

SOUTHERN LAKES COMMITTEE MEMBERS AND DUTIES – 2021

EXECUTIVE COMMITTEE MEMBERS

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

ORDINARY AND NON-COMMITTEE MEMBERS

REGISTRAR

COACHING AND DEVELOPMENT OFFICER

CANTEEN SUPERVISOR

GROUNDS PERSON

FIXTURES OFFICER

PUBLICITY OFFICER

SPONSORSHIP OFFICER

EQUIPMENT MANAGER

WEBSITE CO-ORDINATOR

CONTACT FOR CARE AND CONTROL COMMITTEE

THE WHOLE COMMITTEE NEEDS TO MEET WITHIN ONE MONTH OF THE AGM SO THAT DUTIES CAN BE SORTED.

THE COMMITTEE NEED TO MEET EARLY NOVEMBER/DECEMBER OF EVERY SEASON FOR THE UPCOMING SEASON

The first list of duties is to decide when registrations are going to be held and to put notifications in school newsletters before end and start of school year.

Also need to have dates for when costings for registrations will be finalised and advertised on social media and on website.

Send email to existing players to advise of registration dates. Put up posters and banners for Registration Days.

Ensure that the toilets and change rooms are cleaned before Meet and Greet day after handover from the Cricket Club in March.

PRESIDENT

- Needs to attend Macquarie AGM meeting – held in March every year. If we don't attend, the club gets a \$200 fine
- Attend Presidents meeting with other Presidents of MFL clubs in September
- Represent Southern Lakes United as requested
- Open the Meet and Greet meeting
- Open all general meetings. Chair all general meetings
- Open the presentation day proceedings
- Co-ordinator with Coaching and Development officer and committee for the Coaches for every season
- Dispute and Grievance handling with other executive committee members
- Be a signatory for cheques and online banking, if required
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest
- Do a report to present every meeting. Can be verbal
- Ensure everyone else is regularly doing their reports at meetings
- Get a Working Bee before start of season to get grounds, toilets, change room and canteen cleaned and ready for use for Meet and Greet
- Also need to decide if our teams (from 9's up) complete in Community or Development Competitions (we are currently all in Community)

VICE PRESIDENT

- Support the President and other committee members as required
- Sign and verify meeting minutes
- Home game ground person
- Prepare a report for all general meetings
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest
- Be a signatory for cheques and online banking if required
- Also need to decide if our teams (from 9's up) complete in Community or Development Competitions (we are currently all in Community)

SECRETARY

- Answer all emails send to SLUFC from Northern NSW, Macquarie Football, Providers, etc. (these emails can include upcoming training courses for Myfootball and sporting pulse, referee and coaching courses, rule changes and association guidelines and Gala days)
- Ensure that everyone that needs access to Sporting Pulse and MyFootball has it available
- Liaise with Macquarie and Northern NSW Football associations as required to seek information and clarification on requests and issues
- Prepare agenda items for all meetings
- Organise all meetings
- Prepare Secretaries report for meetings
- Take minutes and disseminate all minutes from meetings including having a Quorum for voting and decision making. Ensure all minutes from previous meeting minutes are signed and accepted into the following minutes meeting. Have action items on all minutes. Record motions and amendments of the meetings
- Ensure the Club complies with all legal obligations and be aware of the rules
- Keep a list of action items from every meeting to ensure that are carried out and followed up
- Disseminate all incoming information to all relevant persons including Coaches, Managers, Parents and fellow committee members
- Collate and prepare the Coaches/ Managers Folders for each playing equipment bags. The folders include all contact details, club requirements of volunteers, rules and regulations with regard to the each team's age group. Details of any requirements such as Myfootball registrations and working with children checks. Committee and wet weather contact details.
- Be a signatory for cheques and online banking
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest
- Prepare welcome letter with need to know dates and club information such as Coach and Managers meeting, Player Meet and Greet dates, Season and training start dates, wet weather hotline, player information with regard to uniform prices and registration and playing fees, etc.
- Keep records of all relevant information
- Forward any changes to the Constitution to Office of Fair Trading
- Lodge any complaints or incidents in writing with MFL within 48 hours of event
- Maintain a WWCC list data base (working with children check). Make sure all coaches are registered in accordance with the requirements of the Act
- Advise of any make up or forfeit games to teams and coaches
- Advise MFL of any forfeit games by any club team/s

