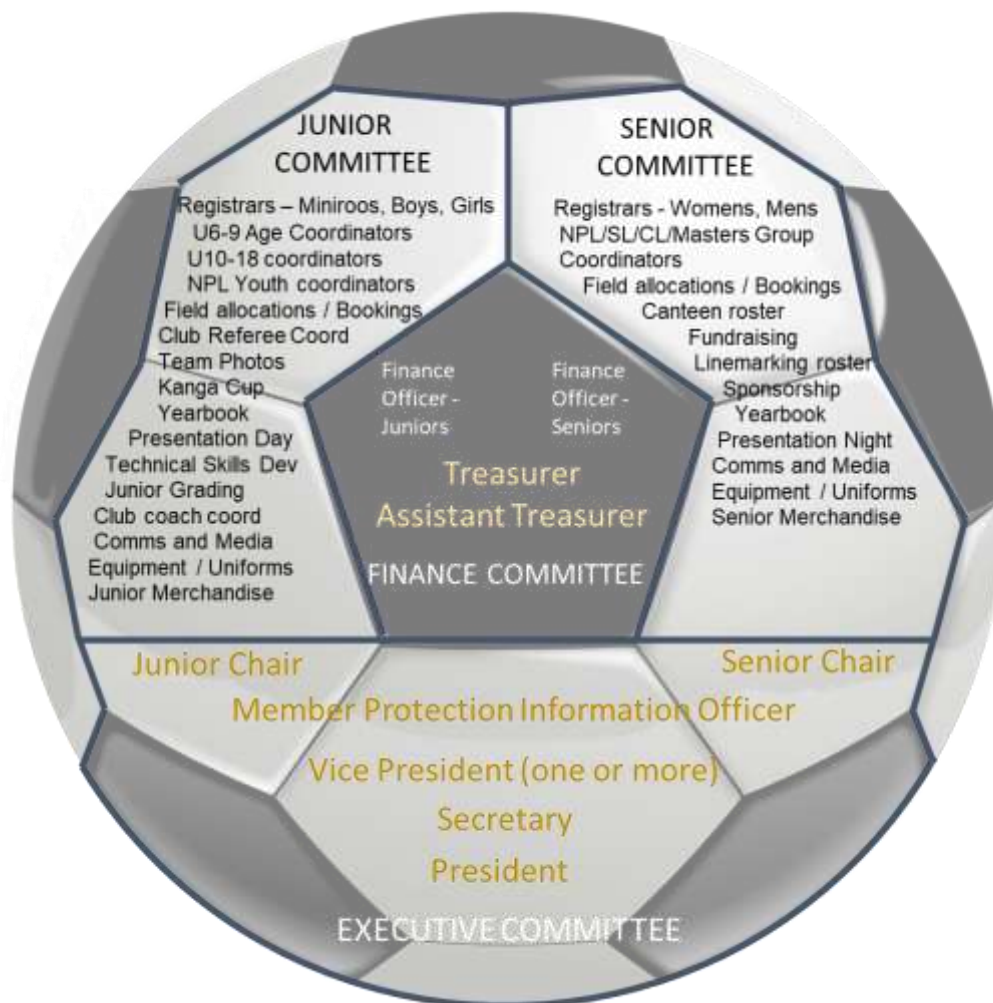


# Weston Molonglo Football Club Inc

## Committee Duties and Responsibilities

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Weston Molonglo Football Club Inc is an association incorporated in the ACT. The club's objective is to foster and develop football (soccer) in the ACT and in the Weston Creek and Molonglo Valley regions in particular. The club is governed by an Executive Committee. The U5-U18 players and teams are managed by the Junior Management Committee. Men and Women players and teams are managed by the Senior Management Committee. The Finance committee works across both the junior and senior committees to manage the finances of the club. The duties and responsibilities of committee members has been drawn from the club constitution with sufficient detail to guide potential committee members of the various tasks required to deliver the football programs at the club.



## Executive Committee

The Executive Committee controls and manages the affairs of the club and liaises with Capital Football, ACT Government, external suppliers and stakeholders. The office bearers of the club are the President, one or more Vice-Presidents, the Treasurer and Assistant Treasurer, the Secretary, the Junior Committee Chairperson, the Senior Committee Chairperson and the Member Protection Information Officer.

