

# ENGADINE EAGLES FOOTBALL CLUB

## MANAGEMENT COMMITTEE

## RULE 9

9. (A) The Club's Management Committee shall consist of the following Office Bearers who are over the age of 18:

President	Property Officer (2) – uniforms & equipment
Vice-President (2 positions)	Chief Coach
Honorary Secretary	Grading Chairman
Honorary Treasurer	Social Game Coordinator
Registrars (2 positions)	Canteen Supervisor
Assistant Secretary	Public Relations Officer
Ground Supervisor	527 Committee Representative
Social Secretary	Women's' Football Coordinator
Competition Secretary	Bar Supervisor
Web Site Manager	Mini Roos Co-ordinator
General Committee	Child Protection Officer

(B) The President, Vice-Presidents (2), Honorary Secretary, Honorary Treasurer and two (2) Registrars shall form an Executive Committee and shall be ex-officio Members of all the committees of the Club.

Two (2) members of the Executive shall be delegates to General Meetings of the SSFA.

(C) Junior General Committee Members (3-6 positions) may be elected. Nominations MUST be agreed to by the parents. Nominees must be turning 15-18 in the year of nomination.

(B) All members of the Management Committee may be rostered for ground supervisory duties. Teams may also be rostered for these duties by the Competition Secretary.

## DUTIES AND AUTHORITY OF OFFICE BEARERS

## RULE 10

### 10. (A) President

(1) The President shall be Chairman of all meetings except where otherwise specified within this Constitution. The President will conduct meetings in accordance with Club Rules and Parliamentary procedures. The Chairman of any Club Meetings will not lodge a deliberate vote but will have the casting vote where voting is tied.

(2) The President will represent the Club at all social functions and shall speak on behalf of the Club but may nominate a past President or Executive Member to be the Club Representative, priority being given to the Vice-President.

### (B) Vice-President (2)

- (1) Two (2) Vice Presidents will be elected, and will be known as the Vice-President (Junior Group) and Vice-President (Senior Group)
- (2) In the absence of the President, the Vice-President will act as Chairman in accordance with Clause (A), paragraph (1).
- (2) The Vice-President will be Chairman of the Protests, Disputes and Judiciary Committee.

**(C) Honorary Secretary**

- (1) The Secretary will attend to the general business of the Club and perform all clerical work necessary to carry out decisions of the members and/or Management Committee.
- (2) Club correspondence will be handled by the Secretary who may also accept money due to the Club on behalf of the Treasurer.
- (3) The Secretary will be responsible for preparing or delegate the Annual Report.
- (4) An honorarium for the Secretary will be decided each year by the Annual General Meeting for the year completed.
- (5) The Secretary shall establish and maintain a register of members of the Club specifying the name and address of such persons who are members of the Club together with the date on which the person became a member. A record shall be also kept of broken periods of membership. A further record should be kept of all Life Members of the Club. The Secretary shall keep a record of attendances at all Club Meetings.
- (6) The Secretary shall be the Public Officer of the Club and will notify the Government Department of any changes in the Club and its financial position. An Annual Statement must be lodged within one (1) month after the date of each Annual General Meeting of the Club (together with the prescribed fee). The Statement is a summary of the year's financial transactions and includes a Certificate of Currency of Public Liability Insurance. The full name, residential address, and date of appointment as Public Officer must be lodged with the Department within 14 days of the appointment.
- (7) In the absence of the President and Vice-President, the Secretary will act as Chairman, in accordance with Clause (A), paragraph (1).

**(D) Honorary Treasurer**

- (1) The Treasurer will receive all money for and on behalf of the Club and issue receipts and will bank all money into such bank accounts in the name of the Club as may be determined from time to time by the Constitution and Rules or the Management Committee.
- (2) Bank statements and account books will be in the custody of the Treasurer and will be made available at each meeting as required.

- (3) The Treasurer will pay all creditors accounts and will present a financial statement of the accounts at each meeting.
- (4) An audited Annual Financial Statement will be prepared by the Treasurer for presentation to the Annual General Meeting.
- (5) An honorarium for the Treasurer will be decided each year by the Annual General Meeting for the year completed.
- (6) The Treasurer is responsible for filling out the Annual Statement and handing to the Public Officer for lodgement.

**(C) Registrars**

- (1) Registrars will be elected and will be known as the Registrar.
- (2) The Registrar will record registrations for all players as determined by the Management Committee.
- (3) The Registrar will maintain player history records for their particular group and will report any irregularity to Management Committee.

They will not divulge, in any circumstances, any information regarding registered players unless directed to do so by the Executive Committee.

- (4) The Registrar will liaise with the Grading Officer prior to player placement.

**(D) Assistant Secretary**

- (1) The Assistant Secretary will keep Club minutes in a bound book and distribute copies for every meeting.
- (2) The Assistant Secretary will deputise for the Honorary Secretary if absent.

