

**GOLDEN GROVE FOOTBALL CLUB**

**Golden Grove F.C. Sub-Committee Roles & Responsibilities**

1. EXECUTIVE President, Vice President, Club & Senior Secretary, Treasurer, Senior Football Director, Junior Football Director & Junior Secretary

2. FINANCE

3. FUNDRAISING

4. SPONSORSHIP

5. COMMUNICATION

6. HOUSE & MAINTENANCE

7. MATCH

8. JUNIOR

9. PLAYERS’ REPRESENTATIVES

10. CLUB ADMINISTRATOR

(New Position - Currently Club Secretary)

**1. EXECUTIVE**

Constitution confirms that the Executive Committee of 7 members (President, Vice President, Club & Senior Secretary, Treasurer, Senior Football Director, Junior Football Director & Junior Secretary) are authorised to attend to urgent Club matters.

All actions are to be tabled at the following management committee meeting for ratification.

**2. FINANCE**

List of duties/areas of responsibility:

* Maintain financial records of the club
* Prepare accurate reports on the financial performance and financial position of the club.
* Ensure the club has effective controls to prevent misappropriation of money.
* Prepare annual budget and submit to the Management Committee for adoption.
* Has principal responsibility for the financial structure and performance of the Club
* The Finance Subcommittee is expected to lead the Management Committee in the improvement of the financial strength of the Club.
* Authorise all "accounts for payments" and submit to Management Committee for approval or ratification with a brief explanation and recommendation.
* Coordinate annual audit of club finances

**Other**

* Oversee conduct of office administration and financial recording and reporting.
* Regularly review the financial status of the Club (P & L Statements and Balance Sheet) to ensure a satisfactory performance is being achieved, particularly in accordance with the approved budget. Management Committee is to be briefed generally on the performance, and with particular emphasis on variations.
* Principal responsibility for correcting adverse performance rests with the relevant sub-committee responsible for the under-performing budget item.
* Establish and maintain suitable financial recording sheets to be used by each Sub-committee for monitoring and reporting their budget items.

Sub-Committee Guidelines

Operational Authority and Reporting Guidelines for all Subcommittees.

* Each Sub-committee is empowered to action all appropriate activities which it has documented and reported to Management Committee previously and for which approval has been given.
* Once Management Committee has approved the entire budget, each Sub-committee is authorised to manage their specific budget items (income and expense) in accordance with the purpose, amount and time frame documented.
* Regular, relevant reporting to Management Committee is essential to ensure proper co-ordination across all Sub-Committees.

Specific objectives and duties apply to commercial and risk management of Canteen, Bar and Fundraising operations:

Budget Item Responsibility

* Each Sub-committee has the primary responsibility for achieving the budget for each item allocated to it.
* Proper records of the specific income and expense components must be kept, in accordance with the guidelines established by the Finance Subcommittee.
* The Finance Sub-committee is authorised to review these records as it sees fit.
* Immediately any adverse variation in any item is detected the Finance Sub-committee must be informed.
* It is also to be reported to the Management Committee with recommendations to correct and/or minimise any negative impact on the overall budget achievement.

**3. FUNDRAISING**

This Sub-Committee is responsible for the fund-raising of the Golden Grove Football Club. It is to report to the Management Committee in a timely manner of all fund-raising activities expected to be held.

The number of persons on this Sub-Committee can vary at any time but should include a player.

These responsibilities to include:

* Obtain a budget from the Finance Sub-Committee of what is expected to be raised during the year.
* Present to the Finance Sub-Committee and the Management Committee the expected events, dates and amounts to be raised as soon as practical after the budget has been released by the Finance Sub-Committee.
* Liaise with other Sub-Committees as and when required and in particular the House & Maintenance Sub-Committee and the Communications Sub-Committee (Bookings of Clubrooms and Barpersons).
* Present a report at each Management Committee monthly meeting.
* Develop a list of requirements to be used for each function (e.g. catering, and budget, bar requirements).
* Prior to functions/fund-raisers being ratified, present to the Management Committee a budget for the event.
* After functions/fund-raisers present to the Management Committee the actual receipts/expenses and variances to the budget.
* Liaise with the Finance Sub-Committee regarding payment of accounts and the legal responsibilities, i.e. payment for services to any person (e.g. Guest Speaker, Band etc.) who may be classed as an employee for group tax, work cover and superannuation.
* Retain information, copies of requirements etc. to be used by future fund-raising Sub-Committees.
* Any persons serving or seconded to this Sub-Committee must be aware of their responsibilities as per the acts that the Golden Grove FC are under.

**4. SPONSORSHIP**

This sub-committee is responsible for obtaining and maintaining all of the clubs sponsors. It should be actively looking to increase the clubs sponsorship as well as retaining current clubs sponsors.

The sub-committee will be responsible for drafting and maintaining the clubs sponsorship package.

The sub-committee should appoint a Sponsorship Officer who will report to the Management Committee on a monthly basis.

Roles of this sub-Committee will include:

* Attractive offers (Signage, invitations to club events etc.)
* Make sure sponsors businesses are advertised in all clubs newsletters, on the club web site and during presentations.
* Promote sponsors product amongst members.
* Work to meet dollar value as set in the Budget.
* Coordinate recognition events and merchandise for club sponsors

**5. COMMUNICATION**

This sub-committee is responsible for ensuring that any decision made at Management or Sub-committee meetings is conveyed to all persons who may be affected by such decision.

