

**OCJFC
Risk Management,
Insurance &
First Aid**



Contact Person:-

**Helen Kraloglou
0409 530 383
hercules007@bigpond.com.au**



**Department: Task Team Leader
OCJFC Risk Management, Insurance & First Aid.**

Roles & Responsibilities:-



Items/Tasks:-

FIRST AID COURSE/ ON-GOING SUPPLIES/ FIRST AID ROOM – ALL SITES
SAFETY & AWARENESS WEEK/REFRESHER COURSE
(FIRST AID STRETCHER – DAVIES RESERVE)
First Aid Training (New members) / Materials & Course Instructor
Refresher Courses (Existing Members)
Safety & Awareness Week/Testing/; Fire Assembly
Insurance (Process/Go to Person)
Booklets
First Aid Supplies/Replenishing
Training Equipment (Cones/Bibs/Small Goals/Potables)
Medical Forms
Incident Forms
Run/organise Workshops
First Aid Bags
Attend Meetings (FIRST AID)
First Aid - Room (Upgrades/Maintenance)

Fund-raising (Parents & Friends) Committee

Helen Kraloglou will invite mums & dads to join this Fund-raising Committee
Permits/ Promotions/ Fund-raisers – General (.e.g. Bunning's BBQ)
Trivia Night – Major

08/01/2013

**OCJFC
Football
Operations**



**Contact Person:-
John "Kokki" Kostopoulos**



**0449 252 169
jkostopo@optusnet.com.au**

**Christine Agapitos
Match Day Scheduler**



**Helen Kraloglou
Match Day - Results**



**Department: Task Team Leader
OCJFC Football Operations**

Roles & Responsibilities:-



Items/Tasks:-

COACHING EXPENSES/PACKAGES (Incl: FFV COACHING COURSES)
PRE-SEASON MATCHES/TOURNAMENT & GALA DAYS
COACHING MEETING/FORUMS
TEAM TRAINING EQUIPMENT
TEAM MATCH DAY EQUIPMENT
TRIBUNAL/FFV MATTERS/REPORTS
MATCH DAY RESULTS
PLAYERS KIT/ATTIRE (Football Galaxy & Only Sports)



Medical form can be downloaded
from the junior web-site
www.ocjfc.com

Complete the form and
submit it to your First Aid Officer

==>DOWNLOAD FORM

08/01/2013

OCJFC
Ground & Pavilion
OCJFC Ground Address: Jack Edwards Reserve,
Edwards Street, Melways Map 69 H9



Contact Person:-

Chris Prokopiou



0414 273 435

kprok007@optusnet.com.au

Stasy Kriaris

0448 151 163

stasy.kriaris@gmail.com

David Beitner



**Department: Task Team Leader
OCJFC Ground & Pavilion**

Roles & Responsibilities:-



Items/Tasks:-

DAVIES RESERVE LIGHT TOWER/FLOOD LIGHTS (INCLUDING ON-GOING/MAINTENANCE) COSTS +
Usage DAVIES RESERVE GROUND & PAVILION MAINTENANCE COSTS
CLEANUP/MATENANCE COSTS
GROUND LINE MARKING - (INCLUDING ON-GOING GENERAL MAINTENANCE MACHINE COSTS)
SENIOR LEVY (JACK EDWARDS RESERVE) – LIGHTS/COUNCIL GROUND FEES
General Ground/Pavilion Maintenance/ Toilets (Cleanup/Supplies)
Clean up (After every training & match day)/ clean dressing room
Line marking/ Paint; Logistics (Other Sites) / Transportation
Payment Lights – Night Training / Matches
Payment Council Rates; Payment Replacement of Light Bulbs
Payment General Bills – Pavilion; Storage (Equipment Room/Portables)
Sunday/Match Day Setup/pack up (Jack Edwards Reserve)
Sunday/Match Day Setup/pack up (Other Venues)
Extra Costs – Other Venues (Equipment/Supplies)

