



Kedron Districts Junior Football Club

Position Descriptions

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PRESIDENT

OBJECTIVES

- To provide strong, efficient, and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the football teams at the highest level and that all junior members are given the highest level of coaching and competition to promote their development 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.
- To be a role model for not only the children of the Club but also parents/guardians and other Committee members and coaches.

ATTRIBUTES REQUIRED

- Strong leadership skills and experience in leadership roles.
- Well-developed written and verbal communication skills including the ability to communicate with people at all levels, whether it be children/players, parents/guardians, other Committee members, Coaches; AFLQ Officials; Other Club Presidents; Local Business Owners; Business Partners and Potential Sponsors.
- Well-developed organisational and planning skills
- Experience with dealing with complaints and conflict resolution.
- Well-honed decision-making ability.
- Ability to supervise and work collaboratively with others.
- Ability to delegate tasks.
- Ability to develop and maintain relationships with key stakeholders both internally and externally.
- Active listening skills
- Knowledge of Risk Management strategies and procedures.
- Good working knowledge of the Club rules, Constitution, By-laws etc.
- Understanding of AFL SEQ Junior's operations
- Understanding of injury prevention, care and management.
- Knowledge of marketing and promotions.

RESPONSIBILITIES

- Must represent the Club in a professional manner and uphold the values of the Club at all times when interacting with children, families and other Club volunteers.
- Ensure Committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Committee
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the Executive or General Committee.



- Delegate duties to relevant Committee members
- Be responsive to emails and other correspondence from AFL SEQ Juniors, Committee members, or the Club community. Ideal response time is 1-2 days and should not be longer than 1 week
- Work with the Senior Club to maintain a cohesive Club
- Facilitate planning and future direction of Club - looking ahead rather than simply being responsive or reactive
- Lead and chair Annual General Meetings and Committee meetings
- Be one of the signatories to the Club's bank accounts
- Keep up to date with all opportunities for grant funding
- Liaise with Local Council when required e.g. maintenance requirements
- Ensure a collaborative approach to decision making and never make decisions alone

RELATIONSHIPS

- Reports to the Members and General Committee of the Club
- Acts in the best interests of the Club at internal and external Meetings
- Supports all Committee Members, coaches, managers and other staff and volunteers

ACCOUNTABILITY

- The President is accountable to the Members and the Committee.
- Provide a report on Club 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

- Assist the President with their duties (refer to the President position description).



SECRETARY

OBJECTIVES

- To be the Club's chief administration officer
- Often will be the Club's first point of contact, therefore provides a vital link between players, the Committee and external organisations such as AFL SEQ Juniors
- To be closely involved in the general operations of the Club
- Work alongside the executive and general Committees to carry out administrative duties to enable the Club to function effectively

ATTRIBUTES REQUIRED

- Well-developed communication skills – written and verbal
- Ability to think clearly
- Ability to supervise others
- Strong organisational skills and attention to detail
- Appreciate a sense of urgency
- Ability to delegate tasks
- Ability to liaise with external parties, including AFL SEQ Juniors
- Maintain confidentiality on relevant matters
- Report writing skills
- Knowledge of Risk Management and Procedures
- Knowledge of AFL SEQ Junior rules, processes, and policies

RESPONSIBILITIES

- Represent the Club in a professional manner at all times
- Responsible for the governance of the Club, including adherence to the Club's constitution
- Maintain a register of all members, sponsors and other relevant groups
- Convene the AGM and all Club meetings and advise all potential attendees
- Record detailed minutes of Committee meetings
- Liaise with AFL SEQ Juniors regarding all Committee, coaches (accreditation), officials, players, transfers and complete all required AFL paperwork
- Promptly communicate relevant information to members from AFL SEQ Juniors, Local / State Government and other external bodies
- Keep up to date with any changes to fixtures and promptly communicate to players, coaches and managers
- Be one of the signatories to the Club's bank accounts
- Ensure a collaborative approach to decision making and never make decisions alone

RELATIONSHIPS

- Reports to the Club President
- Is a member of the Executive Committee
- Acts in the best interests of the Club at internal and external meetings

ACCOUNTABILITY

- The Secretary is accountable to the President and the Committee.



- Provide a report on Club 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

OBJECTIVES

- The Treasurer is responsible for the financial supervision of the Club to allow the Committee to provide good governance.
- The Treasurer will regularly report on the Club's financial status to both the Committee and the Club members.

