

# Old Collegians Football Netball Club

*"Our Community, Your Club, My Home"*



## Old Collegians Football Netball Club

**OCFNC HANDBOOK 2021**

# Old Collegians Football Netball Club

*"Our Community, Your Club, My Home"*

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# Old Collegians Football Netball Club

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## 1. Introduction

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**Old Collegians Football Netball Club** commenced as an Under 21 competition side known as YCW. In March 1951 YCW were admitted to the Warrnambool & District Football League becoming the sixth side in a competition that grew to 12 sides. At the end of the 1952 season it was decided to change the name from YCW to Old Collegians Football Club thus maintaining the close tie that existed between YCW and the Christian Brothers College. Almost 70 years later the Club has accumulated premierships across several grades in both Netball and Football Programs.

The primary focus of the Old Collegians Football Netball Club continues to be success delivered in the form of premierships across all grades of Football and Netball.

Old Collegians Football Netball Club acknowledge it has a concurrent role to play in developing good people who are well equipped for their life within and beyond the club's sporting interface. Old Collegians Football Netball Club accept it must positively influence and develop a number of life skills across its broad membership base whilst training, preparing and developing club athletes/coaches/officials to strive for sporting success.

The development of people at Old Collegians Football Netball Club will be our hallmark.

## STATEMENT OF MISSION

Old Collegians Football Netball Club provides inclusive opportunities for all community members to enhance their health and well-being through participation and volunteering opportunities

## VALUE STATEMENTS

- we not me
- what we say is what we do
- embracing diversity and inclusion
- we are the custodians of our emblem
- not just about 'Game Day'
- fairness, respect & gratitude

## STRATEGIC PILLARS

### **Governance ... how we will run the Club**

*We will be forward thinking, transparent and accountable in our planning and decision making*

### **Programming ... the opportunities that we provide**

*We will be forward thinking, transparent and accountable in our planning and decision making We will be inclusive in developing our people and club*

### **Facilities ... developing our environment**

*We will provide a safe, welcoming and accessible facility*

### **Communication ... how we engage**

*We will be open and consultative with our engagement*

### **Community ... this is what we are about**

*We will be the central community hub for the West Warrnambool*

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## Committee Structure

### Executive committee

President	Administration Coordinator	Finance Coordinator
Jason Moloney	Sara Quinn	Tony White

### Club Officers

Club Operations Coordinator	Game Day Coordinator	Junior Football Coordinator / Junior Development	Child Safety Officer
Stephen Brooks	TBA	Mick Williams	Secretary

### Sub Committee officers

Sponsorship Coordinator	Netball Coordinator	Football Coordinator	Women's Football Coordinator
Meagan Forth	Nikki Mitchem	Simon Dawson	Xavier Couch
Canteen & Catering Coordinator	Volunteer Coordinator	Senior Football Coach	Senior Netball Coach
Cherie MacDonald	Tamara Bull	Nick Sheehan	Jess Toleman

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## Old Collegians Football Netball Club

### Code of Conduct

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Old Collegians Football Netball Club support the AFL and AFL Victoria and Netball Victoria codes of conduct.

#### COACH CODE OF CONDUCT

Coaches are required to sign the Code of Conduct as part of the Level 1 Accreditation requirement.

All coaches must be accredited to coach in our Club.

[AFL Coaches Code of Conduct](#)

#### PLAYER'S CODE OF CONDUCT

- Play by the rules. Rules of our club and the rules of the game
- Never argue with an umpire or other official – without these people, you can't play sport
- Control your temper – you will gain real respect.
- Be a team player – teams win games not individuals.
- Treat all players fairly – as you would like to be treated.
- Work with your coach and teammates – not against them.
- Play for enjoyment and to improve your skills.
- Don't lower yourself, your coach, your parents or your team by making any remarks based on race or gender.

#### PARENTS & SUPPORTERS & MEMBERS CODE OF CONDUCT

- Encourage participation but don't force it.
- Teach the message that it's not whether you win or lose but how you play the game.
- Encourage an understanding of the rules by showing a genuine interest.
- Never ridicule mistakes or defeats – you will destroy confidence quickly.
- Remember you are there to support the players enjoyment before your own.
- Lead by example and respect all players, coaches, umpires and spectators.
- Personally recognise all volunteers who are giving their valuable time.
- Never publicly criticise umpires – raise your concerns calmly in private.
- Lead the way in stamping out all racial, verbal or physical abuse.

By registering with the **Old Collegians Football Netball Club (OCFNC)**, I agree to abide by these principles. I support the OCFNC in its undertakings and encourage the OCFNC to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

**PLAYERS NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**If above is Under 18**

**PARENT|GUARDIAN'S NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

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## Child Safety Policy (as per the WDFNL Policy Manual)

**DOCUMENT REFERENCE:** OCFNC 002

APPROVED DATE: TBC

DATE OF NEXT REVIEW: TBC

RELATED DOCUMENTS/SITES: [The Commission for Children and Young People](#)  
[Child Safe Standards](#)  
[VicSport & Child Safe Standards](#)  
[AFL Safeguarding Children commitment statement](#)  
[AFL Safeguarding Children Policy](#)  
[AFL Safeguarding Children Code of Conduct](#)  
[AFL Safeguarding Children Reporting Procedure](#)

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### **Purpose**

This policy was written to demonstrate the strong commitment of the management, staff and volunteers of the Old Collegians Football Netball League (OCFNC) to child safety and to provide an outline of the policies and practices the OCFNC has developed to keep everyone safe from any harm, including abuse.

### **Commitment to Child Safety**

The Old Collegians Football Netball Club is committed to promoting and protecting the safety and wellbeing of children and young people in our care. We seek to promote and protect the rights of all children in our care and prevent abuse from occurring by fostering a child safe culture. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

### **Application of this Policy**

This policy was developed by the OCFNC and in collaboration with staff, and volunteers.

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Administrators
- Coaches
- Officials
- Participants
- Parents
- Spectators.

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

### **Child Abuse**

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the OCFNC are committed to reducing the risk of occurrence.

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## **Children's Rights to Safety and Participation**

The OCFNC encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

We teach children about what they can do if they feel unsafe. We listen to and act on any concern's children, or their parents, raise with us.

**Valuing Diversity** We value diversity and do not tolerate any discriminatory practices. To achieve this, we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation; and
- seek appropriate staff from diverse cultural backgrounds.

## **Recruiting staff and volunteers**

The OCFNC takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff and volunteers
- Require Working with Children Checks for relevant positions.
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

## **Supporting staff and volunteers**

The OCFNC seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

## **Reporting a child safety concern or complaint**

The OCFNC has appointed the Clubs Secretary as Child Safety Persons with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children, and can be contacted by phone.

## **Risk Management**

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To

reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- using change room facilities;
- using accommodation or overnight stays;
- travel; or
- physical contact when coaching or managing children.

## **Reviewing this policy**

This policy will be reviewed every two years and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in the OCFNC.

