



# Montmorency Junior Football Club

## Policy for a MJFC Organisation Chart

This policy will outline Montmorency Junior Football Club's approaches & expectations concerning an Organization Chart:

### Purpose

The purpose of this policy is to:

- ensure that the MJFC has adequate governance by virtue of organisation
- ensure roles and responsibilities are clear
- ensure people know who the committee are, and that
- ensure people know who to go to in order to ask questions & seek counsel

### Contents Headers

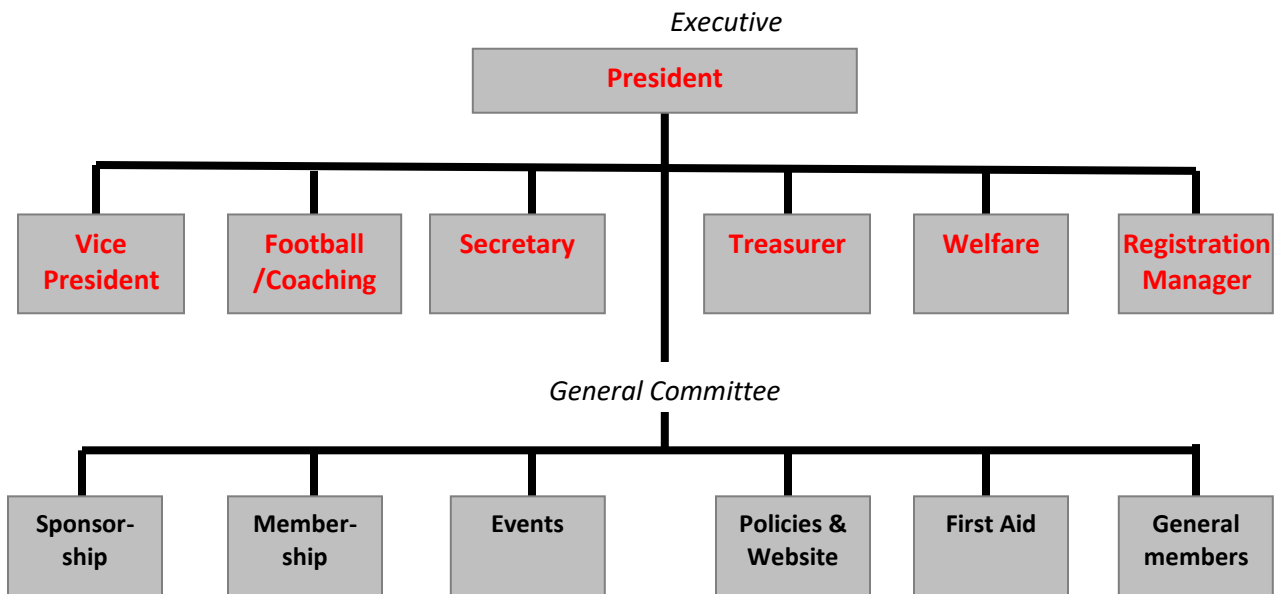
- Policy for the provision of an Organization Chart
- Organisation Chart
- Role - President
- Role - Vice President
- Role - Treasurer
- Role - Secretary
- Role - Head Coach
- Role - Team Manager
- Role - Registrations Manager



# Policy: Organization Chart MJFC

## ORGANISATIONAL CHART

### COMMITTEE



### ADMINISTRATION

#### Committee

- Booking Manager social rooms
- Clean change rooms
- Clean up roster Saturday home games
- Open / close rooms at training on Tuesday & Thursday nights
- Games Records
- Update Honor Boards
- Security
- Electronic media
- Maintenance in & out
- Club Newsletter
- Pick up league records
- Club notes for record
- Game day set up & pack up
- Thursday night catering
- Website Manager
- Training Roll Call
- Player Best & Fairest votes
- Players Awards
- Player statistics
- Tribunal Advocate
- Players warm up jackets
- Player jumper number allocation
- Ice supplies
- Medical supplies
- Football supplies
- Uniform supplies

- Duties
- Canteen ordering
- Club Calendar
- Coterie group
- Finals tender
- Fundraising
- Ground signage
- Melb Cup Sweep
- Membership
- Insurance & claims
- Players Sponsor Board
- Pre-season BBQ & Drinks
- Presentation Night
- Luncheons
- Social Functions
- Sponsorship
- Past players association
- Volunteers
- Council Liaison Officer
- Auskick Roster for players attending
- Clearances
- Player Registrations
- Goal post padding
- Ground line marking



# Policy: Organization Chart MJFC

## MJFC President

### Objectives

- To provide strong, efficient and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the senior football 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 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 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 Executive or General Committee.

### Relationships

- Reports to the Members and General Committee of the Club.
- 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 staff.

### Accountability

- The President is accountable to the Members and 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.

# Policy: Organization Chart MJFC

## Vice President

### Objectives

- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

### Responsibilities

- Preside over meetings in the absence of the President.
- 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 President and General Committee of the Club.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

### Accountability

- The Vice President Football is accountable to the President and 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.

# Policy: Organization Chart MJFC

## Treasurer

### 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 Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report monthly to the Club Committee on budget performance.
- Present 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.
- 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.

### Relationships

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

### Accountability

- The Treasurer is accountable to the President and the General Committee.
- The Treasurer shall seek ratification from the general committee of a club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approve.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

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## Secretary

### Objectives

- To ensure that appropriate administrative support is provided to the President, General 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, VAFA 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.

### Relationships

- Reports to the Club Committee.
- Liases with the Executive.
- Liases with sub committee's.

### Accountability

- The Secretary is accountable to the President and the General 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.

# Policy: Organization Chart MJFC

## Head of Football / Coaching

### Objective

- To co-ordinate all off field football 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 Football Operational Plan.
- Formulate remuneration packages and contracts for coaches and ensure the contracts are executed.
- 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 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 tribunal hearings are supported.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.

### Relationships

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

### Accountability

- The Head of Football / Coaching is accountable to the President and Executive
- The Head Coach shall seek ratification from the Executive Committee of a football budget that includes all Coach 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

# Policy: Organization Chart MJFC

## Team Manager

### 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 Club 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

### 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 individual's time commitment or the role as negotiated with the team Coach.

#### Team sheets

- Complete, sign and give to umpire in accordance with NFL 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

- Vote cards are to be distributed prior to the match and collected after the match.

#### Players property

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

#### Boundary & goal umpires

- Boundary and goal umpires are to be arranged as required
- All club umpires are to be correctly attired according to league regulations.

#### Drinks

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

#### 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



# Policy: Organization Chart MJFC

- Statistician to be provided for the senior team (if required by the coach).
- Team manager responsible for Scoreboard
- Team manager responsible for the organisation of scoreboard attendant at all home matches.
- Team manager responsible for Transport of gear to away matches.
- Determine, with appropriate football staff, best player awards for the team side & prepare awards for distribution
- 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 Football Manager
- Supports the coaches and match committee and other football staff as appropriate

## Accountability

- The Team manager is accountable to the Football Manager and the Coach of that team which they manage.

## Registrations Coordinator

### Objectives

- To ensure all players are registered or transferred in accordance with the league rules and regulations.

### Responsibilities

- 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
- Ensure all player contact details in the club database are accurate.

### Relationships

- Liases with the Club Football Manager and Treasurer
- Liases with all club members

### Accountability

- Reports to President and General Committee

Version	Review date	Reviewed by:	Frequency of Review	Next Review due:
002	7 <sup>th</sup> May 2021	Dee Constantin	3 Yearly	7 <sup>th</sup> May 2024