TREASURER

- Have 4 signatories for all club accounts and if operating have at 2 approval officers for online payments at Newcastle Permanent
- Collections of all monies except if allowing canteen to bank their money separately
- Have access to Newcastle Permanent banking online
- Have deposit books for cash and cheque banking
- Bank all required funds
- Do treasurer financial year spreadsheets with every transaction explained and available for viewing of the committee
- Reconcile all payments in and out of the club. Ensure evidence available for all transactions.
- Ensure canteen has a working float
- Pay all invoices including registrations fees, canteen suppliers, equipment, presentation, trophies and photos
- Follow up all outstanding registration fees and any other monies owed such as fund raising and photographs
- Do a written report for every meeting
- Do the Fair Trading financial statements. These need to be completed and sent with payment within 30 days of yearly AGM. Blank forms are in treasurers folders.
- Get a new treasurers folder for every financial year
- Develop new excel spreadsheets which include profit and loss statements for every financial year
- Ensure that there is a working cheque book available
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest

REGISTRAR

- Ensure trained on use of Myfootball and sporting pulse. Courses held every March
- Ensure have working access to Myfootball and Sporting Pulse. Need before attending training.
- Decide and implement if players can pay through Myfootball or only direct to us or our bank accounts over the counter or direct debit. Currently only through us. We do not accept credit or debit card payments
- Liaise with Warren Read (or similar) at Macquarie Football with any issues with and for registration corrections
- Do a report for every meeting on number of registers players, team numbers and sizes, registration payments
- Have every player, coach, manager and volunteer registered in Myfootball.
- Have all players registered in sporting pulse and team sheets prepared and submitted to Macquarie Football in person, via booked appointment, by due date in early March so the players can play.
- Ensure all provided player and volunteers details are correct in Myfootball.
- Prepare for registration days an updated Player Information Sheet
- Have access to and regularly check and answer emails from the Registrar Southern Lakes mailbox. Disseminate relevant information to committee and club members
- Have playing gear as in shorts and socks in various sizes ready for registration days in January and February. They take approx. 3 weeks from our current suppliers in Toronto and Speers Point. Do this with the help of the Equipment Officer
- Be available to assist parents and volunteers with registration issues and register them direct if required.
- Ensure that Birth Certificates of every new child is sighted and/or copied before any FFA numbers are created. If transferring form another club we would assume that this was already done and accept FFA number. Every one's FFA Number should stay with them and only need to be accepted as whichever club they go to every season
- Reconcile registration and equipment payments with treasurer. Bank or give to treasurer any cash and cheque payments received at face to face registration days.
- Supply Treasurer with details of any outstanding fees that need to be changed up after registration is finished.
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest
- All competition teams need to be graded and the decision and reason notes be finalised ready for submission with the team sheets to Macquarie beginning of March
- Also need to decide if our teams (from 9's up) complete in Community or Development Competitions (we are currently all in Community)

CANTEEN SUPERVISOR

- Ensure has access to contact details for all current suppliers for food products for canteen
- Do shopping for items for canteen and toilets for home games and training nights as required. Approximately 7 per season
- Ensure that all toilets have toilet paper and hand cleaner
- Make a canteen roster for volunteers for every home game
- Ensure BBQ and canteen are clean and ready for use
- Have the gas bottles filled up
- If chocolates are used as fund raising, handout and keep a track of boxes and monies collected and outstanding and report to committee at every meeting
- Co-ordinate with Treasurer if monies outstanding
- Bank any home day canteen takings if required
- Pay any volunteer or official referees on every home game and keep records of for the Treasurer
- Ensure all suppliers' invoices are paid and accounts are up to date. Liaise with Treasurer to make sure done

