



The Top 10 recommended key positions to help your club run smoothly, both on and off the field

WA Country Football League

April 2017



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WHAT IS THE TOP 10 PROGRAM?

The Top 10 Program has been developed to help with the management of a club off the field. Whilst each club constitution will dictate what governance structure a club must follow, the WACFL believes there are 10 key positions that all clubs should have in place to allow it to operate effectively and efficiently.

The Top 10 Program aims to help clubs to: -

- Identify the 10 most important roles within the club
- Clearly define the roles of volunteers
- Delegate appropriately to spread the workload
- Create an environment that is professional, fun and one that is always aspiring to improve
- Ensure adequate and effective communication
- Promote and reward volunteering
- Create a broader knowledge base

Most of all though, the Top 10 Program has been developed to help build healthy, sustainable clubs.

MESSAGE FROM THE WACFL GENERAL MANAGER

The model for running football around Country WA is heavily reliant on volunteers to facilitate competitions, as well as running clubs. From what I have witnessed, it takes a minimum of 10 committed volunteers to run a football club well without overloading volunteers.

We probably all know of the volunteer who suffers in silence, takes all the work on themselves, doesn't delegate, empower or trust others to assist and then, one day, walks away from the game (often disgruntled) due to fatigue or burnout.

Not only that, this management style (although its intent was great) can push people away or make them less willing to put their hand up in the future.

The Top 10 Program hopes to build the profile of football volunteers and the awesome job they do for their community, as well as providing some structure and systems to ensure volunteering in football is the enjoyable experience it should be.

Remember, we will all be remembered for the legacy we left behind.

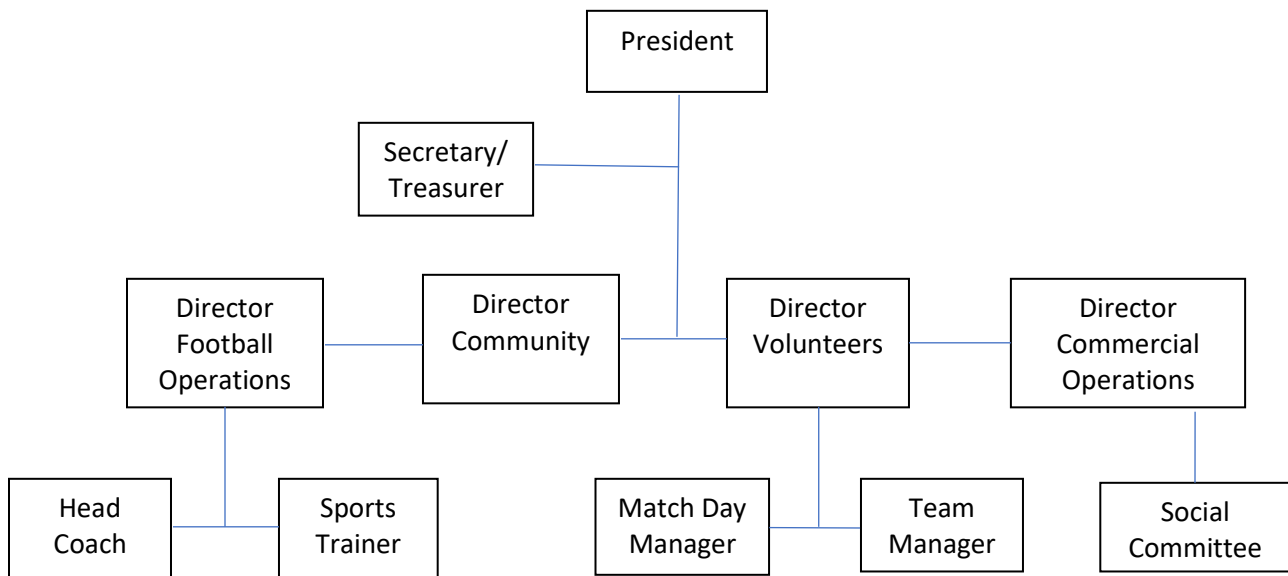
Clubs that take the time to digest this document will be able to identify a few key areas where they can improve their club for the next line of volunteers coming through.

"You can dream, create, design and build the most wonderful place in the world ... but it requires people to make the dream a reality." – Walt Disney, founder of The Walt Disney Company

THE PERFECT CLUB STRUCTURE

"The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint enough to keep from meddling with them while they do it." – Theodore Roosevelt, 26th president of the United States

The following diagram illustrates an organizational chart of a football club containing 10 Key Volunteers.