We must all have this constantly in mind to overcome problems of the past where players, non-players, social members, supporters etc. do not attend functions, meetings, working bees, practices etc. because "they did not know about it".

As an extension of the above responsibilities, the sub-committee would also be responsible to ensure that all requirements for home matches are covered.

The sub-committee is also responsible for any other Club publications:-

* Contact with media: scores to be submitted for insertion into the Messenger Press.
* Ensure that Bar Staff, Clubrooms etc. are booked.

**6. HOUSE** & **MAINTENANCE**

This sub-committee is responsible for the general running of the club rooms, including general repairs, maintenance and cleaning.

Report to the Management Committee on all activities they are responsible for. This sub-committee should consist of at least 5 persons and it is desirable that it be of mixed gender.

**RESPONSIBILITIES TO INCLUDE:**

* appropriate rosters are prepared (and advised) to cover the many duties to be carried out during the season e.g. BBQ’s, Bar Rosters etc.
* Obtaining a budget from the Finance sub-committee on an annual basis and generally working within that budget.
* Understanding the budget in terms of the leasehold commitments and endeavouring to satisfy that criteria.
* Liaise with other sub-committees as and when necessary.
* Arrange for a list of all key holders and distribution as required.
* Catering arrangements for Club functions.
* Replacement of kitchen crockery and consumables.
* Cleaning - be responsible for all cleaning including waste, floors, kitchen, fridges, stoves, freezers and toilets.
* Arrange annual working bee/end of season clean up of equipment and kitchen.
* Be aware of immediate and ongoing repairs. Obtain quotes where necessary and arrange and supervise the repairs after Management Committee approval.
* Any emergency repairs to be discussed and approved by Executive Committee.
* Present minutes of meetings or submit a report at Management Committee meetings.
* Liaise with the Finance sub-committee regarding legal responsibilities as well as payment of accounts. In particular any person being paid for their services on a subcontract/wage basis should be referred to the finance committee with regard to group tax, work cover, superannuation and GST.
* Ensure club consumables are maintained (liquor, sauce, meat, bread, bin liners, etc)
* Any person serving or seconded to this sub-committee must be aware of their responsibilities as per the acts that the Golden Grove FC is governed by.

**7. MATCH / SELECTION COMMITTEE**

**(Senior Football Director)**

This sub-committee is responsible for all playing and on-field aspects of the Club.

Its duties include recommendations to the Management Committee for:-

* To develop long term goals and strategies and implement in accordance with the Constitution.
* Appointment of all coaching staff.
* Advise of all Senior Team Captains and Vice Captains.
* Procurement of new players to the Club.
* Retention of required existing players.
* Decisions relating to clearance requests.
* Disciplinary action where necessary.
* Adjudication on matters relating to:
  + Trophies.
* Policy direction in relation to team selection.
* Policy direction in regard to both senior and junior player development.
* Assist with providing support personnel for all grades (eg. Team Mangers, Trainers, Water Runners)

Because of the nature of this sub-committee's responsibilities relating to players, and the possible resultant decisions which must be made at short notice, it is accepted that the holding of regular and properly constituted meetings may be difficult, but it is imperative that all members of this sub-committee be kept fully informed of all relevant discussions and decisions made by any Committee Member. No decisions are to be made without prior reference to the President or Club & Senior Secretary.

Additional members may be seconded after approval by the Management Committee.

**8. JUNIOR COMMITTEE**

**(Junior Football Director)**

This sub-committee is responsible for all aspects of Junior Football at the Club, consistent with strategies plans and directions set. The committee is chaired by the Management Committee appointed Junior Football Director.

The sub-committee's duties include:

* Coordinate practices, selections and games for all Junior Teams.
* Development of Junior Footballers (male & female) within the SANFL Development zones.
* Liaise closely with our SANFL Representative (Norwood) regarding all Auskick and School development programs.
* Recommend to Management Committee the following:
  + Appointment of Coaching Staff.
  + Decisions relating to clearance requests.
  + Disciplinary action where necessary.

This sub-committee should meet regularly (at least monthly) with the Junior Football Directors to present his report to the Management Committee at their monthly meetings.

**9. PLAYER’S REPRESENTATIVES**

Players on this sub-committee are expected to represent current players at the Management Committee meetings.

Items expected are:

* State of playing conditions
* Practice conditions
* Standards of dress & behaviour
* Coaching problems and/or suggestions for improvement or changes
* Player dissatisfaction or grievances
* Suggestions for changing/adding playing and practice facilities

In addition, this sub-committee will gather information for the Club Newsletter, and forward to the Club’s publisher.

Items of interest for the newsletter are:

* Player profiles
* Stories of interest
* Coming player events (e.g. end of season trip fundraising)
* Approaching marriages/births
* Photographs where possible
* Match reports

**10. CLUB ADMINISTRATOR**

**(Currently Club Secretary)**

The administrator is responsible for:

* Ensuring the requirements of the Club Constitution are met, and that SAAFL, SANFL, CFL and NEMJFA timelines for reports are achieved
* Volunteer support & coordination
* Maintenance of the club’s website on a regular basis, using information provided by the various sub-committees and other sources
* Production of the club’s newsletter on a regular basis, using information provided by the various sub-committees

The administrator is charged with the single point of contact with the Tea Tree Gully Council, the Golden Grove Cricket Club and other facility users.

Signed on behalf of the Golden Grove Football Club – 21st May 2014

Ian Graham (President) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kate Grandey (Secretary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dale Tacono (Vice President)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_