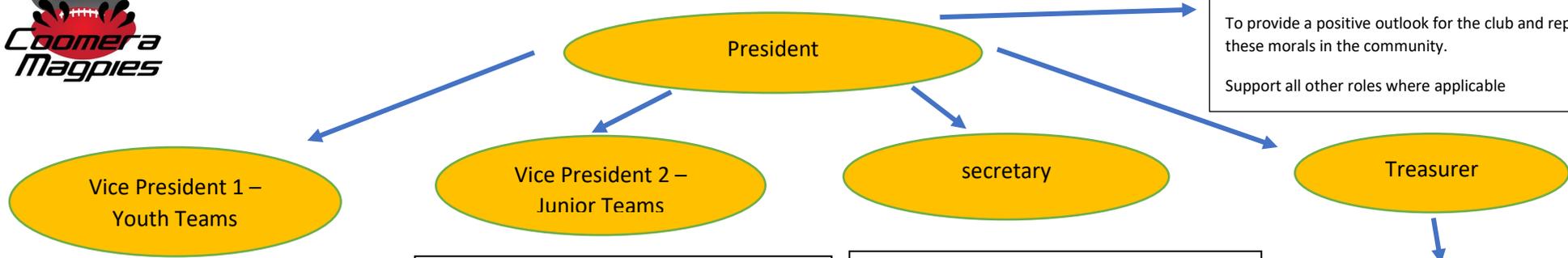




Communication and Accountability Flow Chart 2020.

All execs to report to president regularly.
 First point of contact for the club: local government, state government and other clubs where applicable, and the AFL.
 To provide a positive outlook for the club and represent these morals in the community.
 Support all other roles where applicable



Oversee, Assist, first line of communication for coaching and umpire coordinators

Coordinate Youth home game days with team managers.

Providing team managers with specific volunteer roles and times that they are required to fill with their parents for game day. (see game day plan sheet.)
 Finalise game day plans by Thursday prior.

To ensure you allocate someone to fill in the H&S AFL game day app.

Allocate a committee member to arrange and tally best and fairest of all youth grade teams.

Oversee running of Junior teams: Superstars to 11.5 girls.

Coordinate Junior home game days with team managers.

Providing team managers with specific volunteer roles and times that they are required to fill with their parents for game day. (see game day plan sheet.)
 Finalise game day plans by Thursday prior.

To ensure you allocate someone to fill in the H&S AFL game day app.

To be part of the fundraising committee and support president and secretary with this.

Monitor, reply and forward all communication as required internally and externally for the Junior Club.

Meeting agenda's minutes and follow up.

Team Manager beginning of season coordinator including folders and training required.

To record and ensure blue cards and coaches training is up to date and communicate to VP's if not complete for follow up.

Keep a record of all government paperwork, licenses and protocols required for practice.

Social Media communication and updates

Sponsors check in and advertising.

Prepare end of season gifts, trophies, medals, certificate and further Thanks you's.

In the event of a grants writer not being available communicate with the executive team to decide who can put specific grants together.

Coordinate with local community for player awards and hand out accordingly.

Merchandise coordination: quotes, orders and allocations.

Canteen ordering and stock taking.

Equipment ordering and processing in conjunction with VP's and coaches.

Financial management and bill payments

Work in collaboration with the club Registrar to support with registrations, create fee invoices and take funds for these.

To outsource or work to reconcile books each month.

Arrange end of year financial reports with account for delivery at the AGM.

Ensure the club has adequate funds for a float for Tuesday and Thursday's training as well as allocated home game days.

Coaches Coordinator
(Coaching Staff)

Umpire Coordinator
(Umpires)

Grants Writer

To research and work with the executive team to apply for all grants applicable and available to the club. Works in partnership with the secretary and treasurer.

Sponsorship coordinator

To work with our parents, local community and the AFL to obtain sponsorship and support for the club. (Sponsorships packages and information available.)

Works in partnership with the secretary and treasurer.

Registrar

Canteen Committee

Team Managers work alongside the Secretary for updated communication and information and their designated VP for match day support and team specific roles.