



ALBION PARK FOOTBALL CLUB

COMMITTEE POSITION DESCRIPTIONS

PRESIDENT – (EXECUTIVE POSITION)

OBJECTIVE:

The President oversees the strategic direction of the club in line with the views of members. At an operational level, the President's primary function is to facilitate effective committee meetings. The President is elected by the Club members and is responsible for representing the collective interests of the membership.

The President provides leadership, strong governance understanding and encourages unity and cooperation among the committee, ensuring the club operates ethically, efficiently and in a manner that supports the Club's goals and values as directed by the members.

ATTRIBUTES AND RESPONSIBILITIES:

- ✓ Facilitate effective committee and/or executive meetings
- ✓ Ensures committee members, team manager and coaches fulfil their responsibilities to the club and our association
- ✓ Demonstrate strong organisational, communication and leadership skills
- ✓ Ability to work collaboratively with other committee members and an ability to build unity, culture and shared purpose across the committee and wider club
- ✓ Demonstrate strong governance practices and ensure adherence to club processes and compliance obligations
- ✓ Ensure each committee role is fulfilled by the elected individual
- ✓ Be a person who can develop good relationships internally and externally
- ✓ Ensures the Club is keeping to its philosophy of providing a fun, safe and positive environment where children, players, parents, supporters and officials can enjoy the game of football
- ✓ Ensures that planning and budgeting for the future is carried out in accordance with the wishes of members
- ✓ Has a solid knowledge of the Clubs' Constitution, By-Laws, Football South Coast Playing Rules and duties of club Office Bearers
- ✓ Be unbiased and impartial in allowing members to lead the direction of the club
- ✓ Give clear direction and set an example for others to follow
- ✓ Ensure all conflict of interests are declared when decisions are required
- ✓ Promote adherence to Football South Coast and Club Codes of Conduct and lead by example
- ✓ Able to maintain confidentiality on relevant matters

VICE PRESIDENT – (EXECUTIVE POSITION)

OBJECTIVE:

The main duty of the Vice President is to assist the President and other club officers in completing their duties. It is also the Vice President's role to effectively contribute to the club's operations. To do this effectively, you must be involved with the work and understand the policies of the club.



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- ✓ In the event of the President being unable to fulfil his/her duties to step into that role
- ✓ Act as deputy chairperson for all club meetings
- ✓ Ensure that the club's activities are in accordance with the constitution and with the regulations of our governing bodies
- ✓ Ability to attend all Executive, Committee and General meetings
- ✓ Ensure clubs procedures and documents are in order
- ✓ Ensure action items and resolutions are carried out
- ✓ Ensure all conflict of interests are declared when decisions are required
- ✓ Fulfil such other duties as the committee may request
- ✓ Ability to work collaboratively with other committee members
- ✓ Able to maintain confidentiality on relevant matters

SECRETARY – (EXECUTIVE POSITION)

OBJECTIVE:

The Secretary is one of the primary organisers of the club and is responsible for effective administration. The Secretary is an integral link between the Club and its stakeholders as well as between the Club, players, local Council, Football South Coast and other governing bodies.

ATTRIBUTES AND RESPONSIBILITIES:

- ✓ Is the first point of contact for all club correspondence (incoming and outgoing), maintain records and information in relation to queries, all administration and communications.
- ✓ First point of contact for all Committee Members, Football South Coast, Local Council, other Clubs, Coaches, Managers, Parents, Players and all stakeholders connected to the Club.
- ✓ Deal with the day-to-day running of the club including all internal and external correspondence
- ✓ Ability to attend all Executive, Committee and General meetings
- ✓ Process and deliver appropriate correspondence and information to relevant stakeholders
- ✓ Organise committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate
- ✓ Liaise with club committee members to ensure all appropriate administration is in place accordingly
- ✓ Demonstrate strong organisational, communication and leadership skills
- ✓ Have solid knowledge and understanding of the roles and responsibilities of other club Committee Members, Club Constitution, Club By-Laws, Football NSW and Football South Coast Playing Rules and expectations
- ✓ Ensure all paperwork required for game day is available eg: Dribl, draw, canteen rosters, referee rosters etc
- ✓ Maintain up-to-date contact details of all members, committee members, other key club personnel
- ✓ Ability to work collaboratively with other committee members
- ✓ Ensure all conflict of interests are declared when decisions are required
- ✓ Able to maintain confidentiality on relevant matters
- ✓ Public Officer obligations updated annually
- ✓ Prepares and submits all relevant paperwork to Office of Fair Trading for Club



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TREASURER – (EXECUTIVE POSITION)

OBJECTIVE:

The Treasurer is responsible for all financial matters of the Club. In general, this will require authorisation and issuing payments, collection of debts, reconciling and monitoring accounts and reporting and managing the overall financial position of the Club. Financial background is desirable.

