



SEAFORTH FOOTBALL ORGANISATIONAL REVIEW 2008

Football Club Committee

FOOTBALL CLUB COMMITTEE

FOOTBALL SEASON COMMITTEE

SUPPORT COMMITTEE

(should attend all meetings)

(must attend early meetings - remainder are optional)

(optional attendance at meetings)

PRESIDENT

Represent Club
Attend MWFA functions
Chair Club meetings
Provide leadership
Delegate tasks
Monitor Committee roles and tasks
Co-ordinate functions of Club

GROUNDSMAN

Attend meetings
Co-ordinate ground management with Council
Maintain equipment
Prepare fields for play
Co-ordinate field setup for play

Grade Coord - Mixed

Attend meetings Feb-May
Assist at Registration
Assist at Grading
Develop Teams
Appoint Coach and Managers

O' 35 Coord

Attend meetings Feb-May
Assist at Registration
Assist at Grading
Develop Teams
Assist Managers

Asst Coach D'tor

Assist Coach Director

VICE PRESIDENT

Attend meetings
Assist and advise
Act in role of President as required
Assist at Registration

MWFA DELEGATE

Attend meetings
Attend MWFA meetings monthly
Report to Committee meetings

Grade Coord - Ladies

Attend meetings Feb-May
Assist at Registration
Co-ordinate Ladies Grading
Develop Teams
Appoint Coach and Managers

Ladies Snr Coord

Attend meetings Feb-May
Assist at Registration
Assist at Grading
Develop Teams
Assist Managers

Asst Gear Steward

Assist Gear Steward

SECRETARY

Attend meetings
Take meeting minutes
Manage all correspondence
Manage Club office
Assist at Registration

GEAR STEWARD

Attend meetings
Maintain inventory of Club gear assets
Prepare gear kits for issue
Manage issue and receipt of team kits
Advise on replacement of gear

Competition Secretary

Attend meetings Feb-May
Assist at Registration
Assist at Grading
Advise of Draw changes to Age Group Co-ordinators

Ladies Jnr Coord (10-12)

Attend meetings Feb-May
Assist at Registration
Assist at Grading
Develop Teams
Assist Managers

Asst Registrars

Assist Registrar

TREASURER

Attend meetings
Manage Club accounts and banking
Financial Accounting
Assist at Registration

PUBLICITY & MARKETING OFFICER

Attend meetings
Promote Club
Seek sponsorship
Promote Club spirit
Attend meetings
Organise fundraising events
Recommend on funding opportunities
Liaise with sponsors

Sub Jnr Coord (6-8)

Attend meetings Feb-May
Assist at Registration
Assist at Grading
Develop Teams
Assist Managers

Ladies Jnr Co-ord (14-16)

Attend meetings Feb-May
Assist at Registration
Assist at Grading
Develop Teams
Assist Managers

Web Mgr

Manage Club website as directed by President

REGISTRAR

Attend meetings
Manage registrations for all Seaforth players
Liaise with MWFA
Co-ordinate data entry
Liaise with Age Group Co-ordinators and Managers

COACH DIRECTOR

Attend meetings
Run clinics
Monitor coaches
Maintain coaching resources
Promote coaching certification
Appoint coaches

Age Coord (9-11)

Attend meetings Feb-May
Assist at Registration
Assist at Grading
Develop Teams
Assist Managers

Results Officer

Attend meetings Feb-May
Record results
Notify MWFA weekly
Collect and submit identification cards weekly

Training Fields Coord

Ensure bookings are ready for March
Manage allocation of training field requests
Update website booking sheet

MPI OFFICER

Attend meetings
Attend courses as required
Ensure compliance with Soccer NSW requirements including Child Protection and Code of Conduct

CLUBHOUSE MANAGER

Attend meetings Feb-May
Maintain Club House
Assist with Canteen set-up
Liaise with Council on resources
Prepare for functions

Age Coord (12-16)

Attend meetings Feb-May
Assist at Registration
Assist at Grading
Develop Teams
Assist Managers

Canteen S'visor

Attend meetings Feb-May
Manage canteen staff
Arrange for purchase of stock
Co-ordinate volunteer
Financial management
Ensure OH&S compliance

Premier League C'tee

Manage and report on Premier League

Mens Snr Coord

Attend meetings Feb-May
Assist at Registration
Assist at Grading
Develop Teams
Assist Managers

OH&S Officer

Attendance at meetings optional
Ensure regulations are followed
Advise on OH&S inspections
Provide OH&S reports
Manage RSA training
Develop Club OH&S Policy to Soccer NSW guidelines
Publicise Policy

Liaison Officer

Attend meetings
Liaise with Council
Seek grants for Club
Liaise with community