### President

The President helps the committee prioritise its strategic objectives and keeps the committee on track working within the club's legislative framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

- Ensure committee members, team managers and coaches understand the club's vision, mission, and values in fulfilling their duties with the club.
- Review and update the club's strategic plan.
- Promote the objectives of the club at stakeholder meetings including Capital Football, ACT Govt and Community Council meetings/forums.
- Manage/Chair monthly committee meetings and the club's AGM.
- Prior to each committee meeting, discuss the agenda items with the Secretary and ensure that it is circulated to relevant members.
- Ensure that all sub-committees are accountable and meet their responsibilities to the committee.
- Ensure that planning and budgeting for the future is carried out in accordance with the strategic objectives of the club.
- Review the club Constitution and By-Laws.
- Review and update the club's policy framework including adopting risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for club activities.
- Be available to handle any disputes beyond the scope of the junior or senior committees.
- Report activities of the club to the membership at the AGM.

### Vice-President(s)

Provide advice to the committee from their previous experience as members on the Junior or Senior Committee. Chair and preside at meetings if the president are absent.

### Treasurer and Assistant Treasurer

To ensure that a financial management and reporting system appropriate to the association is in place so the club committee has an accurate understanding of the financial status of the club at all times.

- Prepare the draft budget, in consultation with the Junior and Senior sub-committees, to reflect income and expenditure of the Junior and Senior sections of the club to set the registration fees for each program.

- Update the budget after registrations have closed to ensure budgeted expenditure does not exceed revenue for each program.
- Ensure all volunteers, team managers and coaches do not exceed the amount budgeted for the various expense categories as listed in the approved budget without reference to the Junior or Senior Committees.
- collect and receive all amounts owing to the association and make all payments authorised by the association; work with the finance officers of the junior and senior management committees to ensure all club income and expenditure is recorded in the club's finance system in a timely manner; and
- keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association. The club has used Xero for the accounts since 2013.
- Reconcile all bank statements (within Xero).
- Produce monthly, quarterly, and yearly reports (income statement, balance sheet and cashflow statement, budget variance) as required and present these reports at Committee meetings.
- Ensure each Executive Committee member has their own login to the Xero financial management system to view reports and the nominated signatories to the club bank account can review and approve bills to be paid from the club bank account.
- collect mail from post office box and distribute at committee meetings. Mail is generally invoices from suppliers or cheque payments for registrations or sponsorship.
- Prepare and lodge quarterly Business Activity Statements with the ATO.
- Organise the audit of WMFC financial records at the end of the financial year (and prior to the AGM). The club financial year ends on 30 September.
- Provide a copy of the audited Profit & Loss and Balance Sheet to the WMFC Secretary (required for the lodgement of Annual Return with the Registrar General's Office) for distribution to members attending the AGM.
- Present a Treasurer's report at the AGM.

### Secretary

The club secretary is primarily responsible for maintaining records of current club membership and provides the coordinating link between members, the committee, and various stakeholders

- Lodge the Annual Return with ACT Government immediately after the AGM.
- prepare minutes of
  - all elections and appointments of office bearers and ordinary committee members
  - the names of members of the committee present at a committee meeting or general meeting
  - proceedings at executive committee meetings and general meetings
- The Secretary shall be the Public Officer of the Club.
- Establish a meeting schedule for the Committee (six meetings per financial year) and Management sub-committees for the current financial year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.

- give notice of meetings and proposed agenda at least 48 hours before the date of the meeting.
- Collect and collate reports from committee members.
- Distribute minutes of meetings in accordance with the club's Constitution and file appropriately. Note: The club has used Dropbox as the online storage for club documents since 2014.
- Maintain an accurate copy of the Constitution of the club.
- Maintain the register of club members including life members.
- Maintain the register of club sponsors from sponsorship coordinators.
- Maintain the register of club security access including lock and key register. Secretary is the club account holder for Playfootball, plus the default password recovery email account and the default "owner" of club online storage systems e.g. Dropbox.
- Be familiar with the roles of the Club, Competition, Capital Football, and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the club, inform President, respond, follow up and distribute to appropriate members.
- Ensure all licenses and insurances required by the club are current.
- Coordinate team reports for club newsletters.
- Notify Capital Football and ACT Government about changes in committee membership and key contacts.
- Maintain a copy of club records available for viewing by members upon request.
- The common seal of the club must be kept in the custody of the secretary.

