# MESC Roles and Responsibilities – Season 2019

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| **Role** | **Responsibilities** | **Who (as voted at AGM Nov 2018)** |
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| **President** |
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| * Liaise with council/FFV/sponsors
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| * Attend meetings for future developments as required
* Project manage new club developments including the development of the Mt Eliza Secondary School pitches and Emil Madsen. Liaise with all parties involved and report back to committee.
* Lead sub-committee for projects as required.
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| * Ensure the club meets its obligations to its members and is run in accordance to the constitution and policies
* Chair Committee meetings ensuring that they are run efficiently and effectively
* Act as a signatory for the club in all legal purposes and financial purposes
* Regularly focus the Committee’s attention on matters of club governance that relate to its own structure, role and relationship to any paid employees
* Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution
* Work with the Committee to ensure:
* The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
* Goals and relevant strategic and business plans are developed in order to achieve the goals of the club
* Work with the Governance committee to manage any paid employees of the club including recruitment, retention, salary and performance reviews, etc
* Serve as a spokesperson for the club when required
* Communicate regularly and systematically with the Presidents of the member clubs, the league, association and or parent body
* Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the club
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 | Stephen Longhurst |
| **Vice President**  |

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| * Oversee day to day operations of the club such as sponsorships, registrations, canteen and purchasing.
* In the event of the President being unable to fulfill his/her duties to step into that role
* In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
* Be an alternate signatory for the Club for legal purposes and financial purposes
* Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
* Coordinate club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
* Represent the Club at meetings and forums as agreed with by the President
* Work closely with the Sponsorship Officer to obtain new sponsors for the club and ensure good relationships with all sponsors
* Other duties as nominated by the President and/or Committee
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 | Scott Bradford |
| **Treasurer** |

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| * Payment of invoices
* Prepare and track annual budgets
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| * Preparation of figures for EOFY statement for submission to CAV (Consumer Affairs Victoria)
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| * Payment of FFV invoices
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| * Cross reference registrations with online payments and confirm outstanding fees with team registrations officers
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| * Provide funds from club account for payment of FFV referees for home games (U12s upwards)
* Generation of invoices for sponsorships
* Prepare financial statements for each committee meeting
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 | Melanie Roche |
| **Secretary** | * Write and distribute Committee meeting minutes and agendas
* Prepare pitch/pitch setup & packup/bbq roster for season
* Ensure all club administration materials and documentation is current.
* Fielding email enquiries and redirecting or answering as necessary.
* Ensure that adequate insurance cover is provided for all members (including any clinics held for non members)
 | Beck Brookes |
| **General Committee Member**  | * On a rostered basis manage the operations on game day (either at HP or Mt Eliza Secondary College – Sat and Sun):

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| * Coordinate setup of pitches for game day

(goals, flags, balls, notice boards, sponsor boards) |
| * Ensure pitches and club rooms all packed up at end of game day
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| * Prepare float for canteen and take money at end of Saturday game day
* Provide assistance and advice to players and supporters as needed
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 | Vacant |
| **Equipment Officer** | * Organise quotes and purchase of playing and training equipment
* Organise uniforms for distribution to teams/players
* Order medals for gala days and end of season presentation for all players
* Perform stock take of existing equipment and retrieve from coaches/team managers at the end of the season.
* Liaise with coaches to prepare list of equipment required for the following season.
* Distribute equipment to all coaches in preparation for the season.
* Keep records of what equipment is distributed to which teams and coaches.
* Order medals for gala days and end of season presentation for all players
* Advise committee of any significant purchases which will be required for the following season so these can be included in the annual budget.
 | Scott Bradford |

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| **Groundsman** | * Request mowing of pitches at Howard Parker and Mt Eliza Secondary College by the council if needed.
* Ensure line marking of both secondary school and Howard Parker pitches is completed at least once a fortnight – once a week if needed.
* Is the Primary person to hold keys for secondary college and Howard Parker for access to equipment required for setup of pitches.
* Setup of Howard Parker on Match Days (Saturday only)
	+ Ensure club room and container is unlocked by 8am.