GROUNDS PERSON

- Ensure the toilets, change rooms and grounds are clean ready to start training and the season
- Measure and line mark all 4 fields as per the specifications held by the Secretary and previous ground person
- Ensure the goal posts are in place in April for the 2 ovals after hand over from Cricket Club Measurements for post locations are on the fences as well in the paperwork with the field measurements. Sometimes a metal detector is required to find an grass have grown over
- Maintain the line marker machine and learn how to use it
- Request the supply of required line marking paint and spray cans.
- Maintain the lines for every home game (7 usually in total) and mark as many times as required due to rain
- Advise the care and control and committee of any issue with the grounds such as repairs, lighting issues and graffiti
- Be available to help with Duty Officer on home games
- Ensure Goal posts are pulled out and stored for the spring/summer season when the grounds are in use by the Cricket Club. End of September
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest
- Be main contact for MFL with regard of wet weather closures of the grounds

- Notify MFL if the ground is to be called out due to wet weather for a home game within the required time frame on a Friday night or Saturday morning
- Request Website Co-Ordinator to notify coaches and teams of any ground closures via Website / App or email
- Ensure all garbage bins are out on a Tuesday night for collection and locked up again Wednesday night after every home game

FIXTURES OFFICER

- Have access to Sporting Pulse and be trained in how to load live scores into the data base on the weekend of the home games
- Do the white board to show field positions and time and what teams are playing where
- Collect all team sheets on home game days. Upload the scores from the home games within 48 hours of the games into Sporting Pulse
- Ensure are filled in and signed correctly as per Macquarie Football rules. Instructions in canteen
- Post the original score sheets to Macquarie Football directly after every home game within 2 business days of the game
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest

WEBSITE CO-ORDINATOR

- Have access to the website and keep the page current and relevant
- Update the website as requested by Committee with dates for upcoming events as well and important information for the players, coaches and club
- Update website and Team App with details of ground closures for training and playing days
- Have access and maintain the Team App for Southern Lakes United with the same information
- Update Team App regularly with information relevant to the club and its members
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest

EQUIPMENT MANAGER

- Check all the equipment such as balls , nets, goal posts and poles before and during the season
- Make sure the goal posts are up for the start of training, after hand over from the Cricket Club at the end of March
- Ensure Goal posts are pulled out and stored for the spring/summer season when the grounds are in use by the Cricket Club
- If need replacing or repairs request funding from committee and present to meeting with costings
- Assist Registrar and ensure that there is enough playing shorts and socks for registration days
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest

PUBLICITY OFFICER

- Promote the club in school and community newsletters
- Promote any upcoming Gala Days and Clinics to our coaches and players as well and any outside players, if appropriate
- Co-ordinate with the Website Co-Ordinator to have any relevant information on the website
- Help committee with fund raising ideas
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest

SPONSORSHIP OFFICER

- To get sponsorship from business houses and companies for the benefit of the club. This can be direct sponsorship via donations or purchasing signage for a fee or jerseys.
- Get raffle prizes donated that can be done on home games for fundraising
- Help committee with fund raising ideas
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest

COACHING AND DEVELOPMENT OFFICER

- Help teams come to an agreement on coaching and managers for their teams
- Help the coaches and managers with support, guidance and resources
- Make sure they are all registered in MyFootball
- Be trained in at least Grassroots Coaching course (5-9 years children). Prefer to have also done the next levels with the Skill Training Certificate (10 – 13 years) and the Game Training Certificate (13-17 yrs.). All the courses are free and available at the beginning of the season through Macquarie Football
- Help promote and guide new referees
- If trained, help with home game referee and linesman. Also be available to be a duty officer at home games. This includes ensuring that the non-smoking and verbal abuse policies are adhered to and wear a fluoro vest