ATTRIBUTES REQUIRED

- Financial background and awareness of accounting procedures
- Understanding of GST and related practices
- Honesty
- Ability to keep detailed accurate records
- Attention to detail
- Ability to work in a logical manner
- Strong computer skills, including the ability to navigate and administer Square and Xero

RESPONSIBILITIES

- Represent the Club in a professional manner at all times
- Respect the funds available to the Club (which have been generated from players, sponsors and donors), and ensure every dollar is spent wisely
- Ensure the Club maintains financial controls as per the Club's policy and recommendations from the auditor
- Ensure the use of cash is minimal (ideally none at all) and all major expenditure is approved by a second member of the Executive Committee
- Regularly review the Club's bank accounts to mitigate the risk of fraudulent activity
- Obtain at least 2 quotes for all infrequent or large expenditure
- Maintain up to date records of all income and expenditure
- Reconcile transactions in Xero on at least a weekly basis
- Administer and update Square for stock and pricing
- Reconcile player registration fees with the bank transactions
- Assist players with registration fee refunds and FairPlay vouchers
- Issue invoices to sponsors prior to the start of the season
- Prepare and distribute invoices/accounts for services rendered
- Manage payments to paid staff – including canteen staff, umpires and paid coordinators
- As primary responsibility for the canteen, assist the canteen coordinator and canteen supervisor/s and staff to ensure the smooth and profitable operation of the canteen
- Manage canteen stock levels and order canteen stock
- Attend monthly meetings to present monthly accounting report
- Prepare the quarterly BAS statement or engage the assistance of a bookkeeper
- Conduct the year-end stocktake of merchandise, uniforms, canteen stock and equipment as close as possible to the year-end (30 September)
- Prepare necessary financial statements for the annual report
- Prepare information for auditing and provide the auditor with all necessary information



- Engage a reputable auditor who has experience in auditing not-for-profit organisations
- Ensure the audit is completed as close to the end of the financial year (30 September) and the audited financial statements are promptly available for the AGM
- Ensure a collaborative approach to decision making and never make decisions alone



REGISTRAR

OBJECTIVES

- To be responsible for the proper registration of all players within the Club
- To manage all elements of the registration process, including the conduct of sign-on days, the set-up of Play HQ, and the proper recording of player details
- Often will be the Club's first point of contact, especially for new players, therefore provides a vital link between players, the Committee and external organisations such as AFL SEQ Juniors

ATTRIBUTES REQUIRED

- Well-developed communication skills – written and verbal
- Ability to think clearly
- Ability to supervise others
- Strong organisational skills and attention to detail
- Appreciate a sense of urgency
- Ability to delegate tasks
- Ability to liaise with external parties, including AFL SEQ Juniors
- Maintain confidentiality on relevant matters
- Knowledge of Club Policies and Procedures
- Knowledge of AFL SEQ Juniors rules, processes, and policies

RESPONSIBILITIES

- Organise sign-on days
- Set up PlayHQ with new season registration fees
- Update the Club's website with registration information
- Liaise with AFL SEQ Juniors regarding up to date player registrations and deletion of players
- Maintain an up to date register of all players and relevant documentation
- Assist team managers with PlayHQ queries
- Assist players with transfers
- Support the junior coordinator and youth coordinator with team formation, if required
- Organise team photos, ensuring that player details align with registration details
- Attend monthly Committee meetings and provide relevant player registration updates
- Ensure a collaborative approach to decision making and never make decisions alone



MERCHANDISE AND EQUIPMENT COORDINATOR

OBJECTIVES

- To be responsible for the management of uniform sales and stock
- To ensure that Club apparel is suitably comfortable for players and reflects professionally on the Club
- To ensure the Club has sufficient levels of uniform and merchandise stock without over-stocking
- To manage other equipment e.g. game day and training equipment

ATTRIBUTES REQUIRED

- Well-developed communication skills – written and verbal
- Ability to think clearly
- Ability to supervise others
- Strong organisational skills and attention to detail
- Appreciate a sense of urgency

RESPONSIBILITIES

- Organise uniform and equipment inventory
- Distribute uniforms to teams when required
- Order new stock when required, once approved by Executive Committee
- Ensure stock is purchased with sufficient lead time to ensure players have access to uniforms when required
- Work with the Committee to determine when and how uniforms are best to be sold, limiting the amount that is sold through the canteen (due to the possibility of a bottleneck being created in the canteen from merchandise sales)
- Coordinate and run the uniform shop when it is open
- Coordinate the sale of 2nd hand uniforms
- Ensure the uniform stock is secure and visually appealing
- Ensure the opportunities to sell stock are maximised, to minimise stock levels at the end of the season
- Identify opportunities to procure and sell “special” stock lines
- Work with uniform suppliers to design uniform and merchandise lines
- Ensure uniforms with sponsor logos have the latest and best version of sponsor logos (liaising with the sponsorship coordinator)
- Assist the Treasurer with administration and management of uniform stock items in Square
- Provide reports or updates to the Committee when requested
- Assist the Treasurer to conduct the stocktake at end of year (30 September)
- At the end of the season, conduct a stocktake of all playing jumpers and maintain a record of sizes and numbers for each team
- Ensure a collaborative approach to decision making and never make decisions alone

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the Treasurer



SPONSORSHIP COORDINATOR

OBJECTIVES

To attract, service and retain Club sponsors.