ATTRIBUTES AND RESPONSIBILITIES:

- ✓ Develop an operational budget for adoption by the Committee at the start of each year
- ✓ Ability to attend all Executive, Committee and General meetings
- ✓ Maintains a permanent true and accurate financial record of the Club including Profit & Loss, balance sheet, transactions, and highlights any anomalies to the Executive Committee
- ✓ Preparing regular bank account reconciliations
- ✓ Demonstrate strong governance practices and ensure adherence to club processes and compliance obligations
- ✓ Ensures receipts are written for all money received and that monies are banked promptly
- ✓ Is responsible for banking all monies and bank transactions
- ✓ Ensuring all payments are paid promptly by due date and keeping accurate, up to date records of income and expenditure
- ✓ Prepares and presents Treasurers' Report, Auditors' Report and audited financial statements to Annual General Meeting
- ✓ Responsible for managing the weekly canteen float, including withdrawing the float from the club bank account as required, maintaining accurate records of float use and change, and ensuring the remaining float is counted, reconciled and banked back into the club account at the end of the season.
- ✓ Must attend all Club and Committee meetings with accounts in order, bank balance, bills to be paid and monthly financial report (thus keeping members regularly informed of the club's financial position including income and expenditure details)
- ✓ Provide clear financial reporting for all club-related accounts (including canteen, merchandise, sponsorship, fundraising and other sections) and present income and expenditure updates at club meetings for each category.
- ✓ Payment to referees and assistant referees as organised by the club for Finals
- ✓ Ability to work collaboratively with other committee members
- ✓ Ensure all conflict of interests are declared when decisions are required
- ✓ Able to maintain confidentiality on relevant matters

REGISTRAR – (EXECUTIVE POSITION)

OBJECTIVE:

To manage and administer the club's registrations including players, coaches' managers and volunteers. This includes sound knowledge of the Playfootball database system (training given to candidates).

ATTRIBUTES AND RESPONSIBILITIES:



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- ✓ Register all players, in the first instance, in the age group appropriate to his/her age.
- ✓ Confirm the proof of age of all newly registered players
- ✓ Develop and maintain strategies for the ongoing expansion of the membership base of the club
- ✓ Ensure all ID photos in Playfootball are present, current and adequate for identification purposes including players, coaches and managers
- ✓ Ensure all registered players are financial to be playing on game days
- ✓ Ability to attend all Executive, Committee and General meetings
- ✓ Ensure accurate and adequate player numbers are accepted to each team per their age
- ✓ As required, complete deregistration's and authorise the deregistration's on the Club's behalf, keeping the Secretary informed of player movements
- ✓ Maintain player, committee, coach, manager and volunteer database
- ✓ Ability to work collaboratively with other committee members
- ✓ Ensure all conflict of interests are declared when decisions are required
- ✓ Able to maintain confidentiality on relevant matters

CANTEEN MANAGER – (GENERAL COMMITTEE)

OBJECTIVE:

To provide an appropriate canteen service for all home games and at other times as agreed. Organisation of ordering food and drink served at the canteen including replenishing stock levels as required and determining appropriate pricing levels with the Executive Committee.

ATTRIBUTES AND RESPONSIBILITIES:

- ✓ Ensure that an adequate food safety plan is in place for canteen operations
- ✓ Set up the Canteen operating environment so that it is safe, clean and practical
- ✓ To ensure all equipment is properly used and maintained and to report any malfunctions or breakdowns to the Committee
- ✓ Establish in consultation with the Committee 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 for home games & roster is established to assist throughout the morning
- ✓ Ensure all items are purchased using approved vendor accounts, with minimal private purchases reimbursed, and maintain accurate records of all transactions for transparency and reconciliation for Club Treasurer.
- ✓ Volunteers sign in and out when arriving/leaving
- ✓ No children permitted in the canteen under the age of 16
- ✓ Purchase the stock for the canteen, including cleaning products etc and maintain stock levels
- ✓ Checks expiry date on all stock
- ✓ To provide a profit at the end of the year
- ✓ Prepare appropriate float before each weekend's games, liaise with Treasurer
- ✓ Reconciliation of daily takings, including receipts and petty cash
- ✓ Ability to work collaboratively with volunteers and committee members



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EQUIPMENT MANAGER – (GENERAL COMMITTEE)

OBJECTIVE:

To ensure the proper distribution, cataloguing and subsequent return of all Club equipment. Sourcing a list of any new equipment required. Assist with the maintenance of all existing equipment.