08/01/2013

**OCJFC
JUNIOR
Administration**

Contact Person:-

**Karen Prokopiou
0414 273 435
kprok007@optusnet.com.au**



Anna Kriaris



**0416 044 593
stasy.kriaris@gmail.com**

**Department: Task Team Leader
OCJFC Junior Sports Administration**

Roles & Responsibilities:-



Items/Tasks:-

FFV/FFA Team & Player Registration & Insurance
Office Internet (Renewal/Payment/Maintenance)/ FFV Notifications - General (Info)
Tribunal Fines/Notifications / Tribunal Hearings - Dates/Prepare
Auspost Box (Visit, Distribute mail, Renewal) / Telstra Phone/Fax (Payment/Renewal)
Office Equipment (General)/ Office PC; Computer Upgrades/Maintenance)
Meetings @ FFV; / Notify all Teams of Changes/ Liaison with FFV Accounts & Competition
Registration of Teams/ Players/ Prepare Match Books & ID
Build/Maintain/Update Player & Club Registration & Information/ Database/Lists
My football Administrator (Web Tool)/ Attend FFV Meetings/ FFV Workshops
Player Merchandise/Coach's Merchandise/ Match Day Outfits "Delphi Bank"
Sponsorship (Invoices)/ Photocopier – Maintenance
Photos/Trophies/Presentations
Team Photo
End of Year Awards & Presentations/ Player / Head Coach; Assistant Coach
Eric Harbis Award/ Team Manager
Player of the Year Awards
Kids Space – Presentation - (U9's to U5's). Jack Edwards Reserve – (U11's – U18's)

08/01/2013

**OCJFC
Junior Finance**



Contact Person:-

**Helen Kraloglou
0409 530 383
hercules007@bigpond.com.au**

**Contact Person:-
John "Kokki" Kostopoulos**



0449 252 169

jkostopo@optusnet.com.au

**Contact Person:-
Kon Kavalakis (Audit)**

**Department: Task Team Leader
OCJFC Junior Finance**

Roles & Responsibilities:-



(Special Report - 4 Phase Process)

Phase 1:- Itemize expenses per department

Example only:-

Each department leader together with the CJO list their expenses and review each item.

This work is done before the new season commences.

A Profit/Loss Statement (Forecast/Wish List) Report is created.

Example only:-

Junior Finance - Risk Management/Insurance & First Aid

Risk Management/Insurance & First Aid – Helen Kraloglou

First Aid Training (New members) /
Materials & Course Instructor
Refresher Courses (Existing Members)
Safety & Awareness Week/Testing
Fire Assembly
Insurance (Process/Goto Person)
Booklets
First Aid Supplies/Replenishing
Training Equipment (Cones/Bibs/Small Goals/Potables)
Medical Forms
Incident Forms
Run/organise Workshops
First Aid Bags
Attend Meetings (FIRST AID)
First Aid - Room (Upgrades/Maintenance)

Junior Finance - Junior Administration

Junior Administrators – Karen Prokopiou & Anna Kriaris

Office Internet (Renewal/Payment/Maintenance)
FFV Notifications - General (Info)
Tribunal Fines/Notifications
Tribunal Hearings - Dates/Prepare
Auspost Box (Visit, Distribute mail, Renewal)
Telstra Phone/Fax (Payment/Renewal)
Office Equipment (General)
Office PC; Computer Upgrades/Maintenance (Stasy Kriaris)
Meetings @ FFV;

It is important to note: The "Profit/Loss Statement" report and the figures presented are based on a (Forecast or Wish List).

The P/L "Actual/Final" report is presented to the members at the end of year AGM

This means figures could change; The main purpose of this document is to give all our members visibility and an insight of our Junior Finance department income and expenses.

Phase 3:- End of Season Profit/Loss Statement Presented at the AGM

Example:- 2005

The CJO Presents the financial to the Senior Committee

Example only:-

Profit & Loss Statement 2005 - (Summary)

Profit & Loss (Cash)

Report Period: 01/01/2005 – 30/12/2005

Files in this Report:

Oakleigh Cannons Juniors FC

Income:	\$	\$
(Donations; Players Fees; Canteen Fundraisers -)	51,151.05	
Total Income:		<u>51,151.05</u>
Expenses:		
Junior Administration	4,720.65	
Risk Management/Insurance & First Aid	1,436.00	
Ground & Pavilion	4,935.65	
*FFV Football Operations/ Goal Kick	25,793.70	
School of Soccer (Programs/Clinics)	1,443.00	
Club Merchandise	2131.00	
2005 Club Presentations	2952.25	
**Canteen/set-up/supplies	25.55	
***Club Functions (Volunteers)	6724.15	
Total Expenses:		<u>50,161.95</u>
Net Profit (Loss):		<u>989.10</u>

Phase 4:- Parent/Player Itemized Account Report

Example:- 2012 & 2005


Each Player/parent will receive an Itemized Account showing a break up of where their money is spent.