ATTRIBUTES REQUIRED

- Possess strong written and verbal communication skills along with a strong, persuasive personality
- Professional, friendly, organised, energetic and determined
- Servicing existing sponsors and developing other revenue streams
- Ability to build a rapport with partners quickly
- In-depth understanding of what the Club has to offer sponsors
- High level of attention to detail
- Strong organisational skills

RESPONSIBILITIES

- Coordinate all sponsorship, keeping up to date with all sponsorship deals current and future.
- Keep an up to date list/database of all organisations contacted regarding sponsorship
- Maintain a sponsorship register
- Work with the Treasurer to accurately set sponsorship revenue targets
- Assist sponsors to maximise the return on their investment in the Club e.g. design fence banners, social media posts, uniform logos, website updates
- Ensure the Club website correctly reflects current sponsors
- Draft sponsorship agreements for new and renewing sponsors
- Provide details to the Treasurer to enable invoicing of sponsors prior to the start of the season
- Attend monthly Committee meetings and provide updates and submit sponsorship deals for Committee approval
- Work with the Senior Club and Events Coordinator to organise the annual sponsors day and invite them to all Club events
- Develop sponsorship categories and fees which seek to grow and expand the sponsorship base of the Club.
- Seek out opportunities to thank and acknowledge sponsors, and provide regular updates on benefits received through the season
- Seek feedback from sponsors on how the Club can continue to create value for sponsors
- Contact potential sponsors and be the single point of contact for them regarding sponsorship
- Always have a pipeline of potential new sponsors to sign up in the following season, in the event that sponsors end their support of the Club

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the Treasurer



EVENTS COORDINATOR

OBJECTIVES

- To be the Club's primary person responsible for organising events and raffles to bring the community together and raise funds for the Club
- To collaborate with the senior Club to maximise participation and attendance at such events

ATTRIBUTES REQUIRED

- Well-developed communication skills – written and verbal
- Ability to think clearly
- Ability to supervise others
- Strong organisational skills and attention to detail
- Appreciate a sense of urgency
- Ability to delegate tasks
- Highly self motivated and shows initiative
- Ability to coordinate multiple volunteers
- Approaches the role with creativity, energy and enthusiasm

RESPONSIBILITIES

- Supervise Volunteers
- Hold Fundraising/Social SubCommittee meetings to brainstorm and plan events for the year – including with the Senior Club
- Attend monthly Committee meetings and provide updates and submit fundraising & social events ideas for Committee approval
- Be the key point of contact for events
- Work with the Senior Club to plan and hold events
- Ensure there is appropriate communication about events to ensure maximum participation and attendance
- Network with local business within the area to build rapport, offering to promote their business while obtaining support for the Club
- Organise events such as: bake stall, sponsors day, Auskick wrap up party, end of season presentations for juniors and youth, and all other fundraising events
- Organise raffles

RELATIONSHIPS

- Reports to the Committee
- Works closely with coordinators – junior/youth/female/Auskick/canteen
- Works closely with the Senior Club



GRANTS COORDINATOR

OBJECTIVES

- Primary responsibility for coordinating and overseeing the grant application and management process including:
- Identification of potential new funding sources
- Development of funding resources for existing and proposed programs and/or services
- Writing grants including developing budgets, collaborating on grant applications with various Club members
- Processing, monitoring and coordinating required report evaluations on existing grants
- To ensure that the Club maximises all opportunities for grant funding and receives grant revenue each year

ATTRIBUTES REQUIRED

- Strong written and verbal communication skills
- High level of attention to detail
- Strong organisational skills and professionalism
- Ability to build relationships with council and government people
- Ability to work to a deadline
- Proactive about seeking out grant opportunities

RESPONSIBILITIES

- Apply for all grants available to sporting Clubs
- Follow up on the progress of all grants applied for
- Update Executive Committee on progress of grants
- Work with the Treasurer to ensure that grants are banked and correctly accounted for
- Document processes, maintain records and produce reports on all grants for the Club Committee

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the Treasurer



UMPIRE COORDINATOR

OBJECTIVES

- To ensure that qualified umpires are provided at all home games.