#### **Chair of the Junior Management Committee**

- organise and administer the affairs related to club MiniRoos (U6-U9) and (U10-U18) players in Capital Football competitions – MiniRoos (U10-11), Junior League (U12-18), National Premier League Youth (U13-18) and tournaments e.g. Kanga Cup.
- Report to the committee on decisions made at meetings of the Junior management Sub-Committee.

#### **Chair of the Senior Management Committee**

- organise and administer the affairs related to the men's and women's teams and players – NPL (Men's and U23), State League, Community League and Masters competitions, competitions administered by the club e.g. Women's Summer Sixes or Men's Summer Masters.
- Report to the committee on decisions made at meetings of the Senior management Sub-Committee.

#### **Member Protection Information Officer**

- Provide information and options to a member making a complaint or raising a concern, as well as providing support to the member during the process to ensure that club members are treated with respect and dignity, is kept safe

from abuse, bullying, harassment and discrimination or inappropriate behaviour under the Football Australia [Member Protection Framework](#).

- Ensure all coaches and managers are aware of their duties and understand the club code of conduct.
- Maintain a register of members required to maintain a current working with vulnerable people registration under the ACT legislation.

## **Finance Committee**

The Finance Committee will prepare for presentation to the Committee annual budgets for each section of the Club and for the Club as a whole and make recommendations to the Committee on any proposed expenditure which has not been foreseen in those budgets. The Finance Committee will also advise the Committee on proposed measures to compensate for any shortfall in budgeted revenue.

The Finance Committee shall consist of:

- the Treasurer who shall chair the Committee,
- the Assistant Treasurer and
- the Finance Officers from the Junior Committee and
- the Finance Officers from the Senior Committee.

## Junior Committee

This Committee will be responsible for raising moneys for managing football programs (skills development, competitions, and tournaments) for players up to 18 years of age including the fielding of junior teams and sponsoring of junior soccer in general within the Club.

### Chair of the Junior Committee

- Coordinate internal and external queries regarding club policies related to MiniRoos and Junior players
- Chair and coordinate Junior committee meetings held approximately every 6 weeks for 1 hour
- Chair in season club meetings such as the Coaches and Managers Meetings
- Point of Contact with Capital Football to represent the junior arm of the club, including attendance at Capital Football Junior meetings.
- Recruit program managers to run the various programs for U6-9 MiniRoos, and U10-18 Junior players and coaches through the year - skills development in Term 1 and Term 4, Club MiniRoos or Junior League competitions in Term 2 and 3.
- Create a duty roster for the Junior committee members to setup the fields for MiniRoos and Junior Soccer every Saturday.
- Develop and maintain operating plans for the Junior membership base of the club aligned to the club strategic plan.

### Finance Officer - Junior Management Committee

The finance officer for the Junior management committee works with the Treasurer and Assistant Treasurer to ensure all revenue and expenditure for the MiniRoos (U6-9) and Junior teams (U10-18) is within the financial plan and annual budget

- Prepare and manage the budget and financial plan
- Liaise with the registrars about manual registration payments being allocated to the correct players to approve registration after full payment has been received.
- Data entry of manual registration invoices in Xero for payment plans for Junior players.
- Data entry of bills in Xero for expenditure by the Junior committee for approval by Treasurer or Assistant Treasurer.
- Every month report on registration fees and other revenue are within budget estimates for the Junior Chair to present to the Executive Committee at the following Executive Committee meeting.
- Check all invoices are within the amount budgeted for that expenditure category. This includes invoices from Capital Football for capitation fees and insurance; referees fees; ground hire costs for training; equipment and uniform purchases; presentation costs including awards and trophies and the club yearbook; costs of coaching and coach development; costs associated with fundraising events and activities; any other general administration costs of the club
- Liaise with team coaches and managers to arrange the payment of referee match fee reimbursements or other expenditure

- Propose budget amendments for approval by the Executive Committee if revenue is overestimated or actual expenditure exceeds the budgeted amount for a particular item of expenditure.