DUTIES AND RESPONSIBILITIES:

- ✓ Responsible for all Club equipment and ensuring it is safely stored and maintained
- ✓ Issue training equipment, playing strips and other required gear to Coaches and Managers at the start of the season
- ✓ Provide regular reports to the Committee on equipment condition, quality and replacement needs
- ✓ Identify equipment that is no longer suitable and recommend replacement based on financial capacity
- ✓ Identify equipment that is no longer suitable and recommend replacement based on financial capacity
- ✓ Liaise with Coaches and Managers to coordinate the collection and return of all equipment at the end of the season

REFEREE MANAGER – (GENERAL COMMITTEE)

OBJECTIVE:

To allocate and supervise referees for all Albion Park Football Club matches playing at home and games where Albion Park is listed as the home team at Ian McLennan Park.

DUTIES AND RESPONSIBILITIES:

- ✓ Create a roster for referees based on referee availability, experience and age group
- ✓ Be available each weekend to observe, nurture and learn to correctly critique referees whilst performing their duties
- ✓ Encourage a high standard for referee punctuality, referee uniform and referee performance
- ✓ Mentor, encourage and development of all referee skills to ensure continual improvement
- ✓ Referee recruitment and encourage referees to return the following season
- ✓ Encourage all referees to attend FSC Referee Council Education sessions
- ✓ Ensure referees are competent in using Dribl for appointments
- ✓ Liaison with other referee coordinators to aid in fulfilling unappointed games
- ✓ Ensure you are completely up to date with The Laws of the Game
- ✓ Attend Football South Coast meetings
- ✓ Assist referees in completing all necessary reports eg: Send Off, Incident, Team Sheets etc
- ✓ Ability to work collaboratively with executive committee members and keep committee informed of all facets of referee performances and skills

MERCHANDISE MANAGER – (GENERAL COMMITTEE)

OBJECTIVE:



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The Merchandise Manager is responsible for seeking the best affordable prices, ordering all merchandise, distribution of a items to parents and players. Ensuring all apparel items are stored safely in locked areas.

DUTIES AND RESPONSIBILITIES:

- ✓ Be responsible for the operation of the clubs' apparel on Registration Day(s) and on a regular basis throughout the season
- ✓ Maintain adequate stock levels of the club merchandise
- ✓ Regularly review the quality and pricing of Club clothing
- ✓ Maintain accurate records of all clothing sales and orders placed
- ✓ Obtain quotes for club merchandise items and as approved by committee members
- ✓ Order stock as required with the approval of all executive committee members
- ✓ Perform a stock take at the end of each season and order for the following year's registration

GROUNDS MANAGER – (GENERAL COMMITTEE)

OBJECTIVE:

The Ground Person is responsible for ensuring all field lines are clearly marked, correct in field size/measurement and the playing surface is maintained in good order for all games.

DUTIES AND RESPONSIBILITIES:

- ✓ Ensuring all field lines are clearly marked for game days for all our teams
- ✓ Maintain correct field sizes and field measurements as per the Laws of the Game
- ✓ Ensure the playing surfaces are in good order at all times
- ✓ Report on potential playing hazards to Executive Committee for immediate action
- ✓ Develop overall ground management plan eg: seeding, fertilising, drainage etc
- ✓ Inform committee members of all maintenance of equipment eg: line marker etc
- ✓ Liaise with all the Executives for purchase of paint
- ✓ Co-ordinate working bees and other ground maintenance projects

TECHNICAL DIRECTOR – (GENERAL COMMITTEE)

OBJECTIVE:

To lead the development of players and coaches within the club by establishing high coaching standards, implementing a comprehensive football development plan, and overseeing talent identification and progression pathways. The Technical Director will play a key role in coaching and ensure the club's playing philosophy is consistently applied across all junior age groups. Ideally hold a C Diploma coaching license as a minimum.