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## Harassment and Bullying Policy (as per the WDFNL Policy Manual)

**DOCUMENT REFERENCE:** OCFNC 003

APPROVED DATE: TBC

DATE OF NEXT REVIEW: TBC

RELATED DOCUMENTS/SITES: [AFL & Affiliated members - Member Protection Policy](#)

[AFL Respect and Responsibility Policy](#)

[AFL National Vilification & discrimination Policy](#)

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### Background

Sometimes incidents occur which require a means of protecting the rights of members within the wider Warrnambool and District Football Netball League community. This includes players, officials, umpires, club members, parents, spectators and sponsors.

A number of incidents have been brought to the attention of the WDFNL Executive during 2009 which have raised concerns about cyber bullying, through the use of mobile telephones and email.

### The Policy

Harassment or bullying is when someone or a group of people deliberately upset or hurt another person, their property, reputation or social acceptance.

Harassment or bullying can be carried out through face to face contact but can also occur through an internet service, such as email, chat room, discussion group or instant messaging. It can also include the use of mobile phone technologies such as text or video messaging.

Examples of cyber bullying include teasing, spreading rumours, unwanted messages, defamation or threats - any action which humiliates and distresses someone.

### The Procedure

Incidents of Bullying & Harassment should be lodged with the League using Attachment 1.

If the WDFNL executive receives a complaint the allegations of harassment or bullying will be forwarded to the League Investigation Officer.

If there is evidence, charges will be laid and the issue will proceed to the WDFNL Independent Tribunal, exactly the same as if the investigation relates to physical violence or other reportable offences.

### The Penalties

The WDFNL executive has come up with a range of penalties for harassment or bullying.

Any proven charges will automatically lead to a minimum two (2) match suspension for a registered player. The tribunal, as always will have full discretion in these matters, but because of the unusual and new type of offences the League Executive will make a recommendation in relation to a penalty in consultation with Victoria Police.

These penalties will cover a complete range, including deregistration.

If evidence of complaints becomes available that information will be forwarded to Victoria Police.

In the case of a non-playing club member being proved to have engaged in harassment or bullying the club employing, engaging or otherwise associated with the person at the time of the conduct shall be deemed to be vicariously liable for the conduct of the person and shall pay to the League a penalty to be determined by the League.



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## Attachment 1 | INCIDENT REPORT FORM

### 1. Details of person reporting bullying/harassment incident

Name: \_\_\_\_\_ Club \_\_\_\_\_

Position Held: \_\_\_\_\_ (if applicable)

Address: \_\_\_\_\_ P/Code: \_\_\_\_\_

Phone: Mob \_\_\_\_\_

E-mail: \_\_\_\_\_

### 2. Details of person being bullied/harassed

Name: \_\_\_\_\_ Club \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Mob \_\_\_\_\_

E-mail: \_\_\_\_\_

### 3. Bullying/Harassment Incident Details

Date of Incident: \_\_\_\_\_ Time of Incident \_\_\_\_\_

Venue where incident occurred: (if applicable) \_\_\_\_\_

**Provide below a detailed description of the Bullying/Harassment Incident:**

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### 4. Witness Contact Details

Witness Name: \_\_\_\_\_

Phone: Mob \_\_\_\_\_

E-mail: \_\_\_\_\_

**Outline any action taken at the time of the bullying/harassment incident by any Club**

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**Personnel:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Form to be lodged with Warrnambool & District Football Netball League President.

*Once an Incident Report Form has been lodged with the League, the League Executive will determine the appropriate process to follow. Parties involved will be notified in due course of any further action to be taken or penalty to be imposed by the League.*

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## Alcohol Management Policy

**DOCUMENT REFERENCE:** OCFNC 004

APPROVED DATE: TBC

DATE OF NEXT REVIEW: TBC

RELATED DOCUMENTS/SITES: [Liquor Control Reform Act](#)  
[Victorian commission for gambling and liquor regulation](#)  
[AFL Alcohol Management Policy Template](#)

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This policy aims to provide a basis for the responsible management of alcohol by the Old Collegians Football Netball Club.

The club recognises the importance in holding a liquor license in the value it adds to the club, enabling it to generate income and hold social functions, but in doing so the club also accepts the responsibilities and expectations of the community in strictly adhering to the liquor licensing laws.

### **Serving Alcohol**

Alcohol will be served according to the requirements of the club's liquor licence and in accordance with the safety and wellbeing of patrons.

- The club will maintain a current liquor licence.
- The liquor licence will be displayed at the bar.
- Persons under the age of 18 years are not permitted to serve alcohol.
- Only Responsible Serving of Alcohol (RSA) trained members/bar staff will be permitted to serve alcohol.
- The club will discourage excessive or rapid consumption of alcohol.
- Alcoholic drinks will be served in standard drink measures.
- The club will display posters on liquor license regulations and education.

### ***Promoting the responsible use of alcohol***

- The club will actively demonstrate its attitude relating to the responsible use of alcohol.
- The club will not advertise, promote or serve alcohol at junior events or activities.
- The club will educate club members and supporters about the alcohol policy.
- The club will pursue non-alcohol sponsorship and revenue sources.
- The club will provide at least one alcohol-free social events for junior clubs.
- Alcohol advertising will only appear at the bar.
- The club will not promote alcohol through 'cheap drink' strategies, such as happy hours.

### ***Alcohol will not be served to any person who is intoxicated.***

- Servers will follow procedures, provided in their training, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave the club.
- Intoxicated persons will be refused entry into the club.

### ***Underage drinking***

- Alcohol will not be served to persons under the age of 18 years.
- Staff will request proof of age, where appropriate.
- Only photographic ID will be accepted.

### **Safe Transport**

- Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration.
- Telephone calls will be made free of charge to arrange a taxi or other transport.
- Contact telephone numbers for taxi services will be displayed at the bar.
- In specific cases, where a designated driver who has been nominated by the club and that person has accepted the responsibility to drive others home safely, will be provided non-alcoholic drinks free of charge by the club.

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## **Food**

- The club will wherever possible actively promote and sell food whenever alcohol is available.

## **Fundraising, Functions and Prizes**

- Promotions such as drink promotions, drinking competitions and all-inclusive cover charges should not be conducted on club premises.
- The club will not promote or provide alcohol or drink vouchers for player awards.
- Prizes for raffles and fundraising will not have an alcohol focus.
- The club will use food or canteen awards rather than alcohol as prizes for player performance.
- The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy.

## **Bar Management**

- A list of all RSA trained club members will be displayed near the bar. The list will also highlight RSA trained committee members.
- Non and low alcoholic alternative drinks will be available at all times.
- Tap water will be provided free of charge from the bar.
- An incident register will be maintained to record any incidents that may occur in relation to compliance with this policy and the operation of the social rooms bar.
- Bar staff will not be permitted to drink alcohol while serving behind the bar.

## **Club Committee Responsibilities**

The presence of committee members is essential to ensure the operation of the bar and policy compliance. At least two duty committee members who are RSA trained are required to be present at all club functions when the bar is open. Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries.
- Ensure the admission of members and guests and completion of the visitor's book.
- Compliance in respect of persons under 18 years of age on premises.
- Ensuring intoxicated people are refused service and are asked to leave the premises.
- Ensuring strict compliance with the club policy in accordance with the key provisions of the Liquor Licence.
- Recording any incidents in the incident register.