#### **Registrar(s) – Miniros, Junior Girls, Junior Boys**

To manage and administer the club's member registry in an effective and efficient manner. The club uses the PlayFootball system as the primary online database of registered players, coaches, and volunteers.

- Develop proposal for membership fees and arrangements for club programs for U6-18 players (including Capital Football competitions) with the Junior Finance Officer.
- Answer queries on registration from prospective players/parents
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner in accordance with club policy of no pay no play.
- Create registration packages in PlayFootball for Miniros and junior players, coaches, and volunteers.
- In Playfootball - Approve registrations after fee payments have been received and allocate players, coaches, and managers to teams.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Understand the Playfootball system and attend 'System Training' session at the beginning of the season or as required by Capital Football or the club.
- Liaise with Capital Football as required to keep accurate club contact details (President, Secretary, Treasurer) using the Playfootball system.
- Along the club Secretary, ensure all membership information is secured in line with the Privacy Act.
- Check club email account daily for updated Registration information.
- Process registration and de-registration requests via Playfootball as required for members (players, volunteers, coaches etc).
- Liaise with finance officer to refund fees according to the club refund policy and Capital Football refund procedure.
- Provide a bad debtors list to the finance officer for mail out before the following season.
- Provide all members' details to the Secretary to maintain the register of club members.
- Provide player/team lists to the coordinators of team photos and trophies/presentation day
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.

#### **Director of Football Operations**

- Responsible for the overall technical development of players and coaches for the club
- Defines, refines, and implements the club technical plan.
- Provide reports to the Executive committee on club compliance for National Premier League coaching licences.
- Liaises with Capital Football technical development officers.

- Supervise coaching applications and selections for junior teams and report to junior committee.
- Supervise coaching applications and selections for senior teams and report to senior committee.

#### **Development Squad Coordinator/Coaching Coordinator**

- Organises development squad activities throughout the year as required
- Coordinates grading and NPL trials
- Coordinates coaching development for community coaches
- Delivers grassroots coaching courses
- Maintain club coaching qualifications database
- Advises the director of football operations on coaching selections policy

#### **Junior Skills development coaches**

- Development and delivery of skills development programs for Miniros (U6-9), Junior Girls (U9-13) and Junior Boys (U9-13) age groups.
- Oversee grading program. Recruit coaches to assist with Junior grading sessions. Work with registrars for administration for grading and team nominations to Capital Football.
- Assist the technical director with Capital Football liaison for junior age groups.
- Assists at monthly coach development sessions alongside the NPL coaches.

#### **Equipment Officer**

- Organise distribution of equipment to team coaches before the season (schedule for when coaches commence pre-season training from mid-January up to Term1 school holidays)
- Schedule two days during season for exchange or issuing extra equipment.
- Organise return of equipment at the end of the season
- Conduct stock take of equipment for input to financial audit.
- Organise donation of used equipment after the stocktake.
- Advise junior committee on equipment replacement plus additional equipment requirements for the following season for input to club budget.

#### **Grounds and Fixtures Officer**

- Coordinate ground bookings and field allocations for training including pre-season requirements and grading. Monitor proposed bookings to ensure they remain within budget.
- Advise committee and to liaise with Capital Football on U6-9 Miniros times and number of fields used to inform them of the availability of fields for Junior matches (work on allocating an equivalent number of grounds to half the junior teams for a given time slot). Capital Football allocate U10-18 Junior matches to fields.
- Coordinate draws and field allocation for U6-9 Miniros with Referee Coordinator.
- During Junior season - ensure U6-9 Miniros draws, and final field allocations are on display in front of the canteen by 9:30am

- Work with senior committee grounds officer to ensure no overlap or clashes with Men's and Women's team training or fixtures
- POC for amending ground bookings for re-scheduled fixtures with Capital Football, liaise with the team coach/manager of any changes to fixtures.
- Provide the committee with recommendations for improvements to facilities usage and practices to plan for future demand for ground usage through the year.

