

TGFC Committee Position Descriptions

Updated September 2024



Est. 1964

Vision Statement

- To be a strong community focused football club providing opportunities and generating pathways to football at all levels for all members of the community in a safe and nurturing environment



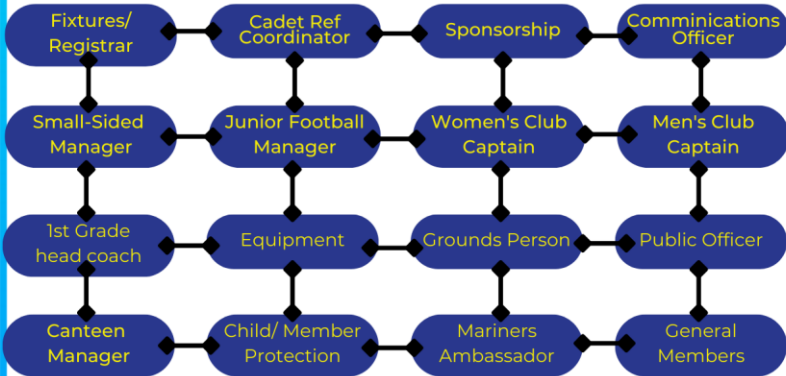
Club Structure

Executive Committee

President

Vice-President Secretary Club Football Manager Treasurer

Operating Committee



Club Teams

Coaches & Managers

Players



Toukley Gorokan Football Club Inc. Code of conduct – Committee

We are all volunteers of Toukley Gorokan Football Club Inc. and as such it is necessary to observe the highest standards of ethics, integrity and behaviour during all meetings, in our role as a committee member and as a representative of Toukley Gorokan Football Club. This Code of Conduct was developed for all members of the committee, recognising that at all times they should act responsibly and with consideration for others.

1. I will respect the rights, dignity and worth of all people involved in the Club, regardless of their gender, ability or cultural background.
2. I will act at all times with consideration for other members' points of view.
3. I will allow others to have their say on any subject.
4. I realise that verbal abuse is unacceptable conduct by any members.
5. I will refrain from behaviour that is not considered to be in the best interest of the Club.
6. I will discuss my concerns in the appropriate forum. If I have concerns regarding the procedures or operation of committee meetings or the Club I will discuss my concerns with the Chairperson immediately.
7. I will identify and report any conduct seen or heard that is incongruent with the "Code of Conduct" and stated values.
8. I will take responsibility for my actions and decisions.
9. I will be impartial, consistent, objective and courteous when making decisions.
10. I will avoid any situations which may lead to or be construed as a conflict of interest.
11. I will be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive.
12. I will always respect, remain loyal to and support other officials.
13. I will keep up to date with the latest 'Laws of the Game', trends and principles of their application.
14. I will be a good sport as I understand that actions speak louder than words
15. I will refrain from any form of personal abuse towards players or other officials.
16. I will refrain from any form of sexual harassment towards players or other officials.
17. I will not arrive at the venue under the influence of drugs, intoxicated or drink alcohol at junior matches.
18. I will uphold the dignity and reputation of my Club and the game.



Extract from Club Constitution

- Composition and membership of the management committee
 - The management committee is to consist of five executive members and
 - not more than twenty other members.
- The executive of the club shall be the positions of:
 - (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer
 - (e) Club Football Manager

Extract from Club Constitution

- The non-executive members of the management committee shall include the positions of:
 - a) Men's Club Captain
 - b) Junior Football Manager
 - c) Small-Sided Football Manager
 - d) Women's Club Captain
 - e) Club Fixtures & Registrar Officer
 - f) Mariners Ambassador
 - g) Club Equipment Officer
 - h) Club Canteen Manager
 - i) Communication and Publicity Officer
 - j) Club Sponsorship Co-Ordinator
 - k) Men's First Grade Coach
 - l) Grounds Coordinator
 - m) Public officer
 - n) Child Protection/ Member Protection Officer
 - o) Cadet Referee Coordinator
 - p) Five General management Committee Members
- A committee member may hold up to 3 offices, however may hold only one executive committee position.
- The executive and other members of the management committee shall be elected annually at the annual general meeting and shall vacate office at the annual general meeting of the ensuing year



All Committee Members

- Assist at Harry Moore Oval on home game days, as part of a team, to ensure all ground official requirements and canteen duties are met (likely 5-6 game days across the season)
- Assist at Club events including Season Launch, Presentation Events, Pink Socks Day, Old Gunners Day etc.
- Attend monthly committee meetings (second Monday of the month at 6.30pm)

President (Club Executive Role)

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure:
 - The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 - Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- Work with the Executive to manage any paid employees of the Club including recruitment, retention, salary and performance reviews, etc.
- Serve as a spokesperson for the Club when required
- Communicate regularly and systematically with the Presidents of other Clubs, Central Coast Football and/or parent body Football NSW
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.