ATTRIBUTES REQUIRED

- Well-developed communication skills
- Ability to supervise others / A role model
- Organisational skills
- Have an understanding of injury prevention, care and management
- Good working knowledge of AFL SEQ Juniors umpire rules

RESPONSIBILITIES

- Represent the Club in a professional manner at all times
- Co-ordinate umpires for game days and issue umpire roster to umpires and parents with sufficient notice
- Be available on the phone on game days in the event that umpire rosters require late changes
- Liaise with parents and umpires to ensure qualified umpires are always available at every home game
- Liaise with other Clubs who require umpires e.g. currently Mayne and Zillmere
- Supervise and support umpires on game days
- Always be identifiable in correct uniform
- Communicate requirements for umpire uniforms to the Treasurer to ensure that umpires have uniforms available to them
- Communicate and liaise with Committee members on a regular basis
- Believe in, deliver and enforce rules and objectives
- Assist in recruitment of umpires
- Attend AFL SEQ Juniors umpire seminars/meetings and umpire courses
- Conduct umpire meetings and coordinate training sessions
- Identify talented umpires
- Direct, assist and advise umpires
- Report, review and assess umpires
- Liaise with AFLQ Umpire Coordinator
- Provide umpire roster each week to the Treasurer for payment of umpires

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the junior coordinator



MARKETING COORDINATOR

OBJECTIVES

Responsible for:

- Marketing
- Team App
- Email newsletters
- Website
- Social media
- Photography

ATTRIBUTES REQUIRED

- Strong written and verbal communication skills
- High level of attention to detail
- Strong organisational skills and professionalism
- Ability to build relationships with council and government people
- Ability to work to a deadline
- Proactive about working with all members of the Committee to identify needs for marketing and promotion

RESPONSIBILITIES

- Ensure the most appropriate means of communication are utilised for different messages. Email newsletter should be the default for information that is a “must-know”
- Maintain the website, TeamApp, and social media pages
- Produce regular Club newsletters, using Mailchimp or other appropriate software.
- Keep up to date with information sent by AFL SEQ Juniors
- Obtain information from Coaches, Other relevant Committee members to include in the newsletter
- Keep an up to date Newsletter Email Contact List, using the registration contact details as the base
- Ensure information on the Website & social media pages is up to date and relevant
- Liaise with all other Committee members and coaches to seek out relevant information to communicate
- Keep up to date with community events and Club events to add to website or social media pages
- Continually aim to make improvements to the website and social media page in consultation with the executive Committee.
- Respond to requests from the Committee to add information or make changes on the website and social media pages promptly

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the Registrar



FIRST AID COORDINATOR

OBJECTIVES

- To ensure that qualified first aid assistance is present at all home games.

ATTRIBUTES REQUIRED

- Well developed communication skills
- Organisational skills

RESPONSIBILITIES

- Represent the Club in a professional manner at all times
- Liaise with the first aid supplier who has been approved by the Committee – share home game times each week and ensure first aid is rostered on for each home game
- Ensure the canteen has a sufficient supply of ice, first aid bibs and first aid kit
- Ensure the phone number of the first aid supplier is available in the canteen so that they may be called if the first aid officer does not show up

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the President



AUSKICK AND SUPERSTARS COORDINATORS

OBJECTIVES

- To promote, facilitate and run the Auskick/Superstars program at Kedron
- To encourage participation, ensure the players have fun and generate a love of footy
- To be the key point of contact for Auskick/Superstars parents

ATTRIBUTES REQUIRED

- Well developed communication skills
- Ability to supervise others / A role model
- Organisational skills
- Good knowledge of AFL coaching skills
- Ability to delegate tasks to volunteers and parents
- Have an understanding of injury prevention, care and management
- Good working knowledge of Club, AFL and AFL SEQ Juniors rules, regulations and By-laws

RESPONSIBILITIES

- Represent the Club in a professional manner at all times
- Acts in the best interests of the Club and players at all times
- Communicate game times to parents as far in advance as possible
- Liaise with relevant AFL representatives for rescheduled dates in the event of wet weather
- Recruit and coordinate parents to help during game time, to ensure maximum involvement from parents
- Have clear job descriptions for all required tasks and supervise volunteers
- Cultivate a community focus, and give recognition to volunteers to encourage volunteering
- Believe in, deliver and enforce Auskick/Superstars rules and objectives
- Coordinate game day set up for Auskick/Superstars sessions, including ground set up, equipment, first aid
- Coordinate players to attend half time Auskick session at the Gabba if invited by AFL, ensuring a fair process for selection of players
- Always be identifiable in Club uniform during Auskick/Superstars sessions
- Work with the events coordinator to plan and run the Auskick wrap up party
- Attend AFL Auskick/Superstars Co-ordinators meetings, seminars and coaching courses
- Identify talent players to play up an age group
- Provide a report on Auskick to the monthly Committee meeting during the Auskick season
- Communicate and liaise with Committee members on a regular basis to update on games that have been arranged and other relevant information