#### **Club Referee Coordinator**

- Attend annual pre-season referee seminar re referees
- Send reminder to last year's referees to register for current season.
- Keep track of changes to Laws of the Game and competition regulations and advise junior referees as required
- Liaise with grounds and fixtures officer and Minirooms age coordinator for Minirooms draw.
- Organise and appoint referees (check referee's availability around their own matches if they also play with a team)
- Advise all referees of match times
- Collect the list of current year junior referee registrations from Capital Football
- Nominate referees to Referee and Kanga Cup Academy
- Liaise with Capital Football for regular visits to Waramunga by referee assessors and referee development officers.
- Report to committee on referee development and progress through the year.
- Attend team photo sessions for referees' team photo.
- Prepare referee team report for yearbook

#### **Points Registrar**

- Before the first match of the season, arrange copy of full team lists from Registrar for cross checking with coaches and managers
- Ensure team coaches and managers are registered in Playfootball
- Allocate the team to the coach and manager's GameDay logins
- Ensure team managers have the current instructions to prepare the team sheet before the match, complete it at the ground on match day plus submit the completed team sheet to Capital Football and update the results online in GameDay.

#### **Kanga Cup Coordinator**

- Coordinate team entry forms and advise coaches and managers
- Organise pennants to be presented to opposition teams before each match
- If WMFC is managing a venue, coordinate team roster for field setup and pack away for each of the four days - Monday to Thursday
- Coordinate and communicate daily updates for social media during Kanga Cup week
- Prepare report for yearbook

#### **Fundraising Coordinator**

- Coordinate and communicate fund raising activities as required
- Collect fundraising money and deliver to Treasurer

- Liaise with sponsorship representative
- Develop applications for grants
- Report to committee as required

#### **Merchandise Officer**

- Liaise with merchandise supplier to order enough socks and shorts with appropriate lead time to be available for Miniroos organisation day and senior pre-season matches
- Liaise with team coaches and managers for whole of team merchandise purchases
- Conduct stock take at end of season for treasurer to include in financial audit.

#### **Team Photos Coordinator**

- Pre-season - Book photographer for two Saturdays in mid-May or June – after team lists have been finalised
- Note: Referees and coaches of teams who are not parents receive a free photo
- Advertise photos one month before the photo days
- Liaise with registrar for team lists (player, coach, manager) from PlayFootball to send to photographer
- Work with photographer to allocate teams a time for photos based on home fixtures.
- Send the schedule to managers to communicate the allocated time to their team
- When photos are ready for distribution to teams, advertise collection point.
- Send softcopy of photos to Yearbook coordinator

#### **Presentation Day Coordinator**

- Create roster for teams on BBQ and drink duty.
- Liaise with equipment officer, registrars, and yearbook officer
- Organise trophies and coach gifts
- Consult with committee for format, venue, budget
- Advertise presentation day to players/parents

#### **Media Officer**

- Provide media coverage for club through all media outlets including radio and local print media up to 6 times a year
- Liaise with committee for best media opportunities such as Kanga Cup, other tournaments, registration, and presentation days
- Collect coverage for presentation to Sponsorship officer

#### **Yearbook Coordinator**

- Coordinate the Yearbook
- Collect photos and team reports
- Coordinate with sponsors for their adverts
- Edit and arrange printing and distribution of yearbook at presentation day

#### **Age Coordinators - (U6, U7, U8, U9, U8/9 Girls)**

- Represent and coordinate a group of teams in an age group for roster and volunteer duty and represent at junior committee meetings. Attend coaches and managers meeting in early April
- Liaise with Skills Development, Coaching Coordinator, and registrar to encourage team coaches to attend coaching courses and development sessions
- Provide managers, parents a point of contact to committee
- Assist with coordination of teams finding and allocating extra players to teams
- End of season - U9 and U8/9 Girls' age coordinators to provide information about grading for next season to players and coaching coordinator

#### **U10-18 Open and U10-18 Girls Group Coordinators**

- Represent and coordinate the Girls or Open Junior teams (U10-18) for roster and volunteer duty and represent at junior committee meetings. Attend coaches and managers meeting in early April
- Liaise with Skills Development, Coaching Coordinator, and registrar to encourage team coaches to attend coaching courses and development sessions
- Provide managers, parents a point of contact to committee
- Assist with coordination of teams finding and allocating extra players to teams within the age groups

#### **NPL2 Youth Coordinator**

- Represent and coordinate the NPL2 Youth teams (U13, U14, U16 and U18) for roster and volunteer duty and represent at junior committee meetings. Attend coaches and managers meeting in early April
- Liaise with Skills Development, Coaching Coordinator, and registrar to encourage team coaches to attend coaching courses and development sessions
- Provide managers and parents a point of contact to the Junior committee
- Assist with coordination of teams finding and allocating extra players to teams within the group.

