

# Committee Handbook

## Woy Woy Football Club



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## 1. INTRODUCTION

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Directors, Officers, and committee members of incorporated clubs have certain responsibilities and owe certain duties to the club itself and the members of that club.

The purpose of this handbook is to provide Committee Members with an introduction to the roles, functions, and responsibilities of each position on the Woy Woy Football Club Committee. It should be read in conjunction with the Clubs Constitution, which take precedence in the case of difference.

### 1.1 Committee Member's Legal / Fiduciary Responsibility

Committee members are required to act competently, honestly, in good faith and in the best interests of the club. If committee members don't, they may be liable for compensation to members of the club or third parties who suffer loss as a result. Common law duties apply to directors, officers, administrators, or committee members of incorporated clubs. It does not matter if committee members are a volunteer or a paid director.

### 1.2 Committee Member's Financial Responsibility

It is an offence for committee members to allow a club to incur a debt that will cause either insolvency or potentially increase existing insolvency where there are reasonable grounds for suspecting that this may occur.

### 1.3 Committee Eligibility

Committee eligibility is open to all parents or guardians (as recognised by the Club) of registered players or a supporter of the Club on submitting a nomination form and being voted in by eligible Members at an Annual General Meeting (AGM), refer to the Club constitution for more detail.

All Committee Members are expected to assist in the operational side of the Club by honouring a roster that will allocate them to ground duties on game days, including acting as a Table Official or assisting in the canteen or BBQ.

The Club structure comprises of the Executive Committee and a number of sub-committees as detailed below.

### 1.4 Executive Committee

The Governing body of the Club is the Executive, comprising of the President, Vice-President, Secretary, Treasurer, Club Administrator and Football Committee Chairman.

### 1.5 Football Committee

The Football Committee is responsible for all matters directly related to the management, selection of coaches and the grading of players and the fair playing of Football within the Club. The Committee is a sub-committee of the Executive and comprises of the Football Committee chairman, non-competition, junior competition, senior men's and women's representatives and the coaching coordinator.

### 1.6 Operations (General) Committee

The operations Committee is a sub-committee of the Executive. Along with the Executive Committee, it is responsible for all operational functions of the Club.

### 1.7 Directors

Directors are elected members who do not hold an official role. They can be elected at an AGM or at the discretion of the Executive and offer their services as Ground Officials or in supporting roles to the other Committees and official roles.

## 1.8 Steering Committees

Steering Committees are established from time to time for the purpose of developing strategic plans and providing advice to the Club through any one of the committees.

## 2. DUTIES & FUNCTIONS OF THE EXECUTIVE COMMITTEE

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### 2.1 President

The President

- a) Is the Chief Executive of the Club and shall have the power to convene meetings of the Executive
- b) Is the Chairperson of all meetings of the Club except Football Committee meetings if present and willing to act. The President shall nominate an alternate Chairperson if required.
- c) Shall ensure that Committee persons perform their duties in accordance with their role description.
- d) Conduct all meetings in accordance with the Act, the Constitution, the Regulations, and any By-Laws of the Club made for this purpose, or, if not covered thereby, in accordance with generally accepted procedural rules for the conduct of meetings.
- e) Ensure all members of the Club observe the code of conduct; and ensure the highest standard of media communication is maintained.
- f) Where possible attend all official functions and major events of the Club.

### 2.2 Vice President

The Vice President shall act as President in the absence of the President or if the President is unable or unwilling to act. The Vice President is also responsible for:

- a) Keeping a record of all Club Trophies (Perpetual or otherwise) and collect same when required.
- b) Ensuring that a table and ground official roster is established at the start of the season and is adhered to throughout the season.
- c) Liaise with the chosen official team photo photographer with suitable dates and locations and notify all team managers of time and date of their team photo.
- d) Attend Executive and Committee Meetings
- e) Represent the Club and ensure all teams adhere to the Club Code of Conduct.

### 2.3 Secretary

The Secretary shall:

- a) as soon as practicable after being elected as Secretary, lodge notice with the Club and the CCF, their address and contact details; and
- b) In the absence of the President, shall take the Chair and officiate as President, where the Vice President is absent
- c) attend to the general business including convening Executive and General and Annual General Meetings.
- d) attend to correspondence and table at the next meeting.
- e) Undertake any duties necessary in the performance of the above functions of the Club.
- f) record all minutes of meetings and table a copy of the same at the following meeting.

- g) Keep a record of all Members including Life Members of the Club.
- h) Keep a record of attendance of all meetings.
- i) Keep a register of all building and ground keys and to whom they are issued.
- j) Liaise with the fixtures officer and the CCF regarding team forfeit advises.
- k) Keep a record of all injuries to registered players and team officials.

## **2.4 Treasurer**

The Treasurer shall:

- a) Ensure the Clubs revenue and expenses are entered into an electronic accounting system and are kept up to date.
- b) Ensure all monies due to the Club is collected and received in a prompt manner and bad debts are pro-actively collected.
- c) Ensure all payments authorised by the Executive are made.
- d) Ensure all monies received are banked into the Club's bank account within 72 hours following the weekend of receipt.
- e) Reconcile the Bank Statements of Accounts with the Club's financial records, before each General Meeting and table such report at the meeting, including Actual v Budget.
- f) That financial records are submitted to the Nominated Auditor for an annual audit,
- g) That an audited balance sheet and all financial statements are tendered at the Annual General Meeting,
- h) In conjunction with the Executive and other Committees, prepare a budget for the year ahead,

## **2.5 Public Officer**

The Public Officer shall.