## **Non-compliance**

All club committee members will enforce the alcohol management policy and any non-compliance will be handled according to the following process;

- Explanation of the club policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

## **Promoting the "Alcohol Management Policy"**

The club will promote the alcohol management policy regularly by;

- Distributing a copy to all club members.
- Displaying a copy of the policy in the club social rooms.
- Periodic announcements to members at functions.

The club recognises the importance of educating club members, particularly players in the benefits of implementing an alcohol management policy and will endeavour to provide information to assist this process.

## **Policy Review**

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, the policy will be reviewed annually.

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## Smoke Free Management Policy

**DOCUMENT REFERENCE:**      **OCFNC 005**

APPROVED DATE:                TBC

DATE OF NEXT REVIEW:        TBC

RELATED DOCUMENTS/SITES: [Victorian Government Tobacco legislation and regulations](#)  
[Victorian Government Tobacco Reforms](#)  
[Warrnambool City Council Smoke Free Outdoors Policy](#)  
[AFL Smoke Free Policy template](#)

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Old Collegians Football Netball Club recognised that passive smoking (inhaling second-hand smoke) is hazardous to health and that non-smokers should be protected from tobacco smoke. Passive smoking can lead to other serious illnesses such as bronchitis, lung cancer, cardiovascular disease, and chest illnesses in children. Accordingly, the following policy has been developed by Old Collegians Football Netball Club to help protect people's health.

The move to go Smoke Free also complements the Old Collegians Football Netball Club's desire to create a healthy family friendly environment. The Old Collegians Football Netball Club believes that such an environment and image will be advantageous in attracting new members and positively promoting the club in the community.

Legislation and the legal duty of care also provide reasons to have a Smoke Free club. Under common law the Old Collegians Football Netball Club has a legal duty of care to ensure that employees, volunteers, players and officials are not exposed to potentially harmful situations. The Occupational Health and Safety Act also stipulates that employees and working volunteers must have a safe environment to work in. Victorian Smoke Free dining legislation also states that enclosed dining areas must be Smoke Free.

### **Who is affected by the Policy?**

This policy applies to all members, administrators, officials, coaches, players and visitors of the Old Collegians Football Netball Club

### **Timing**

This policy is effective immediately

### **Designate Smoke Free Areas**

The Old Collegians Football Netball Club requires the following areas to be Smoke Free:

- Club and social rooms
- Administration and office areas
- Changing rooms
- Toilet blocks
- Indoor spectator viewing areas
- Playing areas
- Eating areas
- Grandstands and spectator viewing areas
- Near entries and exits of buildings, facilities, and the ground



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[Smoke free area as designated by the Warrnambool City Council](#)

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## **Behavioural Expectations**

The Old Collegians Football Netball Club recognises that role modelling can have a significant impact upon the junior members of the club. Hence, the following individuals and groups are to refrain from smoking while they are acting in an official capacity for the club or while in club uniform:

- Coaches (when coaching or representing the club)
- Trainers (when training players or representing the club)
- Officials (when representing the club)
- Volunteers (when representing the club)
- Players (when in uniform and representing the club)

Coaches and trainers will also speak to junior players about the effects of smoking on performance.

## **Promotion of the Policy**

The following mediums will remind patrons about the club's Smoke Free policy:

- Non-smoking signs
- Club handbook
- Advertising and promotional resources (eg brochures, newspaper ads etc)
- Club correspondence (letters, faxes, e-mails)
- Announcements
- Table signage
- Function speeches
- Signage

Ashtrays will be removed from the clubrooms to discourage smoking.

Cigarette butt bins will be provided outside to encourage smokers to smoke outside.

## **Non-Compliance Strategy**

The following five step non-compliance strategy will be followed if anyone breaches the Old Collegians Football Netball Club's Smoke Free policy.

1. Assume that the person is unaware of the SmokeFree policy.
2. A staff member or club representative will approach the person breaching the policy and politely ask them to refrain from smoking and remind them about the SmokeFree policy.
3. If the offence continues, then the most senior staff member or most senior club representative will verbally warn them again and hand over a formally written letter that outlines the club's policy on smoking. The offending patron must also be made aware that if they don't stop smoking then they will be required to leave the club's facility. The club's management committee will sign off on the letter. This letter will be pre-written and kept both behind the bar and in the club secretary's office so that copies are readily available.
4. If the offence does continue then the patron will be escorted out of the facility by staff and/or a senior club representative.
5. Under no circumstances should the Old Collegians Football Netball Club's SmokeFree policy be breached: No matter who the offender is.

## **Sale of Tobacco Products**

The Old Collegians Football Netball Club will refrain from selling tobacco products.

## **Policy Review**

The policy will be reviewed three months after its introduction and then on an annual basis thereafter. This will ensure that the policy remains current and practical.



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## Netball Selection Guidelines

**DOCUMENT REFERENCE:** OCFNC 006

APPROVED DATE: TBC

DATE OF NEXT REVIEW: TBC

RELATED DOCUMENTS/SITES: [WDFNL Netball By laws](#)  
[Netball Australia-Junior Netball Policy](#)  
[Netball Victoria Pathway Program](#)

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These guidelines have been developed under the guidance of the OCFNC Committee to establish consistent and transparent guidelines for all players, parents and coaching staff. These guidelines were developed to ensure success and integrity within all netball grades at Old Collegians FNC.

## Juniors

The Junior Structure is made up of 3 age groups that aligns with the current Netball Victorian pathways.

- 13&U
- 15&U *and*
- 17&U.

17&U and 15&U are made up of players born in a two-year age group bracket (Top age and Bottom age).  
13 & U has 3-year age group brackets available (top age, bottom age and bottom bottom age).

The introduction of bottom bottom age players is to ensure that the club can draw on our development squad (currently known as 'Little Warriors') in times of injury, absences or low numbers at selections.

### Junior Selection Philosophy regarding Junior Development

The management of all junior players is conducted carefully and with consideration for:

- The importance of girls & boys playing with their peers.
- Being able to demonstrate playing in a safe, organised, respectful environment.
- Maintaining a sense of belonging and friendship.
- Feeling supported throughout the selection process.

The following observations will contribute to the final selection of players to specific teams. Please note these are placed in specific order of importance.

1. Participation in selection processes.
2. Attitude/behaviour towards other players, coaches and parents and the selection process.
3. Skills level- Defence, Attack and Mid-court.
4. Team balance.
5. Player and family commitment will be considered.

Also, be mindful that the player's age, within a specific age group, has minimal impact on the team selection process. It is a combination of all of the above observations and considerations. This is applicable for both top and bottom age players. eg. A player who is top age should not expect to be in a certain team solely due to falling into

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the eldest age group and the same applicable for bottom age players. No assumptions regarding the age of the player and which teams they are selected within should be made.