#### **Website and Newsletter Coordinator**

- Coordinate input onto website news etc
- Maintain website features and club email address lists.
- Review website content to ensure it is updated by Minirooms and junior program managers

## Senior Committee

This Committee will be responsible for raising moneys for the fielding of men's and women's teams and sponsoring of men's and women's soccer in general within the Club

### Chair of the Senior Committee

- Coordinate internal and external queries regarding club policies related to Men and Women players
- Chair and coordinate Senior committee meetings held approximately every 6 weeks for 1 hour.
- Chair in season club meetings such as the Coaches and Managers Meetings
- Be the Point of Contact with Capital Football to represent the Men's and Women's section of the club, including attendance at Capital Football Senior meetings.
- Recruit program managers to run the various programs for Women's and Men's State League, Community League and Masters players and coaches through the year – pre-season training and tournaments in Term 1, winter competitions for Term 2 and 3, summer competitions in Term 4.
- Develop and maintain operating plans for the Senior membership base of the club aligned to the club strategic plan including the planning for future equipment, facilities, and volunteer resources.

### Finance Officer - Senior Management Committee

The finance officer for the Senior management committee works with the Treasurer and Assistant Treasurer to ensure all revenue and expenditure for the Men's and Women's teams is within the financial plan and annual budget

- Prepare and manage the budget and financial plan
- Liaise with the registrars about manual registration payments being allocated to the correct players to approve registration after full payment has been received.
- Data entry of manual registration invoices in Xero for payment plans for Men's and Women's players.
- Data entry of bills in Xero for expenditure by the Senior committee for approval by Treasurer or Assistant Treasurer.
- Every month check all registration fees and other revenue are within budget estimates for the Senior Chair to present to the Executive Committee at the following Executive Committee meeting
- Check all invoices are within the amount budgeted for that type of expenditure. This includes invoices from Capital Football for capitation fees, insurance, and ground hire; referees fees; ground hire costs for training; equipment and uniform purchases; presentation costs including awards and trophies and the club yearbook; costs of coaching and coach development; costs associated with fundraising events and activities; any other general administration costs of the club
- Liaise with team coaches and managers to arrange the reimbursement of referee match fees for matches when Capital Football did not appoint a referee, or other expenditure.

- Propose budget amendments for approval by the Executive Committee if revenue is overestimated or actual expenditure exceeds the budgeted amount for a particular item of expenditure.

#### **Registrars – Men's and Women's teams**

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with Capital Football and administration of member information on the Playfootball online registration system.

- Develop proposal for membership fees and arrangements for the ensuing season for consideration by the Senior Committee.
- Answer queries on registration from prospective players. Queries can be received on Facebook, TeamApp, website or email.
- Understand the Playfootball system and attend 'System Training' session at the beginning of the season or as required by Capital Football or the club.
- Create registration packages in Playfootball for men's and women's players, coaches, and volunteers.
- Update the How to Register information on the club website/TeamApp and send to coaches and players.
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner in accordance with club policy of no pay no play.
- Ask coaches and managers for team lists to be able to allocate players, coaches, and managers to the correct team in Playfootball.
- In Playfootball - Approve registrations after fee payments have been received and allocate players, coaches, and managers to teams.
- Send team nominations and player lists to Capital Football for Fed Cup, Pre-season, and winter competitions
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Liaise with Capital Football as required to keep accurate club contact details (President, Secretary, Treasurer, Registrar) in the Playfootball system.
- Along the club Secretary, ensure all membership information is secured in line with the Privacy Act.
- Check club email account daily for updated player registrations.
- Process registration and de-registration requests via Playfootball as required for members (players, volunteers, coaches etc).
- Liaise with finance officer to refund fees according to the club refund policy and Capital Football refund procedure.
- Provide a bad debtors list to the finance officer for mail out before the following season
- Provide all members' details to the Secretary to maintain the register of club members.
- Provide player/team lists to the coordinators of team photos and trophies/presentation day.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.