Vice-President (Club Executive Role)

- In the event of the President being unable to fulfill his/her duties to step into that role
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Be an alternate signatory for the Club for legal purposes and financial purposes
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to any sub-committees
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent the Club at meetings and forums as agreed with by the President
- Other duties as nominated by the President and / or Committee



Secretary (Club Executive Role)

- Maintain committee and club records
- Manage/record Minutes of Committee meetings
- Provide a summary of Committee Minutes for distribution to committee members and all Club members via website
- Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
- Be familiar with all current Club documents
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders (in partnership with Communications Officer)

Treasurer (Club Executive Role)

- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support required annual auditing process
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Prepare monthly financial reports – presented at monthly committee meetings
- Be a signatory on club bank account



Club Football Manager (Club Executive Role)

- Oversee all football related matters in consultation with Women's Club Captain, Men's Club Captain, Junior Football Manager and Small Sided Football Manager
- Coordinate training of coaches across all age groups
- Facilitate coaches and managers forums
- Oversee on field disciplinary matters
- Oversee Youth Football Development pathways
- Oversee integration of all levels of football across the Club
- Coordinate field allocations for training

Fixtures / Registrar

- Oversee member registrations
- Coordinate registration days
- Be available throughout the season to answer members questions or issues related to member registration
- Liaise with Central Coast Football with regard to fixtures throughout the season

Women's Club Captain

- Coordinate the senior women's competition teams (Women's All Age and Grade)
- Work with Club Football Manager to support senior women's coaches and managers
- Promote and champion women's football at the Club
- First point of contact for senior women's members and matters related to senior women's football at the club
- Coordinate registered female players into appropriate teams at start of season (if required)

Men's Club Captain

- Coordinate the senior men's competition teams (Men's All Age and Grade)
- Work with Club Football Manager to support senior men's coaches and managers
- First point of contact for senior men's members and matters related to senior men's football at the club
- Coordinate registered male players into appropriate teams at start of season (if required)

Small Sided Football Manager

- Coordinate the small sided non-competition age groups – Under 5 – Under 11 (Boys and Girls) (i.e. sort registered players into teams and arrange suitable coaches and managers per team)
- Oversee grading from Under 7 – Under 11 (if required) in line with Club Grading Policy
- Work with Club Football Manager to support small sided coaches and managers
- First point of contact for small sided members and matters related to small sided football at the club
- Coordinate/organise end of season small sided presentation event

Junior Football Manager

- Coordinate the junior competition age groups – Under 12 – Under 18 (Boys and Girls) (i.e. sort registered players into teams and arrange suitable coaches and managers per team)
- Oversee grading (if required) in line with Club Grading Policy
- Work with Club Football Manager to support junior coaches and managers
- First point of contact for junior members and matters related to junior football at the club
- Coordinate/organise end of season junior presentation event

Sponsorship (and Grants)

- Review the current Sponsorship Package and be familiar with what the club commits to providing to sponsors
- Liaise with Treasurer to prepare sponsor budget or provide information of projected sponsorship and grants to the Treasurer to assist with preparation of the budget
- Keep a proper record of sponsor details
- Send out a letter / email to current sponsors regarding their commitment for the coming season
- Seek new club sponsors and meet with potentials to outline what services they would value most
- Organise that signage be produced and erected on clubhouse
- Make sure sponsor representatives are met when attending functions or match days
- Manage sponsor invitations and special function calendars
- Give a report at regular meetings and when required
- Liaise with communications officer to ensure that sponsors get recognition
- Send out a thank you letter at the completion of the season and a sponsor survey to support planning for the following year.
- Research and apply for relevant grants

Communications Officer

- Maintain the Clubs external communication, including:
 - Club website
 - Social media platforms
 - Club calendar and notification of upcoming events



Equipment Officer

- Manage and maintain club training and game day equipment
- Facilitate the provision and collection of training and game day equipment to coaches and managers
- Annual audit of club equipment
- Ordering of new equipment (in consultation/with approval from Committee and Treasurer and in-line with annual budget)
- Maintain current stocktake list of all equipment and merchandise held by Club

Cadet Referee Coordinator

- Facilitate training of cadet referees
- Coordinate cadet referee allocations
- Ensure cadet referees are appropriately supervised and supported
- Ensure cadet referees are equipped
- Ensure cadet referees are suitably compensated
- Ensure Cadet Referee record sheet is completed each day and attached to daily reconciliation sheet in the canteen
- Coordinate cadet referee gifts at end of season presentation events

Grounds Person

- Field line marking
- Liaise with CCF/Council with regard to ground maintenance requirements and requests

Canteen Manager

- Manage stock and ordering for canteen
- Manage canteen roster
- Manage start of day and end of day cash register
- Ensure Canteen reconciliation sheet is completed each day.
- Ensure all cash is counted by two people
- Ensure all required documents are attached to the Canteen reconciliation
- Liaise with Treasurer to ensure funds are banked in a timely manner

Public Officer

- The Public Officer is appointed by the Committee and is not elected by the members.
- The Public Officer is the point of contact between the Club and Consumer Affairs and is responsible for submitting the required paperwork annually.



Mariners Ambassador

- Conduit between the Club and the Central Coast Mariners
- Facilitate half time players and mascots for Mariners games when invited
- Represent the club at Mariners events when invited



Child / Member Protection Officer

- Nominated person to receive, manage and file relevant Police Check records or Working with Children documentation.

Grade Head Coach(es)

- Report to committee monthly on performance and matters related to grade squad(s)
- Responsible for developing and executing grade squad development program
- Player retention and extraction
- Supporting and developing coaches across the club

General Committee Members

- Attend committee meetings and put forward opinions and ideas
- Participate in / support Club event planning or other club initiatives
- Support general committee operations



Other informal roles (to form part of a formal position or performed by a general committee member)

- Junior Football Development Officer
- Social / Event Coordinator / social committee

Example Delegation Structure