Coaches should also consider the following points in junior selections:

- i. When selecting teams, club players should be considered if the positions allow for it. Coaches should make every endeavour to find a spot for club players.  
E.g. Tryouts see 4 goalers' tryout. A club fringe player who is a GS and has never played another position may miss out to a non-club player who plays C-WD as that is that gap in the team
- ii. Where possible no top or bottom player should miss out on selection to a bottom, bottom aged player.  
E.g. an inexperienced player that is bottom, bottom age may not make a team if better skilled top and bottom age players are available for selection. This is to protect the player and allow an additional 12mths of development as well as being fair to the selected team to ensure that that
- iii. Junior's players should not be picked outside their age group unless a shortage in the above age group and their age group would not be at a disadvantage without them. A player should always be encouraged to play their own age group first, even if this results in playing 2 games a week (another player should not miss out in the above age group in this case)  
E.g a top age 15&U plays the position that the 17&U is missing a discussion would be have with the player and parent about the opportunity to play 17&U. No 17&U player should miss out on selection in this case
- iv. No player should be picked if it were deemed to be to be a detrimental to the player  
E.g this would typically apply to bottom, bottom age 13s where Little Warriors is an option to develop and be better prepared to play the following year.
- v. Teams should not be made up on any less than 8 and ideally no more than 10. This is to ensure that all players have equitable opportunity to develop, learn and play.

## **Opportunities for junior players to play out of own age group.**

Our preference, as a Club, for those girls involved with Junior Development is the following:

A junior player, selected in a junior side, may be eligible for experience playing in either A, A Res or B grade under the junior development process or as a previous junior development player.

The amount/exposure +/- game time is at the discretion of the Senior Coach, parent and relevant junior coach.

## **Announcement of Selected Teams**

The final teams will be announced by a team coach by appropriate means of communication. Successful players will be notified by a text message and/or phone call, whilst unsuccessful players will expect to receive a phone call and will be notified prior to the successful players selected. Some players may be given the opportunity to play for a higher grade/age group. In the event of excess player numbers, the club principles are to have junior players playing within our junior ranks.

However, at times this option may not be available and alternate options such as selection into a higher grade or being placed on an Emergency player list will occur. In all cases, movement of these players will be at the discretion of the coach, Junior Coordinator and Netball Sub-committee in consultation with and the agreement of the player/s and parents.



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## Seniors

The WDFNL is made up of 3 senior Grades in a tiered structure. OCFNC commits to ensuring the A Grade is filled with the best players available for A Grade selection as per the WDFNL Netball By-law. These players can be selected from open tryouts or by active recruitment processes. The A grade coach should consider development within the club to ensure longevity to success.

Senior Grade Selections should take into consideration

- Club Players (i.e. been at the club for over 12months previously as a player or supporter (e.g. Partner of footballer - inc partners of new recruits)  
E.g a non-club fringe Ares/B player may miss out to a Club B Grade Player
- The ability to cover all positions in all grades is to be considered.  
E.g 4 goalers tryout and remain for selection in Ares/B. 3 should not be picked in Ares leaving B with only one gaoler. Other opportunities to develop should be considered to cover a second gaoler in B Grade
- Players should not be picked at the detriment to them or a team  
E.g an unskilled player may be offered a training partner position to allow them to further develop skill before being exposed to a game
- Juniors coming up (i.e. first year in seniors) should be treated as a previous senior player, ideally looking at the opportunity to further develop their skills and allowing confidence within the senior levels.  
E.g a first-year senior player should not feel intimidated to play any grade or assume that they will walk into a higher grade (maybe they filled in in the Ares 1 game as a top age 15&U but they are a better team fit to B Grade)
- Teams should consist of 8 or 9, typically no more than 10.  
E.g. a coach wanting to take 8 may need to take 9 or in some cases 10 to ensure that club persons have a spot in a team.

## Announcement of Selected Teams

The final teams will be announced by a team coach by appropriate means of communication. Successful players will be notified by a text message and/or phone call, whilst unsuccessful players will expect to receive a phone call and will be notified prior to the successful players selected

# Old Collegians Football Netball Club

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## Cyber Safety Guidelines

**DOCUMENT REFERENCE:** OCFNC 007  
**APPROVED DATE:** TBC  
**DATE OF NEXT REVIEW:** TBC  
**RELATED DOCUMENTS/SITES:** [Australian Cyber Security Centre](#)  
[ESafety Commissioner](#)  
[Play by the Rules- Esafety](#)  
OCFNC 002 – OCFNC Child Safety policy

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## Cyber Safety Position Statement

Cybersafety refers to "the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones"

The Internet and Information and Communication Technologies (ICT) devices / equipment bring great benefits to all users and can contribute to the effective operation of the OCFNC and its members through the ability to disseminate information, the ability to promote the sport and clubs and to provide members with the ability to connect with others within the organisation.

Old Collegians Football Netball Club (OCFNC) has an obligation to ensure that affiliated sports clubs and organisations maintain a safe physical and emotional environment for its members and this includes cyber safety and the safe and responsible use of ICT.

Individual members also have a responsibility to use ICT in a safe and responsible way. OCFNC and its members will create a cybersafe environment by:

- Using OCFNC name, motto, crest and/or logo only in an appropriate way in line with the club's guidelines
- Using OCFNC's or affiliated club's websites to provide information about competitions, committees, policies, rules, social events or other important sport related issues
- Using SMS and/or email by officials, managers, coaches etc to communicate organisation business and organisation sanctioned social events (via parents in the case of juniors)
- Using OCFNC's or affiliated clubs social network pages to promote positive organisation news and events (with permission obtained from featured individual(s) and via parents for juniors)
- Ensuring content of posts or electronic communication doesn't breach any OCFNC policies or codes of conduct
- Ensuring content of posts or electronic communication doesn't breach state or commonwealth law. This includes not engaging in 'sexting' where a member sends or is in possession of an inappropriate sexualised image of a person under the age of 18 years – this is a criminal offence and the Police will be informed immediately
- Not engaging in cyber bullying, including but not limited to:
  - harassing, teasing, intimidating or threatening another person via electronic means
  - sending or posting inappropriate digital pictures or images, email /instant / phone / text messages, or website postings (including social network sites i.e. Facebook or blogs) and is irrespective of whether the page could be viewed by the wider public or not
- Members will remain responsible for and be vigilant of the content and security of their individual accounts such as email, social networking (i.e. Facebook), micro blogging (i.e. Twitter), video sharing (i.e. YouTube), picture sharing (i.e. Instagram) and mobile phones.

Members' refers to administrators, clubs, club members, coaches, officials, registered players, sponsors, support personnel and umpires.)

# POSITION DESCRIPTIONS

# Old Collegians Football Netball Club

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## President |Chair Person

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The responsibility of the Old Collegians Football Netball Club Chair / President is to oversee the strategic Management and Administrative Operations of the club and to provide leadership and support to its Committee and Members.

The Chair / President will achieve this through effective communication and delegation of responsibilities to the Clubs Executive and General Committee.

### **Objectives:**

- To provide strong, efficient and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the senior football and netball teams at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the Club.
- Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football/netball activities are played in a competitive and fair spirit.

### **Responsibilities**

- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Club Committee.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the, Executive or Committee.
- Acts as or ensure his/her delegate acts in the best interests of the Club at League, or Delegates Meetings
- Supports all Managers, Committee Members and Football / Netball staff.

### **Accountability**

- The President is accountable to the Members and the General Committee.
- Provide a report on general operations to the monthly Committee meeting.
- Seek ratification from the Executive prior to committing the Club to any financial expenditure or action.

### **Key Elements:**

#### **A good chairperson should be able to:**

- Lead without controlling
- Involve club members in decisions that affect them
- Stimulate balanced discussion
- Time meetings to finish on time
- Encourage focused discussion and keep meetings on track
- Negotiate successfully between members and LISTEN

#### **An effective chairperson/president needs to be:**

1. **Well informed on all club activities:** for example, know about the club's current financial position, each of the programs run by the club, who is in charge of them and the number of teams within the club.
2. **Aware of the future directions and plans of the club:** for example, to build new amenities.