As can be seen, the President is at the top of the 'tree' as the main leader of the club, with a close working relationship with the Secretary/Treasurer.

Very rarely does a President have the authority to make his own decisions. The President's number one role is to represent the club committee.

The second tier is the Club Committee (or Board) which is responsible for driving the direction of the club, with the President as the mouth piece.

Some committee members have direct reports dependent on their position.

The Head Coach, Sports Trainer, Match Day Manager and Team Manager are more operational than the committee, but report back to the committee so they can adequately steer the club in the right direction.

All members should be ensuring there is a degree of integrity, compliance and systems in place regarding the management of the club.

IDENTIFYING THE RIGHT PEOPLE FOR THE JOB

"When you have really good people, you don't have to baby them. By expecting them to do great things, you can get them to do great things. A-plus players like to work together, and they don't like it if you tolerate B-grade work." – Steve Jobs, former CEO of Apple

	Title	Key Task	Key Skills
1	President	Chairs meetings and represents the committee and the club.	Manager, leader and communicator; strategic
2	Secretary Treasurer	Organizes meetings, correspondence, budgets/finances, record keeping. Supports the President operationally.	Clerical/Financial
3	Director Football Operations	Footy team stuff, such as the team, the coach, the budget, player related issues.	Technical knowledge of football
4	Director Community	Expand the club's profile in the community, including: - player leadership programs, junior football, other sports, local Shire, schools, etc.	Should have good local contacts and profile
5	Director Volunteers	Manages those who volunteer for the club, looking at ways the club can improve its operations.	Good people person
6	Director Commercial Operations	Fundraising activities, sponsorships and other initiatives to generate income for the club.	Business acumen
7	Head Coach	The Coach plays a critical role into the health of your club's culture through his influence on the playing group.	Football knowledge; respected/good role model
8	Sports Trainer	Treating player injuries and creating a safe, professional environment.	Technical skills in Sports Training are critical
9	Match Day Manager	Manages the logistical elements of a home game such as ground and facility set up.	Good people person, manager and can follow a process
10	Team Manager	Manages the logistical elements of a team, such as Match Day Paperwork processes.	Good people person, manager and can follow a process

TOP 10 STRATEGIES

1. CREATE A MISSION STATEMENT

Once you have your Top 10 in place, a critical question to establish is ***why your club exists?*** Following your discussion, you may be in a position to formulate a *Mission Statement*. A Mission Statement should guide the actions of the Club and focus on the club's overall goal, and provide clarity in decision making.

This statement will be beneficial to guiding the club's direction and future pathways.

2. DEVELOP POSITION DESCRIPTIONS

Most organizations use Position Descriptions to help with defining an individual's role and responsibilities clearly within the club. Whilst in theory the majority of volunteers aren't being paid, a Position Description will be useful to help guide club volunteers.

A Position Description can be as simple as a one pager that lists: -

- Roles and Responsibilities
- Key Objectives and Performance Indicators
- Reporting Levels (who the position is responsible to and for)
- Authority Levels (what authority do you have)
- Experience and Skills

Position Descriptions are a beneficial tool for club volunteers as they: -

- Set the expectations of a volunteer position
- Create a greater sense of clarity and achievement
- Promote accountability
- Succession planning

We recommend at the first committee meeting of the year (post deciding on the committee) finalizing the Position Descriptions for the following 12 months. Volunteer roles may be subject to change, so using a Position Description as a guide is beneficial to the club and should be reviewed before the commencement of a new season.

3. STRATEGIC PLANNING

Whilst most clubs are concerned with the issues of the present, a respectable Club Committee will also look forward to issues of the future. Dealing with these in the present can help for a more reputable club. Issues arising may include Financial Opportunities, Junior Numbers, Facilities Development or Community Opportunities. It is the committee's role to ensure the club is in good hands for the foreseeable future.

Having some key strategic priorities will not only show your club is thinking ahead, but will get the committee working towards some common goals. Involving and notifying the broader club of these would be beneficial to show where the club is heading.

The WACFL has a *Healthy Club Program* on our website which may provide some useful guidance to the direction the club can follow.

4. GOAL SETTING

Once Position Descriptions have been finalised and some strategic planning has been put in place, a goal setting session may be useful to drive the committee forward, both as individual members and as a collective.

By having goals that are S.M.A.R.T (**S**pecific, **M**easurable, **A**greed, **R**ealistic, **T**imely) ensures each Member of the Top 10 can achieve individually as well as contributing as part of the team. Try to document exactly what you'd like to achieve in the following 12 months in your position of influence.