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the President
- Works closely with the junior coordinator for guidance if required



JUNIOR COORDINATOR

OBJECTIVES

- To coordinate the junior program

ATTRIBUTES REQUIRED

- Well developed communication skills
- Enjoys communicating with parents, players, coaches and managers
- A role model
- Organisational skills
- Ability to supervise others and delegate tasks to volunteers and parents
- Passionate about the Club and AFL, and dedicated to supporting junior player development
- Enthusiastic, positive, inclusive and encouraging
- Works well in a team environment
- Good working knowledge of Club, AFL and AFL SEQ Juniors rules, regulations and By-laws

RESPONSIBILITIES

- Acts in the best interests of the Club and players at all times
- Develop, maintain and implement a cohesive junior program across all junior age groups.
- Maximise opportunities for young people to play football and be involved in the game to the maximum of their potential and enjoyment
- Develop junior specific recruitment and retention strategies to secure maximum participation in season and year-on-year
- Work with past and upcoming coaches and managers and the female coordinator to form junior teams before the commencement of the first training session
- Work with the Committee to inform registration cut-off dates to ensure players are registered before teams are formed
- Support the Committee to appoint coaches and managers to junior teams
- Be the primary contact point for junior parents and players for questions and complaints, and work with the Committee to resolve any issues
- Support and encourage junior coaches and managers, on game day and during training sessions
- Be available at as many junior training sessions and game days as possible to support parents and players who may have questions about the Club, AFL rules and playing options
- Facilitate junior coach development sessions if required

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the President



YOUTH COORDINATOR

OBJECTIVES

- To coordinate the youth program

ATTRIBUTES REQUIRED

- Enjoys communicating with parents, players, coaches and managers
- A role model
- Organisational skills
- Ability to supervise others and delegate tasks to volunteers and parents
- Passionate about the Club and AFL, and dedicated to supporting youth player development
- Enthusiastic, positive, inclusive and encouraging
- Works well in a team environment
- Good working knowledge of Club, AFL and AFL SEQ Juniors rules, regulations and By-laws

RESPONSIBILITIES

- Acts in the best interests of the Club and players at all times
- Maximise opportunities for youth players to play football and be involved in the game to the maximum of their potential and enjoyment
- Develop youth-specific recruitment and retention strategies to secure maximum participation in season and year-on-year
- Assist coaches, managers and the female coordinator to form teams before the commencement of the first training session
- Support the Committee to appoint coaches and managers to youth teams
- Be the primary contact point for parents and youth players for questions and complaints, and work with the Committee to resolve any issues
- Support and encourage coaches and managers, on game day and during training sessions
- Be available at as many youth training sessions and game days as possible to support parents and players who may have questions about the Club, AFL rules and playing options
- Facilitate youth coach development sessions if required

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the President



FEMALE COORDINATOR

OBJECTIVES

- To encourage and support female participation in all age groups
- To actively promote Kedron Lions to potential female players to increase participation

ATTRIBUTES REQUIRED

- Enjoys communicating with parents, players, coaches and managers
- A role model
- Organisational skills
- Ability to supervise others and delegate tasks to volunteers and parents
- Passionate about the Club and AFL, and dedicated to supporting female player development
- An understanding of the specific needs for female players and how to facilitate their needs for maximum participation
- Enthusiastic, positive, inclusive and encouraging
- Works well in a team environment
- Good working knowledge of Club, AFL and AFL SEQ Juniors rules, regulations and By-laws

RESPONSIBILITIES

- Acts in the best interests of the Club and players at all times
- Maximise opportunities for female players to play football and be involved in the game to the maximum of their potential and enjoyment
- Develop female-specific recruitment and retention strategies to secure maximum participation in season and year-on-year
- Assist junior/youth coordinators, coaches and managers to form girls teams before the commencement of the first training session
- Encourage female participation in mixed teams
- Promote Kedron Lions to female cohorts e.g. schools
- Support the Committee to appoint coaches and managers to girls teams
- Be the primary contact point for parents and female players for questions and complaints, and work with the Committee to resolve any issues
- Support and encourage girls coaches and managers, on game day and during training sessions
- Be available at as many girls training sessions and game days as possible to support parents and players who may have questions about the Club, AFL rules and playing options
- Facilitate girls coach development sessions if required

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the President



JUNIOR/YOUTH COACH

OBJECTIVE

- To provide the highest standard of coaching and development to the players allocated to the team you are responsible for.