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3. **Have a good working knowledge:** familiarity with the constitution, club rules and duties of office bearers and committees.
4. **Manage committees and/or executive meetings:** ensure that all matters are discussed and the best decisions made, without lengthy meetings.
5. **Chair the club's annual general meeting:** see that the agenda is followed, all business is completed, awards or presentations made and speakers welcomed.
6. **Represent the club at local and regional levels:** for example, a meeting called by your league or council.
7. **A supportive leader for all club members:** listen to other people's suggestions (not just the committee members) and act on them.
8. **A facilitator for club activities:** encourages and motivate members to ensure that planned activities go ahead.
9. **Prepared to ensure planning and budgeting occurs:** planning and budgeting for the future should be carried out in accordance with the wishes of the club members.

# Old Collegians Football Netball Club

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## Finance Coordinator – Treasurer

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### **Objective**

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

### **Responsibilities**

- Prepare the annual budget of the Club for presentation at the February Committee meeting (the draft budget having earlier been formulated by the Club Executive).
- Ensure all Executive and general Committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Oversee general banking activities.
- Oversee appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report monthly to the Club Committee on budget performance.
- Oversee all accounts for payment for approval.
- Prioritise payment of accounts.
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Manage any overdraft facility held by the Club.
- Ensure any surpluses are invested wisely after approval by the Committee.
- Ensure all taxation commitments are met by the Club.
- Issue tax certificates to employees as required under the Act.
- Oversee/Ensure the Club finances are correctly audited.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

### **Accountability**

- The Director - Finance is accountable to the President and the Executive Committee.
- The Director - Finance shall provide a monthly report to the General Committee of all financial transactions.

### **Accounts Receivable - Payable Officer**

Key Elements - Typically, duties for the Accounts Receivable/Payable Officer may involve:

- Issuing receipts and promptly depositing all monies received
- Making all payments and keeping accurate, up to date records of income and expenditure
- Ensuring that adequate accounts and records exist regarding the club's financial transactions
- Being the signatory on club cheques, with at least one other
- Preparing regular bank account reconciliations
- Being responsible for the club's petty cash
- Invoicing members for items/services provided, e.g. equipment, uniforms
- Being fully informed about the financial position of the club at all times
- Preparing budgets for the forthcoming year describing potential sources of income and expenditure
- Presenting regular breakdowns of income and expenditure to the management committee
- Preparing and presenting financial statements to committee meetings and for the annual report
- Investing surplus funds
- Managing club investment programs

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- Negotiating with banks for loans, overdraft facilities and mortgages
- Handling tax returns if applicable
- Preparing annual financial accounts for auditing, and providing the auditor with information as required
- Ensuring annual returns and statement of accounts are filed with the Commission for Corporate Affairs
- Ensuring GST compliance
- Ensuring invoices are valid tax invoices and that suppliers issue valid invoices

Some items to consider:

- 
- Check details of all bank accounts and all signatories
- Swap signatories straight away. Get the forms from the bank and take them to the annual meeting
- Check details of credit card or spending authorisations and organise for the return of outstanding chequebooks or cards
- Check who has the financial files and get all documents and budget information, including special events budgets and details of purchases
- Make sure you have a master copy of your financial procedures manual
- Organise for a detailed briefing from the outgoing treasurer detailing any spending commitments or incomings not included in budget papers
- Prepare a timeline of upcoming payments and dates when bills (insurance/rent) are due
- Once you have completed your first budget statement, see if you can check with the outgoing treasurer that nothing is missing

# Old Collegians Football Netball Club

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## Administration Coordinator – Club Secretary

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### **Objectives**

- To ensure that appropriate administrative support is provided to the President, Executive Committee and sub committee's.
- To provide a "whole of Club" planning focus to ensure the overall efficient management of club functions.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

### **Responsibilities**

- Establish a planning calendar for the year.
- Provide a coordinating and support role for Club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a complete record of all activities of the Club.
- Be familiar with the rules of the Club, League, State Body, AFL/Netball Victoria and any other body that has governance to give advice to the President and Committee as required.
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
- Receive all correspondence directed to the Club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

### **Accountability**

- The Director - Administration is accountable to the President and Executive Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.

### **Key Elements:**

- The secretary is often someone who has a keen interest in the club and wants to see it progress. They may or may not be actively involved in the club's activities and may be from a member's family, a former participant or a keen spectator of club events.
- The position of the secretary comprises a wide range of tasks. The secretary is often the first person an outsider contacts, therefore the position of secretary is critical to the successful management of any club. The secretary is the club's chief administration officer and provides the link between members, the club executive committee and outside agencies such as another local club.
- People interested in the club will generally contact the secretary when seeking information or details about activities.
- With good support, previously well-maintained records and clear instructions on what has to be done, many enthusiastic volunteers have become valuable assets as club secretaries.

When recruiting a secretary a club needs someone who can:

- Communicate
- Think clearly
- Maintain confidentiality on relevant matters
- Manage and supervise others (in relation to secretarial duties)



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- Organise and delegate tasks
- Have attention to detail
- Appreciate a sense of urgency
  
- Secretarial duties can include a variety of tasks according to the skills of the person in the role:
- Inward and outward correspondence (including registrations and clearances)
- Preparing for meetings
- Maintaining club records through Sports TG or specified platforms
- Maintaining membership records through Sports TG or specified platforms

# Old Collegians Football Netball Club

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## Club Operations Coordinator

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### **Objective**

- To oversee logistical planning and management to ensure the efficient delivery of club services/functions/support.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club
- To establish a broad social calendar for the season and end of season to provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.

### **Responsibilities**

- Appoint a subcommittee to program and organise social events for the Club.
- Prepare a calendar of social events that will attract the widest involvement from all members of the Club prior to the commencement of the season.
- Ensure that all social events held are at least cost neutral to the Club.
- Assist other operational roles in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

### **Relationships**

- Reports to the Executive Committee
- Liaises with all relevant committee members and any person responsible for and or running any social event under the Club umbrella
- Liaises with official Club suppliers & other key stakeholders

### **Accountability**

- The Director – Operations is accountable to the President and the Executive Committee.
- The Functions & Events Coordinator shall seek ratification from the General Committee of the social calendar including financial arrangements and shall thereafter have the authority to act within the limits of that arrangement
- Provide a report on portfolio operations to the monthly Committee meeting

# Old Collegians Football Netball Club

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## Game Day Coordinator

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### **Objective**

- To ensure all home match day operations are conducted smoothly throughout the season

### **Responsibilities**

- To ensure the ground and surrounding areas are safe for the days activities
- To have gate keepers organised and in position at the correct time
- To ensure the Team Managers are organised and well equipped for match days
- Assist other committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee
- Game Day Paperwork
- Sports TG Results

### **Relationships**

- Reports to the Football Manager
- Liaises with the Executive

### **Accountability**

- Accountable to the club Executive via the Football Manager

# Old Collegians Football Netball Club

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## Senior Football Coordinator

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### **Objective**

- To co-ordinate all off field football activities for the Clubs teams to ensure that all players, on and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

### **Pre-Season**

- Coordinate formulation of the Football Operational Plan with the Coaches
- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed prior to the commencement of the home and away season.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Club Executive prior to the Club being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Negotiate all clearances and player registrations in accordance with the league rules

### **During season**

- Coordinate delivery of the Football Operational Plan.
- Provide documentation in consultation with the Treasurer, all player payments and coaching fees.
- Liaise between players, coaches, Club Executive and General Committee.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment including goal post covers.
- Coordinate submission of running sheets and match reports after both home and away games.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.

