



## Club Tasks

### DEPARTMENT: ADMINISTRATION /FINANCE (ITEMS/TASKS)

- Manage Player FV Registration and Insurance / Create packages/ Create Team Lists and Player Reports; Team entries and club licenses
- Preparation: Match books and ID Cards
- Re- Grading teams - competitions
- Maintaining/ reviewing/ updating Policies and Procedures
- Club Handbook
- Player registration online instructions
- Support Staff registration online
- Working with kids check
- Concessions - Hardship; Volunteers; Scholarships
- Player Attire - Liaison with Supplier (Player Package)
- Support Staff Attire (Jackets, Polos, Tracksuits)
- Point of contact - FV Disciplinary
- Player Fee Management - check payments / chase up fees
- Referee season costs / weekly expenses / Breakup costs
- International Transfers
- Media Management - Manager Rewards/Expenses; Social media Advertising/ Reports; promotional materials e.g. Pop ups; Canvas; A-Boards; VEO;
- Team Management - Run Workshops - implement (TSS) Team Support System; Club Core Values; entering scores; filling in team sheets;
- Competitions Schedule Management - Matches Home and Away - Venue Management Liaise with FV/ Council/Club; Notify Canteen; Check Weekly Schedule and Venue allocation Liaise with team managers
- Accepting transfers / Deregistration players
- Report Venue Faults / Emergency
- Soccer Training Ground Allocation - weekly check; assign teams to venues and allocated spots; liaise with team managers
- Point of contact: External Communication Check
- all communication sent externally must be checked before it goes out.
- Webpage Management / weekly Updates [www.ocjfc.com](http://www.ocjfc.com)
- Player EOY Trophies and Team Photos



- Eric Harbis Award
- Support Staff Awards
- Office Management - Internet/Phone/ Printer/ Supplies etc.
- Prepare Junior AGM Finance and Activity Report
- Reporting - Compliances
- E.g. Council and FA/FV reports
- GST
- Senior Family Passes
- Meeting costs / Bookings, Materials & Supplies
- Bank of Bendigo Approver
- Finance Reporting: Actuals profit / Loss;
- Budgets Forecasts;
- Attending Disciplined reports - replies and disputes
- Winter and summer tenancy applications & Reports
- Point of contact - Acting as a help desk support person; attending phone calls, requests or wish lists; emails and SMS in all hours of the day morning to night seven days a week.
- Complete the Club administrator component of the youth development reports



## GROUND AND PAVILION (ITEMS/TASKS)

- City of Monash Utilities/Costs - Ground hire; Electricity; Gas; etc.
- Ground line markings – Grass Grounds Scotsman’s and Davies (Harry)
- Game day setup/pack-up - corner flags; stretcher; portable goals; flat buttons and cones; substitute benches;
- Ground Maintenance -
  - Check fixed goal and portable nets; fix damage portables; clean ground; report ground or pavilion issues to club administrator; Clean/ Sweep Toilets and dressing rooms;
- Toilet and kitchen supplies;
- Manage pavilion cleaners
- Clean rubbish from grounds
- Rubbish bins pickup and placement
- Storage - Manage equipment
- Key management - Opening and closing management
- Referees room - supplies e.g. waters
- Maintenance supplies- tape; scissors; ladder; electrical cables;

### Routine check list (Match Day work prior to and after a game)

- Unlock Dressing Rooms, refs room, first aid room and Pavilion
- Place corner flags and stretcher in position
- Place match balls in refs’ room
- Use flat rubbers to form a box in both substitutes area /Check ground for rubbish
- Perform maintenance where needed - e.g. fix goals and nets
- Put away portables if left outside
- Exchange rubbish bins and bring empty bins
- Sweet and clean dressing rooms and place toilet paper
- Place water bottles in refs’ room /Delegate marshal vests to volunteers
- Wear a marshal jacket yourself and escort refs in and off the field
- Act as a crowd control security officer
- Keep track of match balls /Pay referees
- After game reverse tasks and put everything away and lockup everything



## SAFETY (ITEMS/TASKS)

- Ice bags
- First aid training - level 1 and 2
- Refresher course - e.g. CPR
- Specialized workshops - defibrillator; strapping
- Forms
- Incident reports
- First aid bag and medical supplies
- Stretcher
- Insurance information
- First aid room - office maintenance and office supplies



## FOOTBALL OPERATIONS (ITEMS/TASKS)

- Technical Director/Coordinators - Rewards/Expenses
- Specialist Coaches - e.g. Goalkeeper - Rewards/Expenses
- Coaches and Support Staff Attire - Jackets/Polos/Tracksuits
- Coaching Appointments- negotiations / assignment
- 3x Match balls per team
- Coaches and Support staff Courses - Personal Development
- Team Equipment - Training Balls/3 Color Bibs/Cones Stack / other specialized equipment e.g. flat buttons, hurdles and poles / mini goals / popups / white boards and markers
- Captains Arm Band
- TSS Support Staff Vests - E.g. Ground Marshall; First Aid
- Sub Bench Player Bibs
- Backup Referee - Red/Yellow Cards/ Whistle
- Backup Lines Person - 2x flags
- Our Service to the Community Programs - School Holiday Program / School Incursions
- Technical Director FV Youth Development Compliances Reports;
- Team Movement Report / Trials - October to December
- Player Attire - (Home / Away / Training)/ Presentation Jacket
- Summer program - October to February
- Off season - Cups and tournaments