ATTRIBUTES REQUIRED

- Willing to learn new skills
- Experience in playing the game (or willingness to learn)
- Well-developed communication skills
- Ability to supervise others / A role model
- Organisational skills
- Ability to delegate tasks
- Knowledge of Risk Management and Procedures
- Basic understand injury prevention, care and management
- Good working knowledge of Club, AFL SEQ Juniors rules, regulations, and By-laws

RESPONSIBILITIES

- Must uphold the values of the Club at all times when interacting with children families and other Club volunteers.
- Must possess at Blue Card or be eligible to apply.
- Must undertake Coaching Training provided by the AFL SEQ Juniors (or refresher training each year) including AFL's Safeguarding Children Policy and Social Media Policy
- Attend and run training of your age group on training days
- Develop and establish pre season training program (Youth only)
- Develop and establish a training program to deliver to the team at regular training sessions as designated by the Club
- Deliver training sessions, and find a suitable replacement to lead training sessions if unable to attend
- Ensure the team has all required equipment for training sessions
- Ensure field lights are on for evening training sessions
- Provide game day coaching expertise
- Ensure the integrity of best and fairest voting for the end of season awards
- Provide regular reports to the Club Committee as required

RELATIONSHIPS

- Reports to the Committee, primarily reporting to the relevant junior/youth/female coordinator



TEAM MANAGER

OBJECTIVE

- To ensure all off-field football matters are dealt with efficiently and appropriately
- Ensure the team, coach, parents and players represent the Club professionally at home and away

ATTRIBUTES REQUIRED

- Willing to learn new skills
- Experience in playing the game or willingness to learn
- Well-developed communication skills
- Ability to supervise others
- Organisational skills
- Ability to delegate tasks
- Basic understand injury prevention, care and management
- Good working knowledge of Club, AFL SEQ Juniors rules, regulations, and By-laws

GENERAL RESPONSIBILITIES

- Must uphold the values of the Club at all times when interacting with children families and other Club volunteers.
- Must possess at Blue Card or be eligible to apply.
- Support the team coach/assistant coach with administrative and off-field support to ensure that coaches and players can focus on the game
- Ensure all players are registered before playing
- Distribute the team's volunteer roster and ensure there are replacement if any parents are not able to fulfil their volunteering commitments
- Provide the junior/youth coordinators with up to date lists of players and jerseys
- Check jerseys are in good condition at all times and seek replacements from the merchandise coordinator if required
- Ensure field lights are turned on for evening training sessions
- Ensure the integrity of best and fairest voting for the end of season awards
- Keep track of player milestones and obtain milestone medals and banner from a member of the Committee or junior/youth coordinators
- Be the key point of contact for parents and players if they have any issues, feedback, or complaints to share with the Committee. Endeavour to assist them directly with the issue first but seek assistance from the Committee if required.

GAME DAY RESPONSIBILITIES

- Complete the team sheet prior to the game, ensuring all players and volunteers are named
- Upload results on to PlayHQ as soon as practical after the game and within timeframes prescribed by AFL SEQ Juniors
- Ensure the coach and players are provided with sufficient equipment (jerseys, bibs, balls, etc) on game day
- Be a key liaison with the coach and manager of the opposing team



- Ensure other game day support staff are available e.g. ground marshall, first aid, runners, scoreboard operators, umpires, goal umpires)
- Ensure all game day parent volunteer roles are filled, or find replacements
- Support the ground marshall and umpires if required
- Assist players to obtain first aid from the first aid officer if required
- Complete incident reports for any injured players during the game
- Report major incidents to the Committee and relevant junior/youth/female coordinator
- Follow up families to check on the wellbeing of players following major incidents

RELATIONSHIPS

- Reports to the team coach and relevant junior/youth/female coordinator
- Reports to the Committee on request



CANTEEN COORDINATOR

OBJECTIVES

- As a member of the Club Committee, ensure the seamless operation of the canteen
- Ensure that the canteen provides a balance of a service to players and spectators and a fundraising profit-generating opportunity for the Club