### **Accountability**

- The Senior Football Coordinator is accountable to the President and Executive
- The Senior Football Coordinator shall seek ratification from the Executive Committee of a football budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive
- Provide a report on Senior football operations to the monthly Committee meeting

# Old Collegians Football Netball Club

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## Junior Football Coordinator / Junior Development

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As above the Junior Football Coordinator will work with the Senior Football Coordinator to:

- Co-ordinate all off field football activities for the Clubs teams to ensure that all players, on and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
  - To provide support to the Executive and Committee members to ensure the efficient operation of the Club
- They will also focus on ensuring the continued development, promotion and advancement of junior football/netball and senior players within the club.

A key aim of the role is to maximise the opportunities for young people to play football/netball and be involved in the game to the maximum of their potential and enjoyment.

They must be committed to ensuring that football/netball development programs are conducted to maximise the numbers participating and supporting football/netball and enable young football/netballers to achieve their highest potential. This may be at either Club level, or higher competitions.

### Objectives

- to seek to provide the best and safest environment for junior players
- to be committed to ensuring the continued development of junior players and the junior football/netball components of the Club from junior through to open competition.
- to promote the Club's junior coaching development philosophy to all coaches and personnel involved in junior teams from junior through to open competition
- to provide all juniors with the best possible opportunity to develop their skills
- to foster a sense of team spirit and responsibility in junior player
- to co-ordinate the provision of training and coaching resources to junior coaches and teams
- assist with the provision of advice, support and guidance for junior players that may require additional assistance beyond the "average" player
- identify those juniors that require specific skill training to assist in their development
- identify and assist those players of outstanding potential in furthering their careers.

### Responsibilities

- Conduct of the Club Primary School Clinics
- Oversee the Auskick Program and provide support and assistance to the Auskick Coordinator as necessary.
- Liaise with FV regional staff to ensure all development and promotional opportunities for the Club are realised.
- Coordinate the attendance at junior (under 10 to 18) teams training and matches of senior grade players to assist junior coaches and ensure the maintenance of a high profile and level of support for the junior players.
- To promote the Club's junior coaching developmental philosophy to all coaches and key personnel involved in the under 10 to 18 teams and Auskick Program.
- Coordinate the provision of training and coaching resources (such as videos and other instructional / educational information) to the junior coaches and teams.
- Assist with the provision of advice, support and guidance (possibly referrals) for junior players that may require additional assistance beyond the 'average player'. This may relate to player welfare issues such as schooling / family / life that may adversely impact on the player.
- Coordinating attendance by Club personnel at coaching courses run by the FV.
- Advise the Club Committee on all matters relating to junior development matters.

# Old Collegians Football Netball Club

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## **Accountability**

1. The Director - Development reports directly to the Executive Committee
2. A close relationship is also maintained with the Club Executive and the Coaches on football/netball operational matters.
3. The Director - Development will liaise with the League Development Coordinator to ensure the Club's responsibilities for the identification of talented players are met.
4. A close working relationship with the Auskick Program Coordinator is required to ensure the Program is run professionally and successfully.

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## **Key Element**

1. Maintain a minimum of level 1 coaching qualifications, and preferably advance to level 2.
2. Have a background of coaching at a junior level.
3. Have a background as a senior player of the Club, or be a current senior player.
4. Understand the structure of football/netball development within the Region.

# Old Collegians Football Netball Club

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## Woman's Football Coordinator

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### **Objective**

- To co-ordinate all off field football activities for the Clubs womans teams to ensure that all players, on and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

### **Pre-Season**

- Coordinate formulation of the Football Operational Plan with the Coaches
- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed prior to the commencement of the home and away season.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Club Executive prior to the Club being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Negotiate all clearances and player registrations in accordance with the league rules

### **During season**

- Coordinate delivery of the Football Operational Plan.
- Provide documentation in consultation with the Treasurer, all player payments and coaching fees.
- Liaise between players, coaches, Club Executive and General Committee.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment including goal post covers.
- Coordinate submission of running sheets and match reports after both home and away games.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.

### **Accountability**

- The Women's Football Coordinator is accountable to the President and Executive
- The Women's Football Coordinator shall seek ratification from the Executive Committee of a football budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive
- Provide a report on the woman's football operations to the monthly Committee meeting

# Old Collegians Football Netball Club

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## Netball Coordinator

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### **Objective**

- To co-ordinate all off field netball activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

### **Pre-Season**

- Coordinate formulation of the Netball Operational Plan with the Coaches
- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Club Executive prior to the Club being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers and other team support staff to ensure smooth running on game days.
- Negotiate all clearances and player registrations in accordance with the league rules

### **During season**

- Coordinate delivery of the Netball Operational Plan.
- Provide documentation in consultation with the Treasurer, all player payments and coaching fees.
- Liaise between players, coaches, Club Executive and General Committee.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment.
- Coordinate submission of running sheets and match reports after both home and away games.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Ensure equipment, e.g. uniforms and netballs owned by Club are retained by Club.

### **Relationships**

- Reports to the President and Executive.
- Supports the senior coach, match committee, netball support staff including team managers, trainers, umpires and time keepers
- Liaises with official Club suppliers & other key stakeholders

### **Accountability**

- The Netball Portfolio Manager is accountable to the President and Executive
- The Netball Portfolio Manager shall seek ratification from the Executive Committee of a netball budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive
- Provide a report on portfolio operations to the monthly Committee meeting



# Old Collegians Football Netball Club

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## Sponsorship Coordinator

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### **Objective**

- To maximise the number of sponsors supporting the Club and to maximise revenue from the sponsorship base.
- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long-term basis.
- To provide support to the Executive and Committee members to ensure the efficient management of Club sponsorship activities.

### **Responsibilities**

- Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible.
- Co-ordinate all sponsorship for all areas of the club.
- Meet the sponsorship budget target set as part of the annual financial planning process.
- Ensure all existing sponsors are contacted three months prior to the season commencement
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season.
- Arrange a sponsors dinner (as part of the annual luncheon) at an appropriate time of the year.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all Club sponsors.

### **Relationships**

- Reports to the President & Club Secretary.
- Liaises with the Club Committee.
- Liaises with Sponsors.
- Supports Sponsorship coordinators and any person responsible for providing services associated with sponsorships.

### **Accountability**

- Sponsorship Coordinator is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting as required.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.
- The Sponsorship Coordinator shall seek ratification from the General Committee of sponsorship packages offered by the Club and shall thereafter have the authority to act within the limits of the packages without reference to the General Committee.

# Old Collegians Football Netball Club

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## Membership Coordinator

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### **Objective**

- To provide coordination of Club membership activities.