Perhaps goals could be shared with the club (i.e. playing group) at the right time so that the players can support the Top 10 achieve their goals. This also gives the playing group some awareness of the Top 10 Members' roles and vision for the club.

5. SUCCESSION PLANNING

Succession Planning is a useful term for all football clubs and your Top 10 to consider.

Imagine if your club's best volunteer had to leave town and took all that information stored in their head with them. This can include passwords, financial details, previous communication, sponsor details, intellectual property, etc. It would obviously take the next person in line some time (and frustration) to get the club back on track, let alone moving forward.

Well run clubs will have open discussions around how long prominent members will continue and put plans in place to ensure the least disturbance possible when they eventually do go, making the transition more pleasant for the incumbent.

6. COMMUNICATION PLANS

Good communication is a key to a successful club. Each club should be putting in measures to ensure important information is tabled and discussed appropriately.

Potential topics to consider for a Communication Plan include: -

- What should be discussed at committee meetings?
- How do we process correspondence?
- How do we communicate urgent information?
- How do we communicate confidential information?
- How do we communicate to various stakeholders, i.e. League, WACFL, RFDC, Regional Development Manager, Members, Community, Parents, Players, etc.
- Lines of Communication

6.1 Lines of Communication

It is important to establish clear lines of communication; imagine a player getting advice from a Forward Coach, a Coach, former players, President and Committee people. This table may be a helpful guide:

	Title	Communicates to
1	President	Members, Committee, Club, Coach, Media
2	Secretary Treasurer	President, Committee, Members
3	Director Football Operations	President, Committee, Coach, Players regrading logistics
4	Director Community	President, Committee, Community Members
5	Director Volunteers	President, Committee, Volunteers
6	Director Commercial Operations	President, Committee, Commercial Partners (including prospective)
7	Head Coach	President, Director Football Operations, Players, Media
8	Sports Trainer	Director Football Operations, Coach, Players
9	Match Day Manager	Director Volunteers, Volunteers, Umpires, Team Managers
10	Team Manager	Director Volunteers, Players, Coach, Umpires, Match Day Manager

6.2 Meetings

Committee Meetings should: -

Be an Alcohol-Free Zone: Make club meetings an alcohol-free zone. Keep it professional with time to socialise following meetings.

Not Rabbit on: A good chairperson needs to keep the group on task and stick to the agenda so meetings don't drag on. Set time limits for agenda items and, if a resolution is not made, readdress at the conclusion of the meeting if time permits.

Not last until midnight: Set a designated meeting length, 90 minutes maximum. It will promote more decisive discussion and not make you dread the next meeting.

Have an Agenda, Minutes, Decisions and Action Items: These are a must for all committee meetings to ensure professionalism, accountability and follow up.

Table important WACFL, RFDC, League and other correspondence: Often important information doesn't make it to members of the club committee. Whilst this may not be relevant to you, it may be to others – don't be the weak link!

7. TECHNOLOGY TO AID COMMUNICATION

7.1 Email

One of the major changes in our modern world has been the advent of email which (rightly or wrongly) is now the predominant communication tool for sharing information. One of the beauties of email is that it tracks and archives communication.

It's critical that your club is receiving, checking and understanding emails to stay 'in the loop'. Ensure the League has your current committee's email addresses on hand, notify them of any changes, update your details on the Footyweb system, and at all times ensure the secretary of the club is computer (email) literate, is regularly checking in with emails and has a process for forwarding on important information.

This may require some planning for when the secretary is indisposed, such as setting up an auto forward for a club email.

7.2 Team App/What's App

These Apps are perfect and free for quick communication between small groups of people. They only require a smart phone and internet connection.

7.3 Smartphones

Smartphones have ensured the majority of people now have access to a phone, a camera, a video, a meteorologist, a calendar and a range of weird and wonderful Apps in their pockets at all times.

Discuss with your Top 10 ways your smartphones can improve your communication and operations. One simple idea could be booking all important meetings in your calendar and setting reminders for any action items you may have accumulated.

8. CREATING THE RIGHT CULTURE

Volunteering in football and working as part of a team for the greater good of the community should be rewarding and fun, but at times this is not always the case.

One of the major roles of the Top 10 is to monitor the on and off field culture of the club. What does a good club 'Vibe' look, feel, sound, taste, smell like?

- Selfless Acts – helping one another for the good of the team
- Honesty – communication and displaying emotions
- Educational – people becoming better
- Enjoyable – people having fun
- Respect – everyone is equally important

One simple exercise a club (and its playing group) could do would be to rank themselves out of 10 for each of the following 10 categories. They will then generate a 'Culture Score' out of 100.

