

# FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB



## VOLUNTEER ROLES - 2018

Like all junior sporting clubs, the Dolphins is run by a group of volunteers who coordinate everything from registrations through to purchasing of equipment and apparel. Ever wonder how the lines on the ground magically appear every week.....yep, it's a volunteer.

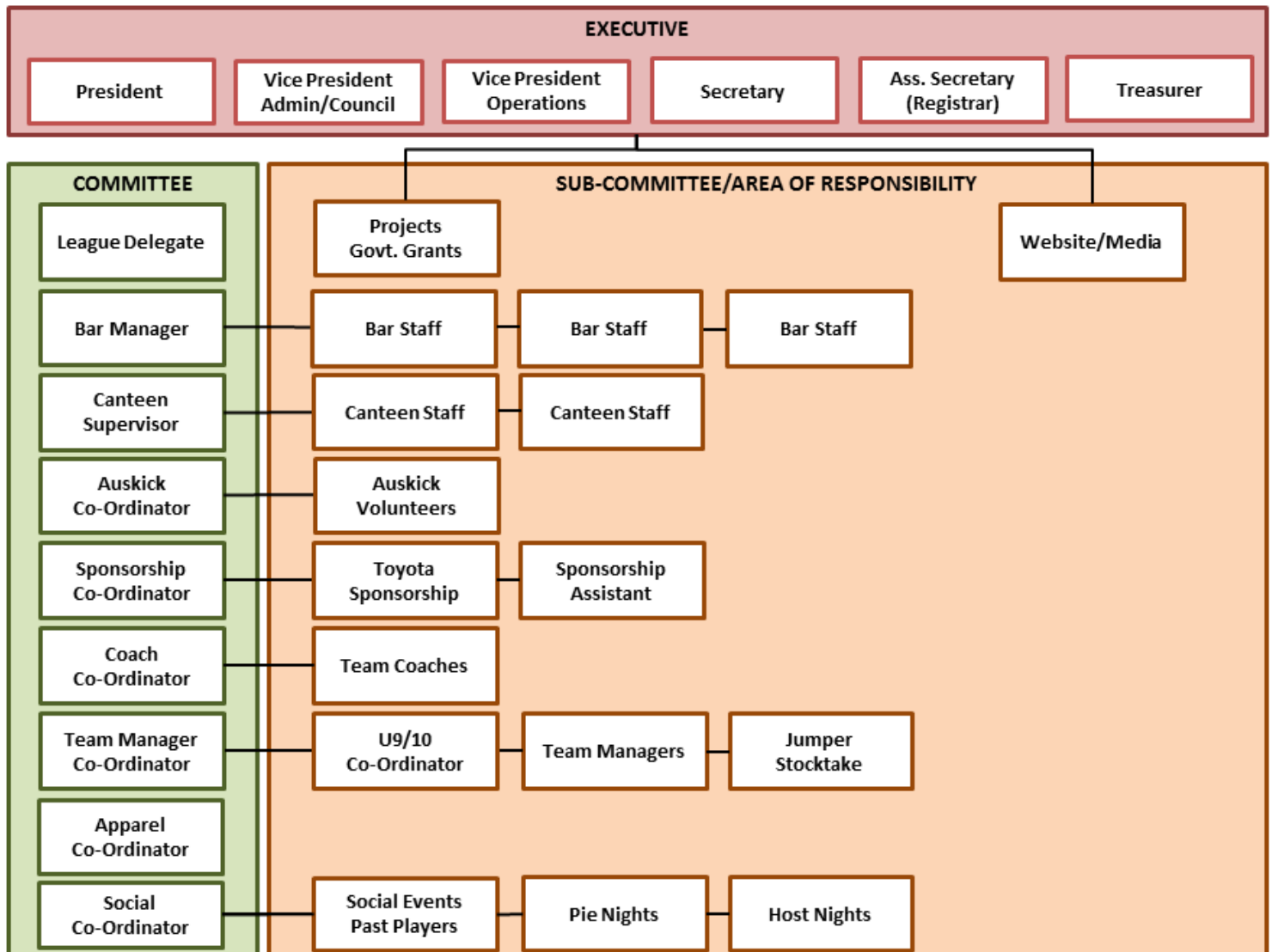
Volunteers are vital to the continued smooth running and success of the club as they determine the quality of the club environment and enhance the experience for players and their families. Our football club has been blessed with the passion of past and present committee members and continues to thrive through the efforts of volunteers. Without these people helping out behind the scenes and on game day, our club would not exist and our teams would not be playing football.

This year a number of the existing committee are leaving and/or standing down, so it's now time that we all consider what we can offer to support the club on its continued journey. The club is in a great position, well funded with many exciting projects underway and planned, so now is a great time to get on board.

The quote "Together Everyone Achieves More" is never truer than in a club environment, so even if it's only an hour or so here and there that you can spare, put your hand up as every little bit helps spread the load.

