



## ***POSITION DESCRIPTION***



**SOUTH CROYDON FOOTBALL CLUB INC.**

**Date: 2013**

**Title: Data Base Manager**

**Incumbent: Vince Cali**

**Description:**

To create/maintain and make accessible a total contact data base for the club.

**Responsibilities:**

- Create and maintain a contact data base.
- Ensure that this date base is accessible to all committee members.
- Create and participate in creating forward planning strategies for the 'off field' development of the club.

**Key Criteria:**

- Data base to include
  - Players/Coaches/Football Staff
  - Members
  - Kennel Club members
  - Veterans
  - Sponsors
  - Suppliers
  - Past Players
- Data base to include
  - Category/Categories
  - Mailing Address
  - Phone contacts
  - Email addresses
  - Line marking of ground for home games
- Accessibly and flexibility of data base, need to be able to create mailing labels by category etc.

**Internal/External Relationships:**

- All committee personnel
- Players, coaches and ancillary football staff

**Signed:**

**Date:**