Key words that will no doubt contribute to a positive or negative culture include: -

- Alcohol
- Drugs
- Risk Taking Behaviours
- Respect
- Inclusion
- Community
- Leadership
- Loyalty
- Inspiring
- Fun

Implementing strategies to improve poor performing areas will improve club culture over time. This can be followed up with a re-scoring exercise every 6-12 months.

Think of ways your club can better perform in each of these key words.

9. YOUNGER GENERATIONS

Country Football is run by volunteers.

A major risk to the facilitation of matches is if there are no volunteers remaining to run the games (Leagues and Clubs) each weekend. Hopefully there are some younger volunteers within your club's Top 10.

It's critical to expose younger generations to volunteering – some strategies may include: -

- Ask young people to handle the technology elements of the club
- Entice new volunteers by asking them to manage one task only
- Form a *Player Leadership Group* that promotes volunteering (see article below)
- Have a Players' Representative on the committee, or at least get them involved with the club's social committee
- Roster tasks to players and have the coach and senior players support the roster
- Create a culture that ensures everyone is contributing
- Get involved in the Volunteers Round and promote volunteering to the players
- Look at involving youth from junior teams and schools in the club



📷 Dan Carter, left, and Richie McCaw regularly sweep their teams' dressing sheds after games.

Rugby

Revealed: Richie McCaw and Dan Carter clean dressing rooms after All Blacks and Crusaders' games

Jamie Pandaram, The Daily Telegraph
May 21, 2015 4:46pm

MANCHESTER United? The most successful team in Premier League history hires people to change the light bulbs in the homes of their millionaire stars.

Floyd Mayweather? The best boxer in the world hires someone to pick up his dirty underwear following gym sessions.

Richie McCaw and Dan Carter? The two most successful rugby players of our generation pick up brooms and sweep dressing rooms clean after games.

As Crusaders and All Blacks teammate Sam Whitelock tells it, the Kiwi rugby mantra is: "We always want to make sure that the place we go to, we leave it in as good if not better shape than we arrived".

10. CELEBRATE

Celebrating hard and dedicated work are part of creating the right club culture and ensure volunteers come back for another year and new people jump on board to an enjoyable environment.

Regardless of where the club finished on the ladder, your Top 10 should be proud of the fact you had a crack and gave countless hours so that football can continue in the community for another season.

One fun activity over a few drinks at the end of the year could be reviewing one another's goals!

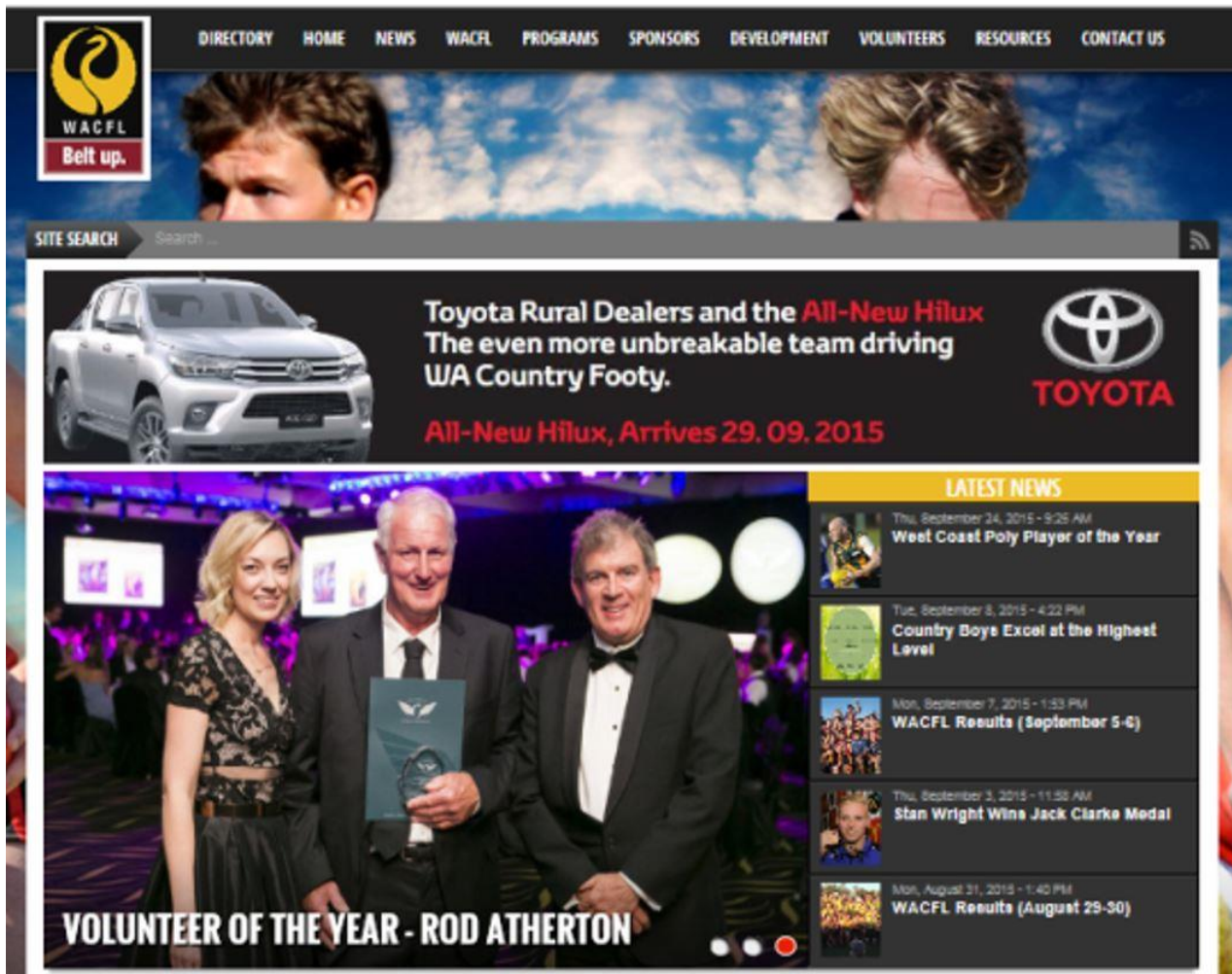
Opportunities to celebrate your hard work throughout the year include: -