Below is a brief overview of the various roles available. **If you would like more information, or would like to express interest in volunteering, please speak to one of the current committee or email [registrar@fdjfc.com.au](mailto:registrar@fdjfc.com.au)**

### COMMITTEE STRUCTURE



## GENERAL COMMITTEE POSITIONS:

### Apparel Coordinator

#### **Responsibilities:**

- Prepare a report proposing a suitable range of clothing for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines
- Arrange the display of clothing lines in the Club social rooms prior to the commencement of each season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines

### Bar Manager

#### **Responsibilities:**

- Provide bar services for all functions and events as required by the Committee.
- Coordinate bar staffing for all bar operations.
- Ensure appropriate licences are held by Club and displayed as required.
- Manage the sale of liquor in accordance with the provisions of the Liquor Control Commission licence as held by the Club.
- To account for all purchases and sales of liquor.
- Ensure sufficient supplies of liquor are available to meet the needs of all Club members and visitors.
- Implement the Club Responsible Management of Alcohol policy.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

### Coach Coordinator

#### **Responsibilities:**

- Assist Vice President with recruitment of coaches
- Assist with the development of all coaches
- Oversee training drills and skills
- Check coaches accreditation
- Offer assistance for training skills and drills
- Arrange BBQ's, education nights etc for coaches and team ages groups as required
- Recommend new equipment where required
- Assist advocates
- Liaise with all coaches, providing regular feedback on training and match days

### Auskick Coordinator

#### **Responsibilities:**

- Facilitate the AFL Auskick Program
- Manages the AFL Auskick Centre
- Establishes a committee structure
- Advertises child and parent recruitment
- Attends regional development meetings
- Maintains financial systems
- Manages equipment
- Develops communication links
- Facilitates participation by all parents

### Canteen Manager

#### **Responsibilities:**

- Ensure that an adequate food safety plan is in place for canteen operations
- Ensure that adequate equipment is available for providing the canteen services
- Establish 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 at home games
- Account for all purchases and receipts
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

### League Delegate

#### **Responsibilities:**

- Attend league/association delegate's meetings.
- Represent club's views.
- Record and accurately report upon league/association meetings.
- Ensure the club is fully informed on league/association rules/policies and activities

### Social Coordinator

#### **Responsibilities:**

- Develop and submit proposals of social programs and functions to the committee for approval including preparing a budget for each social event.
- Organise and conduct social events for all club members
- Communicate forthcoming activities and events to the club membership, sponsors and community partners.
- Recruit like-minded and well organised people to assist with the management of any social events
- Provide feedback on social events
- Supervise volunteers or allocate other members to supervise
- Communicate and liaise with committee members on a regular basis

## **Sponsorship Coordinator**

### ***Responsibilities:***

- Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible.
- Co-ordinate all sponsorship for all areas of the club.
- Meet the sponsorship budget target set as part of the annual financial planning process.
- Ensure all existing sponsors are contacted three months prior to the season commencement
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season.
- Arrange a sponsors dinner (as part of the annual luncheon) at an appropriate time of the year.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all Club sponsors

## **Team Manager Coordinator**

### ***Responsibilities:***

- Ensure teams are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation
- Collate player lists and liaise with Registrar on player transfers
- Oversee the integrity of best and fairest voting in accordance with Club policy
- Liaise with all Team Managers and act as conduit to Committee, escalating any concerns issues
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – includes match balls.
- Oversee the maintenance and management of all training and match equipment including goal post covers.
- Coordinate submission of running sheets and match reports after both home and away games.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.

## **Website / Media Officer**

### ***Responsibilities:***

- Promote the Club via electronic & social media including website, facebook, etc.
- To promote the Club through regular publications such as the Newsletter
- To promote the activities of the Club in the local media including radio, newspaper and other mediums where appropriate
- Undertake publicity tasks at the request of the Executive and/or Committee, or sub committees where required.
- Assist President with any public comment concerning any situation or incident that may reflect on the public well being of the Club
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

## EXECUTIVE COMMITTEE

### President

#### **Objectives:**

- To provide strong, efficient and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the 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.

### Secretary

#### **Objectives:**

- To ensure that appropriate administrative support is provided to the President, General Committee and sub committees.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

### Treasurer

#### **Objectives:**

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

### Vice President – Administration

#### **Objectives:**

- To provide a “whole of Club” planning focus to ensure the overall efficient management of club operations.
- To manage all risk management issues for the club and inform/educate club members about risk management issues.
- Provide leadership to all support staff and volunteers.
- To coordinate all club volunteers to fill all positions required to ensure the club operations run smoothly at all times.
- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

### Vice President Football Operations

#### **Objectives:**

- To oversee all football related matters across the Club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To co-ordinate all off field football activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.