Oakleigh Cannons JFC provided a hardcopy itemized account to parents & players in 2005; 2006; 2007; 2008; 2009; 2010;

In 2011 our junior web-site was launched and we uploaded our itemized List of expenses for members to download.

In 2013 we will provide parents and players a hardcopy of their teams itemized account.

Example only:-

Itemized Account – Players Fees (Forecast)			
Expenses: Report Name: OCJFC Players Itemized Account (Per Player) Year: 2012		Please Note: This "Itemized Account" is based on the "Profit & Loss" Forecast sheet.	
FFAFFV		The maximum spend limit for each team is \$5. The spend list selection process for each team must be handled in no later than Tuesday 13/12/09. Registration closes Thursday 17/12/09.	
⇒ Players Insurance/Registration	80.50 99.07		
⇒ U13 Team Entry Fee	283 21.76		
⇒ U13 Referee	40 27.69		
Expenses:FFAFFV Total	180.52		
Expenses: Junior Administration Total	7.56		
Awards			
⇒ Photo & Trophy	15 36.92		
⇒ Coach/ Player of the Year & Team Manager	3.46		
Expenses:Awards Total	40.38		
All Suppliers			
⇒ Pelada Active	95.45		
⇒ Training Equipment	30.45		
⇒ Match Balls	9.23		
⇒ Coaches Active Polo Top	5.38		
Expenses:All Suppliers Total	140.51		
Expenses: Concession & Hardship Total	133.84		
Expenses: Risk Management/Insurance & First Aid Total	56.36		
Expenses: Ground & Pavilion Total	21.81		
Expenses: Senior Levy (Training Lights, Repairs, Council Rate etc...)	45.45		
Total Expenses:	564.43		

Itemized	Description	Cost	Total Cost per Category
Itemized 1	Merchandise Kit:- Each player will get :- A Wishart/Lentia A Training Bag A Training top	\$1.50 \$3.50 \$4.00	Total Package +\$9.00
Itemized 2	Coaching Equipment:- Each coach/team manager will receive:- Under 13's will receive 25 Size 3 ball Under 13's & 15's will receive 25 Size 4 ball 20 Training Cones 10 Training Bats Indoor Soccer/Alternative venue (Aprtl/Sept) On the 20/1/09 - 8:00 pm	\$10.00 each ball \$10.00 each ball \$1.00 each cone \$3.00 \$20.00	Total Package +\$49.00
Itemized 3	VSP Related Fees:- A VSP Club Fee A VSP Team Fee Under 13's A VSP Player Fee A Referee/Session Fee	\$1.00 \$2.00 \$44.00 \$3.00	Total Package +\$50.00
Itemized 4	Other Related Fees:- Oakleigh Cannons S.C. Club Fee/Session Pavilion/Team, util of session Trophy/End of year Coaching Fees	\$40.00 \$20.00 \$10.00 \$25.00	Total Package +\$135.00
Itemized 5	Under 11,12,13,14,15's: Fees for session 2009.09.	\$180.00	See on 17/12/09
SPECIAL NOTE Item 4	Oakleigh Cannons S.C. Club Fee/Session: Portion of the money will cover work done on the pavilion, use of lights, water/showers, maintenance, water & subcontracting costs.		

It is important to note: The Itemized Account Report displayed here is given to the parents and players at the start of the year upon registration and the figures presented are based on the Profit & Loss (Forecast/Wish List) Report also created at the start of the year. This means figures could change; The main purpose of this document is to give the parent/player visibility and an insight of our Junior Finance department expenses.

The Profit/Loss "Actual/Final" Statement/Report is presented to the members at the end of year AGM. Members are able to obtain a copy.

08/01/2013