- Recognition Awards after games (involve the players)
- Bar Cards
- Volunteer Recognition Round – promote your Top 10
- Volunteer of the Year Nomination
- Have a night out on the Club at the season's end – you've earned it!



USEFUL RESOURCES

- www.wacfl.com.au
- www.aflcommunityclub.com.au/
- www.wafc.com.au/
- www.dsr.wa.gov.au/
- www.teamapp.com/
- www.afl.jltsport.com.au/community.aspx



Top 10 Lanyards (upon request from wacountry@wafc.com.au)

APPENDIX 1

10 STRATEGIES TO ENSURE YOUR CLUB DOESN'T FOLD

As it becomes more difficult to keep football clubs going due to external factors beyond our control, it is important that your committee is as strategic as possible to ensure the club keeps going as long as possible. As you would know, if the club does have to go into recess, it will be a monumental task to get it back up and running in the future.

Below are 10 strategies to ensure you give your Club the best possible opportunity to survive:-

1. DO AN HONEST ASSESSMENT OF THE CLUB'S CULTURE

What do external people think of your club? is there a reason locals aren't participating in your club? It may be worth investigating.

It could be that they didn't like the club's culture or behaviours, had a bad experience with the coach, or disagreed with the club's direction.

Having good people and a good strategy in place plays a big part in improving the culture of your club.

2. MAKE LOCALS LIVING AWAY THE NUMBER ONE PRIORITY

For clubs able to recruit players, ensure local boys are the number one targets to get back to the club. Not only may they bring their friends with them, but they will demonstrate to your town that the club is community orientated and may help generate additional support.

It is critical to build a good relationship with junior players and the club so that one day they desire to come back and support it.

3. BRING IN MORE VOLUNTEERS

Often as clubs decrease in size, remaining volunteers can be left with more and more work. There are qualified people in every town who care about their community. Consider asking those you know who have a good skill set (that doesn't have to be football related) to contribute to the club. They may actually be flattered that you've asked.

4. BRING IN MORE COMMUNITY SUPPORT

Having a good club culture and community focus will help generate additional support from your shire and local businesses as they will all want to see the local football do well because it's an important part of the community.

Being open and upfront with people about the club's position may help spark some support for your endeavours.

Research undertaken by the WACFL indicates that a Country Football Club is an economic driver in the community of upwards of \$1million per season. Additionally, AFL research indicates there is a 4/1 multiplier by the community of investment into a local club.

5. EMBRACE LOCAL WORK PLACEMENTS

If your club needs more players, it makes sense that when your community needs to employ people (such as farmers, tradesmen or within the shire), those who can contribute to the club may be worth special consideration. The WACFL has a program called 'The Long Game' which may be worth considering.