RESPONSIBILITIES

Food safety	<ul style="list-style-type: none"> ▪ Ensure the Club reviews all food handling and hygiene policies and procedures annually. ▪ Ensure the Food Safety Supervisor licence remains current. Liaise with Michelle Brooks who will organise license payment. When licence is renewed, change copy of licence on the canteen wall.
Cleaning	<ul style="list-style-type: none"> ▪ Liaise with Michelle Brooks to ensure that the deep clean of the canteen (done by commercial cleaners) is done on a monthly basis. ▪ Ensure protection of foodstuffs from pests by scheduling and documenting annual pest control. ▪ Schedule the fryer oil to be replaced on a regular basis as needed. ▪ Schedule coffee machine servicing as needed.
Working environment and Equipment	<ul style="list-style-type: none"> ▪ Ensure that all electrical appliances used are inspected and tested annually and tagged. Faulty equipment and /or equipment without a tag must not be used and placed out of service.
Staffing	<ul style="list-style-type: none"> ▪ All casual staff rostering to be undertaken by the Canteen Coordinator, supported by the Club Treasurer. ▪ Ensure that the casual staff are used to supplement volunteers, to minimise the cost of staffing. The aim is to have at least 1 volunteer working in the canteen for most shifts (potentially excluding opening/closing shifts). ▪ Ensure all staff and volunteers who work in the canteen have completed their COVID safe dining training and sent their certificate of completion to the Club Secretary ▪ Ensure that all staff, volunteers, or any other people in the canteen are aged 14 years or over.
Ordering and stock	<ul style="list-style-type: none"> ▪ Ensure goods are purchased at the best, but not necessarily the cheapest, rates possible. The “best rates” may need to take into consideration access to goods at short notice or early in the day, or quality of goods. ▪ Ordering of stock will be conducted by the Club Treasurer. ▪ Each week as soon as possible after Sunday, the Canteen Supervisor/s will provide the Club Treasurer with a list of stock levels or stock required for the week. Careful consideration will need to be given to the volume and times of games over the



	<p>coming week as that will determine stock requirements which may vary considerably from week to week.</p> <ul style="list-style-type: none"> ▪ Liaise with the Canteen Supervisor on delivery of stock and inventory management ▪ Prior to ordering, seek approval from a member of the Executive Committee for purchases greater than \$500.
Menu	<ul style="list-style-type: none"> ▪ Maintain menu and price lists. ▪ Provide Canteen Supervisor/s with any printed price lists that need to be displayed at the Canteen.
Operating hours	<ul style="list-style-type: none"> ▪ Ensure that the canteen operation hours meet the needs of both Senior and Junior Club needs as determined by both Club's executive Committees.
Record keeping and reporting	<ul style="list-style-type: none"> ▪ All purchase documentation will be uploaded to the shared OneDrive. ▪ Provide any verbal or written reports on canteen performance to the Club Committee if requested.
Payroll	<ul style="list-style-type: none"> ▪ Submit Canteen Supervisor's hours worked each week to the Seniors Club Manager (Michelle Brooks) for payment each week. ▪ Pay casual staff in accordance with hours worked in Square.

RELATIONSHIPS

- Reports to the Treasurer
- Reports to the Committee on request



CANTEEN SUPERVISOR

OBJECTIVES

- To provide an appropriate canteen service at all home games for the Junior and Senior Clubs and at other times (e.g. training) as agreed.
- To ensure the safe and efficient operation of the canteen during these times.
- To provide a food and drink service that is fast and of an acceptable quality.

RESPONSIBILITIES

Oversight	<ul style="list-style-type: none"> ▪ The Canteen Supervisor/s report to the Club Treasurer.
Behaviour expectations	<ul style="list-style-type: none"> ▪ Act and behave in a courteous and professional manner with customers and fellow staff members and volunteers, upholding the community spirit of the Club and canteen.
Working hours	<ul style="list-style-type: none"> ▪ A Canteen Supervisor is expected to be present in the canteen for all opening hours, which can vary each week. ▪ If the Canteen Supervisor cannot work in the canteen during opening hours, the Canteen Supervisor must provide as much notice as possible to the Club Treasurer to ensure that a responsible person can be present in the canteen to ensure a safe working environment for casual staff and volunteers
Food safety	<ul style="list-style-type: none"> ▪ Ensure the canteen maintains a safe and healthy environment by practising a high standard of food handling and food hygiene when storing, preparing and serving food. ▪ Ensure that correct food practices are observed to prevent spillage and or cross contamination of food. ▪ Ensure all Canteen staff wash their hands before and after handling food and to use the food hygiene gloves provided when handling food. ▪ Ensure fridge temperatures are recorded weekly and any anomalies are reported. ▪ Ensure temperature measurements are reported for hot food on a daily basis whilst the canteen is open for business ▪ Ensure all staff and volunteers who work in the canteen have completed their COVID safe dining training and sent their certificate of completion to the Club Secretary
Cleaning	<ul style="list-style-type: none"> ▪ Ensure all floors, surfaces and equipment are kept hygienically clean and are cleaned daily at the close of business and prior to leaving premises. ▪ Place garbage bins and recyclable cardboard in the bins provided by the Senior Club, during shift if required and always after shift ▪ Advise the Club Treasurer if the fryer oil needs to be replaced.
Working environment and Equipment	<ul style="list-style-type: none"> ▪ Maintain a safe working environment for the Canteen staff and volunteers