### **Competition Group Coordinators (NPL, SLM, CLM, MLM, SLW, MLW)**

This role is equivalent to age coordinator for Junior teams. Being the point of contact for groups of teams with similar requirements and characteristics for football programs e.g., NPL, Men's State League, Men's Community League, Women's State League, Women's Masters, Men's Masters.

### **Grounds and Fixtures Officer**

- Coordinate ground bookings and field allocations for training including pre-season requirements and grading. Monitor proposed bookings to ensure they remain within budget.
- Block bookings of field 107 and 108 for pre-season "training" matches on Saturdays and Sundays from mid-January to 17 March.
- Liaise with Junior ground bookings officer and Capital Football on availability of grounds for Senior matches as competitions have various start dates.
- Work with senior committee grounds officer to ensure no overlap or clashes with Men's and Women's team training or fixtures
- POC for amending ground bookings for re-scheduled fixtures with Capital Football, liaise with the team coach/manager of any changes to fixtures.
- Provide the committee with recommendations for improvements to facilities usage and practices to plan for future demand for ground usage through the year.

### **Men's and Women's Equipment Coordinators**

- Maintain register of equipment owned by the club and loaned out to teams for any summer or winter competitions – strip, balls, bibs, cones, nets, goalkeeper gloves, first aid kits, equipment bags.
- Organise with team contacts to issue equipment before the commencement of a competition (winter or summer comps).
- Organise with team contacts for return of equipment to the Chapman Lockup at the end of that competition.
- Conduct stocktake of returned equipment and provide input to budget for equipment replenishment requirements for the following year.
- Organise donation of used equipment after the stocktake.

### **Fundraising Events Coordinator**

- Coordinate and communicate fund raising activities (besides the BBQ/canteen operated on the Miniroos match days).
- Collect fundraising money and deliver to Treasurer.
- Liaise with sponsorship representative for fundraising activities involving club sponsors
- Develop applications for grants
- Report to committee on activities.

### **BBQ/Canteen Coordinator (fundraising)**

- Organise roster – one team on BBQ, one on canteen each week of the Junior season (1<sup>st</sup> Saturday in Term 2 to 1<sup>st</sup> Saturday in September) and send out to teams in mid-April
- Remind team managers on the Friday a week before they are rostered on duty the following Saturday.

- Liaise with Junior canteen coordinator

#### **Sponsorship Coordinator**

- Seek new club sponsors using club sponsorship templates and checklist
- Maintain register of current club sponsors for club communications and notice of club events
- Send sponsorship acknowledgement certificates with team/club report at the end of the season.

#### **Yearbook Coordinator**

- Communicate with the Junior Yearbook Coordinators for report submission date for senior team reports and team photos to be included in the published yearbook.
- Team Reports - Notify Team contacts of Team Report format and Due Date. Pass on Team reports to Club Yearbook coordinators
- Team photos - Set up team photo dates and times with Junior Team Photos coordinator. Notify team contacts of team photo dates and times.
- Otherwise ask teams to submit team photos at the same time as team reports.

#### **Trophy Coordinator**

- Notify previous year's recipients of perpetual trophies to return the trophies to Raiders Weston Club before commencement of the season
- Request nominations for 10-year service or special awards from team contacts
- Notify Team contacts of Trophy nomination requirements and due dates.
- Select and order trophies and coach gifts, arrange for engraving at least two weeks before date of presentation dinner.
- Arrange delivery of trophies to Presentation night.

#### **Presentation Night Coordinator**

- Book venue
- Get "in kind" letter from venue (room hire free to community groups)
- Select menu and special dietary options
- Setup dinner fee package for players to purchase tickets
- Publish details on website and TeamApp
- Send honorary invitations to players, life members and special guests
- Organise and invite guest speaker
- Confirm MC
- Confirm which men's and women's coaches will be attending – (coach dinners are subsidised)
- Confirm table layout and seating arrangements with the venue
- Confirm any tables or audio/video with the venue and access times
- Order table decorations (e.g., black and white soccer ball design balloons on tables)
- Pay final amount to venue
- Organise hosts at the door on the night
- Liaise with trophy and yearbook coordinator for trophies and yearbooks to be delivered to the venue on the night.