6. PAID PLAYER EXCEPTION

Paid player rules were introduced to curb inflation and reduce pressure on volunteers. Obviously, the intent for these bylaws wasn't to stop struggling teams to field a side. If your club is finding it is unable to field a side under the current bylaws, this should be raised with the WACFL through your League or Association.

TALK TO A MATE

MEN'S WELLBEING ROUND JUNE 2017

Our primary role is community education on men's holistic health and wellbeing.

This is delivered through:

- Warrior Education Sessions
- Fast Track Pit Stops
- Advocacy

Mate-ship, empathy and the appropriate use of humour is the key to connectedness in our program.

“Before it all gets too much... Talk to a Mate!!” is the basis of all our initiatives.

Delivered by WMH (Inc.)
Phone: (08) 9690 2277
Email: menshealth@4blokes.com.au
www.regionalmenshealth.com.au

We are proud to support grass roots football.



7. MATCH SCHEDULING

Football has strong traditions in all regions of the state, including when matches are played. We should, however, be scheduling matches at the most ideal time for all players to participate. T20 has been extremely successful in changing up its product and delivering it in a new format.

Can changes be made to make our game more attractive in your community? How well do we mix with other sporting codes or community events?

8. INVESTIGATE EMERGING MARKETS

When you assess your town, there may be people who once played football and have dropped out or have never played football before.

Emerging Markets refers to Indigenous, Females and Multicultural, and strategies should be considered to help get more of the above into the club.

9. RATIONALISING OF LEAGUES AND CLUBS

The word 'rationalisation' (although scary) isn't as scary as the word 'folding'. If your football league or club isn't healthy with no silver lining insight, rationalisation should be considered. This could include: -

- Changing the league to 16 a side (or 14 a side)
- Merging various competitions (League/Reserves)
- Changing leagues
- Merging with another club

All options should be considered to avoid folding the club.

10. ASK FOR HELP

There are numerous bodies that can help support struggling clubs, namely: -

- The local League/Association
- WACFL – which oversees Senior Leagues
- WAFC – which runs football in the State
- RFDC – which oversees the development of football in your region
- Regional Development Manager – who manages the development of football in your region
- DSR – which manages Sport and Recreation for the State Government
- Local Shire
- Local Community

APPENDIX 2 – PRESIDENT POSITION DESCRIPTION

JOB TITLE: President

REPORTS TO: Executive committee

SPECIAL SKILLS REQUIRED

- Good working knowledge of the club, rules, constitution etc.
- Understanding of league operations
- Ability to delegate
- Experience in a leadership role
- Well developed decision making skills
- Ability to negotiate successfully between members
- Experience with planning operations
- Ability to manage people and lead meetings

DUTIES

- Facilitate planning.
- Provide guidance and leadership.
- Chair and manage meetings.
- Manage and control Annual General Meeting.
- Monitor budgeting.
- Represent the club in public
- Attend league/association delegate's meetings.
- Record and accurately report upon league/association meetings.
- Ensure the club is fully informed on league/association rules/policies and activities.

APPENDIX 3 – SECRETARY/TREASURER POSITION DESCRIPTION

JOB TITLE: Secretary

REPORTS TO: Executive committee

RESPONSIBLE FOR: Secretary/Treasurer

SPECIAL SKILLS REQUIRED

- Well developed communication skills
- Ability to supervise others
- Organisational skills
- Ability to delegate tasks
- Communication
- Ability to liaise with external parties
- Report-writing skills

DUTIES

- Maintain a register of all members, sponsors and other relevant groups.
- Convene all club meetings and advise all potential attendees.
- Prepare venue for each meeting and arrange catering if required.
- Record detailed minutes of meetings.
- Liaise with the association regarding registrations, player transfers, and complete other required paperwork.
- Liaise with the local media, clubs and other community organisations.
- Communicate information to members from the association/league, local and state governments and other external bodies.

APPENDIX 4 – DIRECTOR FOOTBALL OPERATIONS POSITION DESCRIPTION

JOB TITLE: Director Football Operations

REPORTS TO: Executive committee

RESPONSIBLE FOR: Head Coach, Sports Trainer

SPECIAL SKILLS REQUIRED

- Football Acumen
- Ability to supervise others
- Integrity

DUTIES

- Provide a conduit between the Coach/ Playing group and the Club Committee.
- Report to the Committee on any relevant Football issues
- Provide feedback to the Committee on the Coaches performance
- Handle all player recruitment, contracts and payments ensuring compliance with the WACFL's paid player bylaws.
- Provide support to both the Coach and the Sports Trainer.
- Follow up any Player management issues such as Transfers, Rep Football, Insurance, Behavior.
- Have an awareness of the WACFL's Drug Policy, Bylaws and Codes of Conduct and ensure Club Compliance
- Manage the Clubs football budget and provide regular feedback to the Club Committee.