**(E) Ground Supervisor**

- (1) The Ground Supervisor will be responsible for ensuring that ground set up and marking, is carried out by the rostered Committee Member in the manner required by the SSFA.
- (2) The Ground Supervisor may be a member of the 527 Ground Committee for Anzac Oval.

**(F) Social Secretary**

- (1) The Social Secretary will be responsible for the organization of all social functions of the Club.
- (2) The Social Secretary will be responsible for the organization of the Club's Presentation functions and any fund-raising ventures or social activities specifically designated by Management Committee.

- (3) The Social Secretary will be Chairman of all social and fund-raising Committees, which he shall form when necessary, and will do own correspondence.

**(G) Competition Secretary**

- (1) The Competition Secretary will check official scores and points tables supplied by the SSFA and ensure that they are displayed at the ground.
- (2) The Competition Secretary will keep a record of the points scored in the Club Divisional Championship Divisions per Awards Rule 3, and will prepare a progressive points table on a weekly basis for display at the ground.
- (3) The Competition Secretary shall be responsible for rostering Management Committee Members and/or teams for Ground Control and, rostering teams for Ground Marking, and Canteen.

**(H) Web Site Manager**

- (1) The Web Site Manager will update the website and Facebook as required/instructed to ensure all club member are kept up to date.
- (2) Maintain and update website design.

**(I) Property Officer**

- (1) The Property Officer will be responsible for all Club property and will report to the Management Committee the necessity for its replacement or repair.
- (2) The Property Officer will request the signature of a responsible person for any property issued.
- (3) The Property Officer will organize ordering and supply of Club Jackets, Tracksuits, other Club Clothing, Players Uniforms and Equipment.

**(J) Chief Coach**

The Chief Coach will endeavor to raise the standard of football throughout the Club and will be responsible particularly for:

- (1) Nominating Club Coaches for the season and such nominations to be referred to Management Committee for consideration and appointment.
- (2) Maintaining contact with and supervising Club Coaches.
- (3) Organising such training notes, courses and training procedures as the Club may consider desirable to attain a higher standard of soccer.
- (4) Arranging a pre-season Coaches' and Managers' Meeting.

(5) Liaising with the Registrars.

(6) Assisting the Grading Chairman with the grading of players into teams.

**(K) Grading Chairman**

(1) The Grading Chairman shall appoint a Grading Committee, subject to Management Committee approval, all of whom shall be Club members.

(2) The Grading Officer shall be responsible for the issuing and collection of Player Assessment Forms.

(3) The Grading Officer shall liaise with the Registrar.

**(L) Canteen Supervisor**

(1) The Canteen Supervisor shall be responsible for ordering for the canteen. The Canteen Supervisor may appoint an assistant, subject to Management Committee approval.

(2) An honorarium for the Canteen Supervisor will be decided each year by the Management Committee for the year completed.

(3) In the absence of the Canteen Supervisor and/or Assistant the rostered Committee Member should be notified.

(4) The Canteen Supervisor and/or Assistant shall ensure that rostered teams carry out cleaning to comply with NSW Health Regulations.

**(M) Public Relations Officer**

(1) The Public Relations Officer will seek to obtain sponsors for the Club and will offer such incentives as authorized by Management Committee.

(2) The Public Relations Officer will sell advertising at rates authorized by Management Committee.

(3) The Public Relations Officer will seek to place Club news items in the media to the best advantage of the Club, in cooperation with the Website Manager.

**(N) Social Game Coordinator**

The Social Game Coordinator shall be responsible for organizing trial matches at the beginning of the season and gala days if run.

**(O) Women's Football Coordinator**

Duties include but are not restricted to all matters relating to women in football.

**(P) Child Protection Officer**

Ensure club protection policy is correctly published/enforced.

- (1) Maintain and follow up Working with Children numbers from Committee and Coaches/Managers.

**(Q) Mini Roos Coordinator**

Allocate Mini Roo Referees to games.

- (1) Run/organize a training course for Mini Roo Referees, particular new referees

**(R) Bar Supervisor**

Coordinate organisation of Bar, includes ordering stock.

- (1) Order necessary stock.
- (2) Balance off Register at the end of each day

**(S) 527 Committee Representative**

Represent club at Council meetings regarding complex.

**(T) General Committee**

General Committee will not be allocated specific duties, but shall be called upon, where necessary, to assist other members of the Management Committee with their duties. It may be possible to delegate some of the following duties to those members of the General Committee who wish to undertake additional tasks:

- Managers Co-ordinator
- Suspensions and Judiciary Officer
- Referees Co-ordinator
- Age Controller Manager
- Team Development Officer
- Gala Day Co-ordinator
- Year Book Editor
- Trophies Officer
- Player Development Officer