NOTE: Lockup down by committee member on duty each week (only requires padlock close so no keys required)* Setup of Secondary School on Match Days (Saturday and Sunday)
	+ By 8am each Saturday, open gym and ensure alarm is disabled, lights to change rooms and toilets are switched on.
	+ Do a sweep of the pitches to be used for matches that day and ensure any litter or hazards are cleared.
	+ Setup pitches in use with goals and corner flags in place.
	+ For under 12s upwards only - put out chairs for home and away bench in the marked technical areas and place stretcher and first aid box near the main pitch.
* Packup of Secondary School on Match Days (Saturday and Sunday). Last game on Saturday and Sunday are completed by 1pm at the latest.
	+ Sweep out change rooms to ensure no mud etc is left on the floor.
	+ Lock away the goal posts, bench chairs, stretcher and first aid kit in the shed.
	+ Turn off all lights in the gymnasium and turn on the alarm when locking up the gym.
* Packup of Secondary School on Match Days (Saturday and Sunday). Games on Saturday and Sunday are completed by 1pm at the latest.
* Order line marking paint if required. Contact for ordering of paint is as follows: Michael Holohan, Globe Australia, Mobile: 0419 247 103
 | Chris Batten |

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| **Policy Writer** | * Prepare club policies
* Update coaching manuals/procedures for all age groups as required and ensure these are made available for coaches.
 | Stephen Longhurst |
| **U7 Bayside Coordinator** | With the President:* Coordinate information to be provided to the Communications Officer to distribute for all gala days
* Liaise with Bayside League for Under 7s – ensure club is represented at monthly Bayside league meetings or obtain any relevant meeting minutes.
* Coordinate with Bayside league any changes required for fixtured games for Under 7s and distribute changes in fixture to club Communications Officer.
 | Richelle Martin |
| **Registrations Coordinator (all age groups)** | * Maintain Tidy Club configuration and organisational supporting data (registration forms/membership levels etc). Ensure Tidy Club is operational.
* Provide support to the age group registration officers for registration queries and organisation of teams and players.
* Provide numbers for uniform orders and gala day and end of season club medals to the Equipment officer for ordering.
* Collate registration information entered by members into Tidy Club using Team/Age Groupings
* Keep member details up to date in Tidy Club for members within the U8 and U9 age groups.
* Using the data collected from Tidy Club , review team numbers and with Registrations Coordinator, organise players into teams from confirmed registrations (existing and new) following the club policy for placement of players into teams.
* Distribute email to members within U8 and U9 age groups to advise the registration dates and process. Email content provided by the Registrations Coordinator.
* Answer queries regarding registrations for U8 and U9 age groups.
* Confirm team managers and provide details of tasks that the team manager is responsible for. (Tasks already written)
* Confirm venue and time that each team will train with each coach. Provide advice as to the venue and time that the club proposes that each age group trains. Coaches to try to adhere to this if possible.
* Once confirmed, provide summary of teams, coaches, team managers, training venues and times for all teams in the U8 and U9 age group to the committee for final approval.
* Once teams, training venue and times are confirmed, provide team lists, link to online rule books and committee contact details to each Team Manager.
* Once available, provide link to fixture for team on Sporting Pulse to Team Managers.
* Once teams, training venue and times are confirmed, provide details to Communications Officer to update to the club website and Team App.
 | Richelle Martin |
| **FFV Administrator** | * Send out information to members to complete self registration at start of season on the My Football website (U8 upwards)
* Approve and process all registrations using the My Football website
* Allocate players to teams and advise team managers to print passport reports (relevant for U12 upwards) from FFV website. (use Tidy Club to cross check players and teams)
* Complete all relevant setup at beginning of the season as required for the FFV registration process and the Sporting Pulse website for the fixtures (teams entry, linking players to relevant teams, choosing preferred playing times, entry of home ground information)
* Be point of contact for FFV to advise of any fixture changes and ensure these are provided to the Communications Officer for updates to be distributed via TeamApp and email as required.
* Coordinate with FFV any requested changes for fixtured games.
 | Richelle Martin |
| **Social/Fund-raising sub group** | * Organise social activities for club members (2 per season?)
* Organise club apparel for sale (hoodies/jackets/bags etc) - advertising and sale (not purchase)
* Organise sponsors for club dinner/dance for silent auction items
* Coordinate supply of awards for player of the match for each team (22 rounds x 16 teams = 352 awards for 1 per team per week) from sponsors