APPENDIX 5 – DIRECTOR COMMUNITY POSITION DESCRIPTION (VICE PRESIDENT)

JOB TITLE: Director Community/Vice President

REPORTS TO: Executive Committee

SPECIAL SKILLS REQUIRED

- Good working knowledge of the club, rules, constitution, etc.
- Understanding of league operations
- Ability to delegate
- Experience in a leadership role
- Good listener
- Well developed decision making skills
- Ability to negotiate successfully between members
- Experience with planning operations
- Ability to manage people and lead meetings

DUTIES

- Perform president's duties when president is unable to.
- Provide guidance and leadership.
- Liaise with local council regarding ground and pavilion usage.
- Ensure all payments to council are up to date.
- Ensure all council requirements are abided by, such as liquor license laws, signage, food regulations.
- Attend any required meetings at the local council.
- Present any capital works requests and liaise with council regarding plans and funding.
- Provide local council with details of all junior activities and special achievements so local council can refer new residents to the club.
- Establish a good working relationship with local council and officers.
- Ensure all documentation such as insurance, incorporation, etc., is submitted to local council at the start of each season or as required.

APPENDIX 6 – DIRECTOR VOLUNTEERS POSITION DESCRIPTION

JOB TITLE: Director Volunteers

REPORTS TO: Executive Committee

RESPONSIBLE FOR: Team Manager, Match Day Manager

SPECIAL SKILLS REQUIRED

- Conceptual skills
- Managerial skill
- Technical skills
- Effective communication skills

DUTIES

- Attract and recruit new volunteers to the club.
- Develop clear job descriptions for all required tasks.
- Ensure the right person is found for each job.
- Identify ways of training volunteers if they do not have the required skills for the role.
- Supervise volunteers or allocate other members to supervise.
- Identify methods of recognising volunteers.
- Revise volunteer duties as needed.
- Communicate and liaise with committee members on a regular basis.

APPENDIX 7 – DIRECTOR COMMERCIAL OPERATIONS POSITION DESCRIPTION

JOB TITLE: Director Commercial Operations

REPORTS TO: Executive Committee

SPECIAL SKILLS REQUIRED

- Well organised
- Well-developed communication skills
- High ability to liaise with external parties
- Business acumen

DUTIES

- Develop and submit proposals of commercial nature to the committee for approval.
- Oversee social events for all club members.
- Submit reports to the club committee on Sponsorship.
- Develop/implement a promotional plan for the club.
- Write media releases regarding promoting the Club
- Prepare club newsletters and reports.
- Assist with attracting and securing sponsorship.
- Ensure adequate servicing of sponsors.
- Assist committee with marketing and new business ideas.

APPENDIX 8 – HEAD COACH POSITION DESCRIPTION

JOB TITLE: Head Coach

REPORTS TO: Director Football Operations

ACCREDITATION: Compulsory (Updated) Level 1 (Senior) Coaching Accreditation

CODE OF CONDUCT: WACFL Coaching

SPECIAL SKILLS REQUIRED

- Leadership skills
- Ability to analyse, study, plan and assess the game as it develops
- Effective communicator
- Knowledge of football skills – technical and tactical
- Ability to deal with a wide range of players, officials and supporters

DUTIES

- Organise training and match-day events.
- Instruct football skills and team tactics.
- Plan and select the best team for match-day.
- Provide clear instruction and feedback to the team and individual players.
- Represent the club at official functions and community activities.
- Continually seek to upgrade skills and knowledge of the game.
- Have an understanding of injury prevention, care and management.
- Be an effective role model to the playing group.
- Develop team morale.

APPENDIX 9 – SPORTS TRAINER POSITION DESCRIPTION

JOB TITLE: Sports Trainer

REPORTS TO: Director Football Operations

ACCREDITATION: Sports Trainer qualifications (Level 1 minimum).

SPECIAL SKILLS REQUIRED

- Sound knowledge of sports injuries and human anatomy
- Ability to remain calm when under pressure
- Good understanding of the medical system
- Excellent communication skills
- Enthusiasm
- Caring

DUTIES

- Assess, diagnose and treat player injuries.
- Ensure Duty of Care is applied to member injury.
- Ordering and management of club injury management equipment.