### **Responsibilities**

- Develop and maintain strategies for the ongoing expansion of the membership base of the Club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by Club Committee.
- Liaise with stakeholders to ensure membership fees reflect current opinions of various sections of the Club.
- Provide to the Committee as soon as possible after the completion of each season with recommendations for all membership types and fees for the ensuing year.
- Ensure that tickets and related membership data are prepared for distribution.
- Ensure Life Members receive their memberships prior to the commencement of the season. Life Member tickets are allocated in ascending order in accordance with the age of each member, i.e., the oldest Life Member has the lowest card number.
- Assist with the collection of membership fees from players and general members.
- Provide details of all members to the Club Secretary to maintain the Club data base of membership.

### **Relationships**

- Reports to the Club Secretary.
- Liaises with the Club President and Secretary.

### **Accountability**

- Accountable to the Club Secretary.

# Old Collegians Football Netball Club

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## Merchandise Coordinator

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### **Objective**

- To provide support to the Executive and Committee members to ensure the efficient management of Club clothing sales
- To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

### **Responsibilities**

- Prepare a report proposing a suitable range of clothing for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines
- Arrange the display of clothing lines in the Club social rooms prior to the commencement of each season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines

### **Relationships**

- Reports to the President & Club Secretary
- Liaises with the Club Committee
- Liaises with suppliers

### **Accountability**

- Clothing Sales Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

# Old Collegians Football Netball Club

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## Volunteer & Roster Coordinator

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### Objective

- To coordinate all club volunteers to fill all positions required to ensure the club operations run smoothly at all times.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club rosters
- To maximise contribution by Club players to enable a spreading of the workload required to conduct key operations and to assist and support our volunteers

### Responsibilities

- 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
- Prepare rosters for the completion of identified tasks through the season
- Distribute rosters to all participants and ensure they are aware of their responsibilities to complete the tasks
- Liaise with Team Captains to ensure all rostered tasks are completed as scheduled
- Conduct an information session at the commencement of the season to ensure that Team Captains are familiar with the tasks to be completed and aware of their responsibilities as captains

### Relationships

- Liaises with Club Executive and General Committee
- Liaises with all club volunteers
- Reports to the President & Club Secretary
- Liaises with the Club Committee
- Liaises with Roster Team Captains and members

### Accountability

- Roster Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

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## Canteen Operations

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### **Objective**

- To provide an appropriate canteen service at all home games and at other times as agreed.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Ensure that an adequate food safety plan is in place for canteen operations
- Ensure that adequate equipment is available for providing the canteen services
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from canteen
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible
- Ensure that the canteen is open for business from the commencement of the first game at home games
- Account for all purchases and receipts
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

### **Relationships**

- Reports to the Club Committee
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders

### **Accountability**

- Accountable to the Club Executive & Committee
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

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## Gate Keeper

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### **Objective**

- To provide the service of collecting gate fees on behalf of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Attend the ground at the time set down by the Committee.
- Collect change and money bags / trays from the Treasurer.
- Admit members who show a current Club membership ticket and for those with an appropriate guest pass.
- Ensure all entrance fees are collected from all people entering the ground in accordance with the charges and directions of the Club and League.
- Pick Spectators up from the supplier for home games and arrange distribution to those entering the ground.
- Remain in attendance at the gate/s to the time agreed upon with the Committee.
- Return all monies collected to the Treasurer.
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

### **Relationships**

- Reports to the Club Committee
- Liaises with the Executive
- Liaises with official Club suppliers & other key stakeholders

### **Accountability**

- Accountable to the Club Executive & Committee
- Provide a report on portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

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## **Medical Head Trainer**

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### **Objective**

- To coordinate the Club trainers
- To manage the Club insurance program
- To oversee the management of player injuries
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Ensure that all grades of football have sufficient numbers of skilled training staff to service training and match days.
- Arrange training courses to ensure that all trainers are appropriately skilled in first aid and sports injury treatment.
- Coordinate the management of player injuries and treatment to ensure that lost time due to injury is minimised.
- Ensure the Club meets any league requirement regarding player insurance policy.
- Coordinate a register of injuries to players in all Grades.
- Provide advice to injured players regarding access to insurance claims including scope of the likely benefit.
- Manage and submit claims on behalf of injured player to the Insurer.
- Reconcile claims and ensure players receive payments returned from insurer.
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

### **Relationships**

- Reports to the Vice President and Club Executive
- Liaises with any injured player and medical/training staff
- Liaises with the Secretary
- Liaises with official Club suppliers & other key stakeholders

### **Accountability**

- Accountable to the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

## **Medical Trainer**

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### **Objective**

- To provide medical treatment and advice to the Coach and players for the team allocated to his/her care.

### **Responsibilities**

- Maintain a current First Aid and Sports Injury certificate.
- Develop/revise code of conduct regarding injury treatment for coaching staff and players.
- Provide recommendations to the Club Executive on the recruitment of appropriate football support staff.
- Ensure adequate supplies of strapping tape and medical supplies are available in accordance with Club policy.
- Instruct the players placed under their care, in the treatment of any injury.
- Be in attendance on team training nights as arranged by the Committee member responsible for Trainers.
- Wear appropriate attire as required by the Club.
- Be in attendance in the change rooms prior to the game at a time agreed upon with the team coach.
- Provide game day medical support to all players.
- Provide post game treatment of any injuries to players.
- Provide regular reports to the relevant coaches on the state of any injury to any player.

### **Relationships**

- Reports to the Coach Committee member responsible for Trainers.
- Liaises with the Secretary & Coaches

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## **Accountability**

- Accountable to the Vice President and Club Executive.



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## COACHES - FOOTBALL

### Senior Coach

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#### **Objective**

- To provide coaching expertise and leadership for the Club senior football team which helps to achieve the overall aims and objectives of the Club.

#### **Responsibilities**

- Develop/revise code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- Establish as soon as possible a profile of all current players and a recruitment profile to supplement any perceived deficiencies.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- Liaise with the Club Executive to recruit Assistant Coaches & a Reserves Grade Coach &
- Liaise with Club Executive regarding appointment of junior grade coaches.
- Manage the recruitment of players in consultation with the Executive.
- Provide recommendation to the Executive on suitable members of the Match Committee.
- Develop and establish an appropriate pre season training program.
- Provide recommendations to the Club Executive on the recruitment of appropriate football support staff.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- Liaise with junior grade coaches & Club Executive to establish a consistent coaching policy throughout the Club.
- Assist with junior development where possible or appropriate.
- Act as Chairman of the Selection Committee, or liaise with the Club Executive to recruit / appoint an appropriate skilled and qualified person to the position.
- Provide game day coaching expertise and leadership.
- Attend Club functions as agreed
- Provide regular reports to the General Committee throughout the season

#### **Relationships**

- Liaises with the Club Executive.

#### **Accountability**

- Accountable to the Club Executive

### Reserves Coach

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#### **Objective**

To provide coaching expertise and leadership for the Reserves football team of the Club.