* Communicate to club members information about social and fund-raising events.
 | Richelle Martin |
| **Sponsorships Officer** | * Organise club sponsors - generate sponsor letters, sponsor packages, coordinate supply of logo's for club apparel
* Confirm sponsors every 2 years and arrange for payment of sponsorship money for the 2 year period where possible
* Provide details of sponsorships confirmed and contact details to Club Treasurer for invoices to be generated.
* Coordinate Sponsor web features and articles, email blasts, social media posts
* Assist with event coordination and sponsor participation
* Work with the Vice President to assist with key tasks and timelines and delegation of tasks where required relating to sponsorship.
* Review the current Sponsorship Package and be familiar with what the club promises to sponsors
* Prepare a budget, monitor it carefully and report on it regularly
* Seek to raise the budgeted amount per year in sponsorship funds for the club
* Keep a proper record of sponsor details
* Send out a letter / email to current sponsors regarding their commitment for the coming season
* Seek new club sponsors and meet with potentials to outline what services they would value most
* Organise that signage be produced and erected on signing
* Make sure sponsor representatives are met when attending functions or match day
* Liaise with the Fundraising &amp; Grants committee regarding sponsor invitations and special function calendars
* Liaise with the Club Social Events Coordinator to ensure social events support our sponsors and, where appropriate, raise money for the club
* Liaise with competition coordinators to ensure that sponsors get recognition
* Send out a thank you letter at the completion of the season and a sponsor survey to support planning for the following year.
* Coordinate supply of awards for player of the match for each team
 | Vacant |
| **Coach/Team Facilitator** | * Confirm/obtain coaches for each season
* Prepare coaching materials (skills session templates/guides, copy of rules and code of conduct, club policies)
* Prepare coaches kits for start of each season (first aid kit, training balls, goalie shirt, gloves and helmet, set of bibs, cones etc)
* Coordinate working with children applications for each coach and keep records of checks
* Organise coaching courses for FFV coaches (and any others who want to attend) for accreditation and keep records of attendance
* Facilitate debriefs for coaching staff to allow discussion of issues and knowledge share.
* Provide updates to committee as required on issues etc
* Periodically review coaching methods used by each coach and provide feedback as required (NOTE: if not able to carry out themselves then coordinate appropriate person to complete the review)
* Provide input and assist with player gradings and selections.
* With relevant Committee including club Registrar, organise players into teams for all age groups from confirmed registrations and relevant gradings held.
* With President/VP/Registrar ensure enough coaches are obtained for the following season for all teams.
* Ensure coaching guides/manuals are available as needed and provided to all coaches.
 | Stuart Munro / Neil Simpson / Justin Shepperd |
| **Canteen Supervisor** | * Carry out all tasks for opening and closing of canteen (see separate task list below)
* Pick up bread rolls from Bakery, supplies from Mt Eliza meats (bacon, sausages, eggs), and milk from supermarket.
 | Vacant |
| **Grants Officer** | * Review all suitable grants and make applications on behalf of the club.
 | Mike Bettess |
| **Club Media & Promotions** | * Club photos
* Coordinate Flyers/printed material for advertising of events etc
 | Stephen Longhurst / Richelle Martin |
| **Communications Officer** | * Keep website up to date with current information about teams, fixtures, events, registration details etc.
* Update relevant information to Facebook and promote this also.
* Manage the Team App software for use by club members for the purpose of communication details on matches, training and fixtures throughout the season.
* Distribute communications to team managers via Team App
* Generate relevant communication materials to be distributed to club members and committee
* Distribute club emails as required using club approved software (Mailchimp in 2015 but may be TidyClub in 2016)
* Provide details about the club and club events to be made public on club’s website to Communications Officer for updating the website/facebook
 | Vacant |
| **Team Managers** | * Keep up to date team member contact (phone/email) if changes are needed through the season and provide to team’s coach.
* Generate an oranges roster for the team
* Communicate all required information to team members regarding fixutres, game time or location changes, training and training cancellations or game forfeits.
* Advise team members of roster/schedule for team members to help with canteen/bbq on match days.
* Forward any match reports for the team to the person responsible for the club’s website.
* Liaise with the club’s committee regarding any issues or concerns any team members have.
* Entry of scores on Sporting Pulse website for all home matches (U12's and above)
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