APPENDIX 10 – MATCH DAY MANAGER POSITION DESCRIPTION

JOB TITLE: Match Day Manager

REPORTS TO: Director Volunteers

SPECIAL SKILLS REQUIRED

- Confident
- Assertive
- Understanding of the rules of the game and match day protocols

DUTIES

- Open the venue and ensure facilities are suitable for the matches to proceed
- Coordinate match day support (other volunteers) including bar and canteen staff, gate, team managers etc.
- Maintain and control the behaviour of club officials, players and spectators at the match.
- Ensure Umpires are able to umpire in a safe, welcoming environment.
- Ensure there are only match day officials or players in the dugout area (coach, runner, trainers, team manager, runner)
- Ensure match days are conducted safely for players, umpires, spectators and officials and take proactive measures to minimize risk, including and awareness of the WACFL's Event and Risk Management Plan, Spectator Management Plan and the filling in of the JLT Match Day checklist.
- Ensure codes of conduct are adhered to while matches are in progress and action any acts of misconduct.
- Close facilities at the competition of the day

APPENDIX 11 – TEAM MANAGER POSITION DESCRIPTION

JOB TITLE: Team Manager

REPORTS TO: Director Volunteers

SPECIAL SKILLS REQUIRED

- Organised
- Well-developed communication skills
- Efficient money handling skills
- A good working knowledge of the club
- Understanding of competition rules
- Effective organisational and time management skills
- Good knowledge of all club procedures

DUTIES

- Develop and maintain an accurate database of all players, members and sponsors.
- Ensure that all players are registered and have paid their membership.
- Become the first contact for all players regarding inquiries about their registration.
- Always encourage new members and players to join the club.
- Complete team sheets.
- Ensure all match officials are available (i.e. umpires, timekeepers, trainers).
- Liaise with umpires.
- Sign off on match reports.
- Ensure change rooms are secure.
- Maintain, clean and service all property and equipment belonging to the club.
- Ensure all club property is safe and secure.
- Provide adequate stock and sale of shorts, socks, shoes.

APPENDIX 12 – WACFL’S HEALTHY CLUB PROGRAM

Each WACFL Club should be operating at a Bronze Healthy Club level as a minimum standard. Clubs are encouraged to meet Silver or Gold levels based on their willingness to improve their club’s health.

Bronze Club Minimal Requirements

- Incorporated Association
- Up to date Rules of the Club
- President, Secretary/Treasurer, Team Manager, Coach, Accredited Sports Trainer
- Coach Accreditation (minimum Level 1 Senior Football)
- Finance (start of year budget, regular reporting, end of year audit)
- Football uniforms (jumpers and shorts with WACFL logos)
- Players unable to participate under the influence of alcohol/illegal drugs
- Footyweb (contacts, member registration, match day team sheet)
- Insurance (WACFL/JLT policy)
- Compliant with Liquor Licencing requirements
- Player Codes of Conduct
- Ensure participants travel to and from league/club events safely

Silver Club Minimal Requirements

- Bronze Club compliance
- Regular committee meetings (agenda, minutes, etc.)
- Board Portfolios and Position Descriptions
- Commercial Operations, Community, Volunteers and Football Operations Board Portfolio
- Club Facebook page and website
- Team Wear (polos, caps, hoodies, etc.)
- Club Membership Program
- Top Club Development Program
- Good relationship with the shire and other sports
- Half a year’s turnover surplus in savings at the end of the financial year

Gold Club Minimal Requirements

- Silver Club compliance
- Strategic Plan
- Succession planning
- Training for volunteers
- Board Portfolios and Position Descriptions
- Contract all paid players
- Online payment of club membership fees
- Great relationship with the shire and other sports
- Volunteer recognition strategies
- One year’s turnover surplus in savings at the end of the financial year

This can happen
to anyone on the road.

That's why regos
are going up.

**Expanded Motor Injury Insurance
commenced 1 July 2016**

People catastrophically injured in crashes need a lot of care, but many missed out on support because the Compulsory Third Party insurance scheme didn't cover them.

That is why motor injury insurance was expanded from 1 July 2016.

This ensures that all people catastrophically injured in motor vehicle crashes from 1 July 2016 will be covered for the treatment, care and support they need over the course of their lives.

Catastrophic injuries include spinal cord injuries, traumatic brain injuries, multiple amputations, severe burns and permanent traumatic blindness.

To help cover the cost of this support, vehicle regos have increased by a maximum of \$99 for each vehicle and motorcycle.

It means, you and millions of other people in Western Australia are covered on our roads.

**Find out more at
nowcovered.com.au**

Matt Cook

Matt's crash at the age of 25 resulted in tetraplegia, a condition requiring lifelong care, assistance and significant ongoing expenses for equipment.



Insurance Commission
of Western Australia