#### **Responsibilities**

- In conjunction with Senior Coach develop/revise code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- In conjunction with Senior Coach assist recruitment of players in consultation with the Club Executive.
- In conjunction with Senior Coach develop and establish an appropriate pre-season training program.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- In conjunction with Senior Coach liaise with junior grade coaches to establish a consistent coaching policy throughout the Club.
- In conjunction with Senior Coach assist with junior development where possible and appropriate
- Provide game day coaching expertise
- Attend Club functions as agreed to

#### **Relationships**

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- Reports to the President
- Liaises with the Football Executive.

## ***Accountability***

- Accountable to the Football Executive and Senior Coach

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## Team Manager - Football

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### **Objective**

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach and any football staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

### **Responsibilities**

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team
- Ensure all players are either currently registered with the League or has an approved clearance from previous Club
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required
- Ensure other support staff has been appointed and are in attendance as required
- Ensure the integrity of best and fairest voting in accordance with Club policy
- Register all new players within the league guidelines
- Register copy of injury reports
- Process insurance claims
- Security of all teams players votes
- Number of games played by player
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate.

### **Game day responsibilities**

**The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each Saturday. Duties may be varied to reflect an individuals time commitment or the role as negotiated with the team Coach.**

#### Team sheets

- Complete, sign and give to umpire in accordance with league rules.
- Ensure all players named on team sheet including runner and trainers and water boys are registered.
- Full names are required, first and surname.

#### Goal kickers

- Ensure tally is kept during match.
- Goal kickers are to be recorded on the days running sheet.
- Goal kickers to be given to the opposition team manager or secretary at away matches and goal kickers obtained from the opposition at home matches.

#### Club best & fairest

- Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be given to the opposition at away games and details of their best players got from them at home matches (Check league rules)

#### Players property

- Ensure players property is collected prior to each game and safely secured during matches.

#### Drinks

- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).

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## Trainer's equipment

- Liaise with trainers to ensure sufficient equipment including towels are on hand.

## Footballs

- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ball is returned after the completion of the match.

## Scores reporting

- Check your league procedures for this.

## Statistician

- Statistician to be provided for the senior team (if required by the coach).

## Transport of gear

- Team managers are responsible for the organisation of transport of gear to away matches.

## Awards

- Determine, with appropriate football staff, best player awards for the team side
- Prepare awards for distribution

## Umpires

- Check with umpires within 10 minutes of finish of game that there were no reports ("all Clear").
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.

## ***Relationships***

- Reports to the Secretary
- Supports the coaches and match committee and other football staff as appropriate

## ***Accountability***

- The Team manager is accountable to Secretary and the Coach of that team which he manages

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## Team Manager - Netball

---

### **Objective**

- To ensure all off field netball matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach and any other netball staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

### **Responsibilities**

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team
- Ensure all players are either currently registered with the League
- Ensure other support staff has been appointed and are in attendance as required
- Ensure the integrity of best and fairest voting in accordance with Club policy

### **Game day responsibilities**

#### Team sheets

- Complete and give to score bench in accordance with league rules.
- Ensure all players named on team sheet including bench personal (if applicable).
- Full names are required, first and surname.
- Primary carer is available and in attendance.

#### Statistics

- Ensure required statistics (as per Head Coach requirements) is kept during match.

#### Club best & fairest

- Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be given to the opposition at away games and details of their best players got from them at home matches (Check league rules)

#### Players property

- Ensure players property is collected prior to each game and safely secured during matches.

#### Drinks

- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).

#### Scores reporting

- Check league procedures for this.

#### Transport of gear

- Team managers are responsible for the organisation of transport of gear to away matches.

#### Awards

- Determine, with appropriate netball staff, best player awards for the team side
- Prepare awards for distribution

### **Relationships**

- Reports to the Secretary
- Supports the coaches and match committee and other football staff as appropriate

### **Accountability**

- The Team manager is accountable to Secretary and the Coach of that team which he manages

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## Primary Carer – Netball

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### **Objective**

- To provide medical treatment and advice to the Coach and players for the team allocated to his/her care.
- Each team must provide a primary carer for all matches. The primary carer preferably needs a first aid certificate and should have experience of strapping, taping and sport injury management.

### **Responsibilities**

- Maintain a current First Aid (highly desirable).
- Ensure adequate supplies of strapping tape and medical supplies are available in accordance with Club policy.
- Instruct the players placed under their care, in the treatment of any injury.
- Wear appropriate attire as required by the Club.
- Be in attendance in the change rooms prior to the game at a time agreed upon with the team coach.
- Provide game day medical support to all players.
- Provide post game treatment of any injuries to players.
- Sit on bench during game alongside coach and team manager as The Primary carer is the only person allowed on court to attend to players.
- Tend to players' basic needs on or off court, as required, when time has been called due to injury or blood rule 5. Give asthma pump to players on court, when requested, even when game is playing
- Request assistance of first aid personnel should further treatment be required other than a basic Band-Aid or wiping of blood.
- If injury requires player being carried from court, liaise with umpire re assistance from non-coaching personnel
- Communicate to umpires when player no longer as blood exposed on body or clothes
- All injuries must be reported to court supervisor for record purposes. Blood policy as outlined in the rule of netball applies to all games. Clubs are to ensure that appropriate vests for court primary carers are available and worn at all times during game time

NB: coaches have confidential Medical Forms on all players. Copies of these forms are also located in the first aid case if required

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## Tribunal Advocate

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### **Objective**

To provide advocacy support to any player required to attend the League Independent Tribunal either for clearance appeals, charged player or players called as witnesses to a charge.

### **Responsibilities**

- Ensure that he/she is familiar with all league Rules pertinent to clearances and umpires charges arising from on field incidents.
- Ensure that he/she is familiar with all league Playing Rules.
- Ensure that he/she is familiar with procedures at tribunal hearings.
- Where an alleged charge is laid against a player or an opposition player is charged with an alleged offence against a Club player obtain all documents relevant to that charge from the Secretary.
- Meet with player and develop case and brief player regarding the tribunal appearance.
- Attend the tribunal with player at the time and date set down by the League.
- Report outcomes of any hearing to the Secretary and appropriate Coach as soon as practicable after the conclusion of the hearing.

### **Relationships**

- Reports to the Vice President
- Liaises with players required to appear before Tribunal
- Liaises with the Secretary
- Liaises with Coaches

### **Accountability**

Accountable to the Vice President



# Old Collegians Football Netball Club

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## Functions & Events Coordinator

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### **Objective**

- To establish a broad social calendar for the season and end of season to provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Appoint a subcommittee to program and organise social events for the Club.
- Prepare a calendar of social events that will attract the widest involvement from all members of the Club prior to the commencement of the season.
- Ensure that all social events held are at least cost neutral to the Club.
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

### **Relationships**

- Reports to the President and General Committee
- Liaises with all relevant committee members and any person responsible for and or running any social event under the Club umbrella
- Liaises with official Club suppliers & other key stakeholders

### **Accountability**

- The Functions & Events Coordinator is accountable to the President and the General Committee.
- The Functions & Events Coordinator shall seek ratification from the General Committee of the social calendar including financial arrangements and shall thereafter have the authority to act within the limits of that arrangement
- Provide a report on portfolio operations to the monthly Committee meeting

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## **6 Additional Roles / Tasks (PD's still in progress)**

- Past Players Association Coordinator
- WDFNL AFLWD WCC External Liaison
- Bar and Function Centre
- Bingo Manager
- Match Day Venue Manager