors supporting the Club and to maximise revenue from the sponsorship base.
- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis.
- To provide support to the Executive and Committee members to ensure the efficient management of Club sponsorship activities.

Responsibilities

- Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible.
- Co-ordinate all sponsorship for all areas of the club.
- Meet the sponsorship budget target set as part of the annual financial planning process.
- Ensure all existing sponsors are contacted three months prior to the season commencement
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season.
- Arrange a sponsors dinner (as part of the annual luncheon) at an appropriate time of the year.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all Club sponsors.

Relationships

- Reports to the President & Club Secretary.
- Liaises with the Club Committee.
- Liaises with Sponsors.
- Supports Sponsorship coordinators and any person responsible for providing services associated with sponsorships.

Accountability

- Sponsorship Coordinator is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting as required.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.
- The Sponsorship Coordinator shall seek ratification from the General Committee of sponsorship packages offered by the Club and shall thereafter have the authority to act within the limits of the packages without reference to the General Committee.



Promotions / Fundraising / Events Coordinator

Objective

- To establish a broad social calendar for the season and end of season to provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.
- To provide support to the Executive and Committee members to ensure the efficient operation of Fundraising and promotions
- To maximise revenue through the conduct of approved events / raffles throughout the year

Responsibilities

- Appoint a sub committee to program and organise social events for the Club.
- Prepare a calendar of social events that will attract the widest involvement from all members of the Club prior to the commencement of the season.
- Ensure that all social events held are at least cost neutral to the Club.
- Prepare a report detailing the conduct of all Promotions / events / raffles for consideration by the Committee at the commencement of the season
- Ensure all events are conducted ethically and responsibly
- Arrange all tickets and prizes for all approved raffles / events
- Coordinate the selling of event / raffle tickets through either rostered personnel or others as required
- Arrange necessary permits where required for major raffles
- Ensure all events / raffle are conducted as planned through the season

Relationships

- Reports to the President & Club Secretary
- Liaises with all relevant committee members and any person responsible for and or running any social event under the Club umbrella
- Liaises with official Club suppliers & other key stakeholders
- Liaises with the Club Committee
- Liaises with players and others rostered to undertake raffles

Accountability

- Promotions / Fundraising Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action



Merchandising Sales Coordinator

Objective

- To provide support to the Executive and Committee members to ensure the efficient management of Club clothing sales
- To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

Responsibilities

- Prepare a report proposing a suitable range of clothing for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines
- Arrange the display of clothing lines in the Club social rooms prior to the commencement of each season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines

Relationships

- Reports to the President & Club Secretary
- Liaises with the Club Committee
- Liaises with suppliers

Accountability

- Clothing Sales Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action



AFL Liaison and Communications Coordinator:

Objective

- To ensure that appropriate pathway of communication between the general club and ALF NSW ACT and / or Hunter CC
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Point of contact for members, parents, and committee of the club to communicate with AFL NSW ACT directly.
- Point of contact for AFL HCC staff to relay information to the wider club community.
- Distribution of general messaging from AFL staff, such as ticket offers, registrations, incentives, competitions etc.
- Utilise team managers, committee members, social media, team app and website platforms to ensure all members of the club receive communications from AFL NSW ACT.
- Centralise positive and/or negative feedback from community and raise with AFL staff members.
- Relay minutes of committee meetings and any other pertinent information from meetings to the AFL as required.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with sub committee's.
- Liaises with AFL HCC

Accountability

- The AFL Liaison and communications officer is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Port Stephens Council Delegate

Objectives

- To establish and maintain a strong and healthy working partnership with local government.
- To ensure clubrooms and oval remain at the highest possible standard at all times

Responsibilities

- Manage the maintenance of all facilities at club
- Organise any repairs to the facilities
- Coordinate the handover of keys and the facility at the end of each season in line with council requirements
- Plan continuous upgrading of facilities
- Inform club of council grants and capital works when they become available and assist with the preparation of any applications to receive funding
- Attend council workshops and forums where required
- To be the club contact for all council dealings

Relationships

- Liaise with Council Recreation Officer & Manager
- Liaise with Council Parks & Gardens Manager
- Liaise with local Councillor

Accountability

- Reports to Club President & General Committee



Coach

Objective

- To provide the highest standard of coaching and development to the players of the appointed grade of competition.

Responsibilities

- Coach in accordance with the AFL Next Generation Australian Football Match Policy for the conduct of the game for players 5-18 years of age.
- Promote the importance of club members adhering to the AFL Kids First Policy.
- Apply the code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- Develop and establish an appropriate pre season training program.
- Provide recommendations to the Football Executive on the recruitment of appropriate football support staff.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- Liaise with other junior grade coaches to establish a consistent coaching policy throughout the Club.
- Assist with junior development outside the Club where possible or appropriate.
- Provide game day coaching expertise.
- Attend Club functions as agreed to
- Provide regular reports as required throughout the season.

Relationships

- Reports to the Club Executive

Accountability

- Accountable to the Club Executive



Team Manager

Objective

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach and any football staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Responsibilities

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team
- Ensure all players are either currently registered with the League or has an approved clearance from previous Club
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required
- Ensure other support staff has been appointed and are in attendance as required
- Ensure the integrity of best and fairest voting in accordance with Club policy

Game day responsibilities

- Team sheets;
- Club Best & Fairest (Voting cards);
- Goal umpire allocation & other associated game day duty allocations
- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).
- Trainer's equipment
- Footballs
- Scores reporting;
- Match Report submission.

Relationships

- Reports to the Secretary
- Supports the coaches and match committee and other football staff as appropriate

Accountability

- The Team manager is accountable to Secretary, Coach Coordinator and the Coach of that team which he manages