	<ul style="list-style-type: none"> ▪ Ensure relevant fire regulations are in place and well understood by the Canteen staff ▪ Ensure equipment is used correctly, cleaned properly, well maintained and repaired when necessary. Please refer to Table 2. ▪ Ensure that all electrical appliances used are inspected and tested annually and tagged. Faulty equipment and /or equipment without a tag must not be used and placed out of service.
Staffing	<ul style="list-style-type: none"> ▪ Support the Canteen Coordinator with any rostering requirements. All rostering will be organised and communicated by the Canteen Coordinator. ▪ Ensure only people who have been inducted and/or are over the age of 14 enter the Canteen. ▪ Train new Canteen staff and volunteers in their duties and expectations of attitude and performance. Ensure they are provided with a kitchen orientation and taught the correct use of equipment and good hygiene practices. ▪ Provide continuous training, guidance and performance feedback to staff and volunteers as required. ▪ Regularly update the Club Treasurer on performance of casual staff to assist with roster management. Any difficult performance issues can be escalated to the Club Treasurer if required. ▪ Ensure all Canteen staff are correctly attired with covered shoes and a Club polo shirt or apron.
Ordering and stock	<ul style="list-style-type: none"> ▪ Each week as soon as possible after Sunday, provide the Club Treasurer with a list of stock levels or stock required for the week. Careful consideration will need to be given to the volume and times of games over the coming week as that will determine stock requirements which may vary considerably from week to week. ▪ Ensure Canteen stock is kept at reasonable levels and not in excess, especially perishable goods ▪ Ensure stock use by dates are managed to ensure minimal wastage ▪ Minimise wastage of stock in the Canteen ▪ Liaise with the Club Treasurer on delivery of stock and inventory management ▪ The Canteen Supervisor/s should not be procuring stock unless authorised by the Club Treasurer.
Menu	<ul style="list-style-type: none"> ▪ Liaise with the Club Treasurer to establish a menu of goods for sale that provides variety and will attract customers. Amount of prep time and speed of service is an important consideration in a fast paced environment. ▪ Seek approval from the Club Treasurer for any menu changes



Security	<ul style="list-style-type: none"> ▪ Ensure the canteen remains locked at all times when not in use. This includes the door from the canteen to the Club house and the roller door at the field-side of the canteen. ▪ If issued with a bank card, ensure it is retained in a safe place and strictly only used for Canteen related purchases. ▪ Ensure that a Club representative is around to lock the Clubhouse once the canteen is closed.
Cash handling	<ul style="list-style-type: none"> ▪ There will be no cash handling from 2022
Record keeping and reporting	<ul style="list-style-type: none"> ▪ Provide the Treasurer with all invoices and receipts that come with stock deliveries. All purchases should be accompanied by some form of documentation that is provided to the Treasurer, either in hard copy or a photo or scanned copy via email. ▪ Provide any verbal or written reports to the Club Committee if requested.
Payroll	<ul style="list-style-type: none"> ▪ Record hours worked by signing in and out of Square at start and end of shift. For ease, would recommend downloading the Square app onto your own device. Login will be provided by the Club Treasurer or Canteen Coordinator. ▪ Ensure casual staff sign in and out of Square. Casual staff must tell the Canteen Supervisor when they are signing in and out of Square as acknowledgement of their hours worked.
Game Day requirements	<ul style="list-style-type: none"> ▪ At the start of each game day ensure there are a few snack size Ziploc bags containing ice. ▪ Issue the following to players and support volunteers as required: <ul style="list-style-type: none"> ➢ Ground marshall bibs and forms ➢ First aid kit, ice and esky ➢ Injury report forms ➢ Balls for Superstars ▪ Advise the Club Treasurer if any of the above items are low in stock or out of stock.

RELATIONSHIPS

- The Canteen Supervisor/s report to the Club Treasurer.