DUTIES AND RESPONSIBILITIES:

- ✓ Developing and implementing a football development plan for player development, including age-specific criteria, training programs, and season planning.



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- ✓ Overseeing player and coach development identifying and developing talent, providing coaching education, and ensuring coaches are accredited and have the necessary experience.
- ✓ Establishing and implementing a club's footballing philosophy. This involves ensuring that the club's vision is consistently applied across all teams.
- ✓ Monitoring player progress and providing feedback. This includes observing training sessions, analyzing player performance on game days, and providing feedback to players and coaches.
- ✓ Conducting player trials/grading and assessing their technical skills, tactical understanding, and physical abilities for them to be placed into the most suitable team based on the outcome of their assessment.

MINIROO MANAGER – (GENERAL COMMITTEE)

OBJECTIVE:

The MiniRoo Coordinator is primarily responsible for providing the coordination of the MiniRoo teams by providing information, support and resources to individual team leaders from the ages between 5 and 11 with the support of the Clubs' Technical Director. Ideally hold a coaching certificate higher than a Grassroots certificate.

DUTIES AND RESPONSIBILITIES:

- ✓ Is well-informed and understands the requirements of MiniRoo Football Playing Rules
- ✓ Actively organise, promote and encourage team officials to complete grassroots clinics and age-appropriate coaching courses
- ✓ Explain the rules to team officials and parents
- ✓ Ensures coaches are aware of how to set up their fields on game days
- ✓ Promote small sided football
- ✓ Promotion of annual club Gala Day
- ✓ Assist coaches and managers where required in all facets of MiniRoo football
- ✓ Liaison with Executive Committee and the Technical Director on any issues that may arise

MEN'S COORDINATOR – (GENERAL COMMITTEE)

OBJECTIVE:

The Men's Coordinator role is to oversee the participation, morale, and enjoyment of senior players. To grow male participation within our Club by advocating and fostering a supportive environment, promoting opportunities for skill development within our Club's pathways.

DUTIES AND RESPONSIBILITIES:

- ✓ Be a point of contact for new and existing players
- ✓ Promote fair play and senior football
- ✓ Promote pathways from juniors to seniors
- ✓ Increase male participation during registration period
- ✓ Ensure sound knowledge of FSC Playing Rules and regulations are adhered to at all times
- ✓ Ensure teams have the resources they need to train and compete
- ✓ Ensure game-day goes smoothly eg: nets, bins, team sheets, Player ID Cards



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- ✓ Attend all FSC Men's Council meeting
- ✓ Communication with Club Secretary over issues and/or ideas to improve participation and foster enjoyment etc.

WOMEN'S COORDINATOR – (GENERAL COMMITTEE)

OBJECTIVE:

The Women's Coordinator role is to oversee the participation, morale, and enjoyment of players. To grow female participation within our Club by advocating and fostering a supportive environment, promoting opportunities for skill development within our Club's pathways.

DUTIES AND RESPONSIBILITIES:

- ✓ Be a point of contact for new and existing players
- ✓ Increase female participation during registration period
- ✓ Promote fair play and female football
- ✓ Promote pathways from juniors to seniors
- ✓ Ensure sound knowledge of FSC Playing Rules and regulations are adhered to at all times
- ✓ Ensure teams have the resources they need to train and compete
- ✓ Attend all FSC Women's Council meeting
- ✓ Ensure game-day goes smoothly eg: nets, bins, Dribl, Player ID Cards
- ✓ Communication with Club Secretary over issues and/or ideas to improve participation and fostering enjoyment etc

SPONSORSHIP/FUNDRAISING – (GENERAL COMMITTEE)

OBJECTIVE:

The Sponsorship/Fundraising Coordinator is the organiser of sponsorship arrangements for all sections of the Club. They are also responsible for the organisation of fundraising events for the club.

DUTIES AND RESPONSIBILITIES:

- ✓ Prepare a budget, monitor it carefully and report on it regularly
- ✓ Seek to raise sponsorship funds for the club
- ✓ Keep a proper record of sponsor details
- ✓ Communicate to current sponsors regarding their commitment for the coming season
- ✓ Seek new club sponsors and meet with potential to outline what services they would value most
- ✓ Organise signage be produced and erected on signing
- ✓ Make sure sponsor representatives are met when attending functions or match day
- ✓ Liaise with the committee to ensure social events support our sponsors and, where appropriate, raise money for the club
- ✓ Send out a thank you letter at the completion of the season and support planning for the following year