- a) Notify the NSW Office of Fair Trading (NSW Government Agency) of any changes in the Clubs Constitution and Executive Members within fourteen (14) days of that change taking place.
- b) Notify the Agency within fourteen (14) days of appointment of the full name, residential address, and date of appointment of the Public Officer.
- c) Lodge with the Agency an Annual Report to include the audited financial statements within one (1) month of the Annual General Meeting.
- d) Apply to the Agency for an extension of time to hold an Annual General Meeting or to lodge an annual statement stating the reasons for the delay, if either should occur; and
- e) Arrange for payment of all Lodgement Fees.
- f) If the Public Officer fails to comply with the requirements laid down by the NSW Office of Fair Trading, penalties or fines may be imposed by the Agency against the Public Officer or the Executive of the Club.

## **2.6 Club Administrator (Registrar)**

The Club Administrator shall.

- a) Ensure that all players are eligible to register with the Club.
- b) Arrange for players, teams, Coaches and Managers to be duly registered with the FFA.

- c) Keep a record of all persons registered with the Club as Players, Coaches or Managers, and supply a copy to the Secretary on the webmail system,
- d) Consult with the Treasurer to ensure that all fees and subscriptions owed by registered Players are collected.
- e) Consult with the Treasurer to ensure registration cards are only issued after full registration payment is received.
- f) To retain a record of documents covering transfer of players.
- g) Maintain a historical record of players registered with the Club.
- h) Allocate days and times and venue for registrations.
- i) Ensure registration of all players, Coaches and Managers with the CCF.
- j) Liaise with CCF for all registration matters
- k) Prepare Team Nominations
- l) Advise Executive Committee yearly in relation to registration fees
- m) Liaise with other clubs within CCF for placement of players who do not have a team in the club at registration
- n) Be a contact for Team Managers in relation to player registrations
- o) Liaise with Team Managers with player cautions and suspensions
- p) Liaise with CCF with suspensions of members of the Club

## **2.7 Football Committee Chairman**

The Football Committee Chairman shall

- a) Be a member of the Executive Committee and be the senior member of the Football Committee.
- b) Convene monthly (or more frequently if required) Football Committee meetings.
- c) Report to the General Committee Meeting on behalf of the Football Committee
- d) Ensure the Executive is provided with full cost submission for apparel and gear for the next season by September of each year.
- e) Ensure that the Football Committee fulfils all Duties and Responsibilities.
- f) Ensure minutes are recorded of each Football Committee meeting and a copy is lodged with the Club Secretary at least 3 days prior to the next Executive meeting.

## **3. DUTIES AND RESPONSIBILITIES OF THE FOOTBALL COMMITTEE**

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### **3.1 The Football Committee Shall;**

- a) Be responsible for the organisation, management and efficient control of all matters directly related to playing of football within the Club.
- b) Liaise with the Gear Steward no later than September of each year to determine apparel and gear requirements and cost for the following season.
- c) Accept or reject all applications by a person for registration as a player with the Club in conjunction with the Registrar.
- d) Determine the number of Club teams and their recommended grading for submission to the CCF.
- e) Prepare and submit via the Club Secretary, a nomination form to the CCF by the nomination date.
- f) Ensure the coaching coordinator establishes a timely campaign for the selection and training of coaches.

- g) Interview, select and appoint all Coaches and Managers.
- h) Select and determine the grading of all players into correct age groups and grade as per the Team Grading and Selection Policy in the Club Handbook
- i) Be responsible for the organisation and efficient running of all Club teams registered to play for the Club within the CCF.
- j) Make arrangements for pre-season games and venues.
- k) Maintain a record of all official cautions received by players of the Club and withdraw the Players card as necessary and lodge with the Secretary.
- l) Establish and implement a Player Proficiency Indicator Survey of each team.
- m) Be responsible for the organisation and efficient running of all Woy Woy FC's Gala Day(s).
- n) Ensure all Coach and Managers are made aware of the Club Handbook and supplied any additional material at the preseason Coach & Managers meeting.
- o) Arrange for representation of players at both Judiciary hearings and Appeal Board hearings.
- p) Ensure the Secretary is advised immediately of any injuries to registered players and Team Officials.
- q) Provide to the Executive a budget to cover the cost of special events, such as gala days, trophies and presentation events.
- r) Ensure that all football related matters relating to home games are attended to, such as
  - Erection and striking of nets and flags.
  - field marking.
  - Provision of spectator boundaries.
- s) Organise Coach and Managers end of year function.
- t) Organise end of season presentation days for all age groups.
- u) Develop and implement a team training schedule.

## **4. DUTIES & RESPONSIBILITIES OF THE FOOTBALL COMMITTEE MEMBERS**

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### **4.1 Non-competition, Junior Competition & Senior Men & Women Player Representatives**

The Non-Competition & Junior Competition & Senior Men & Women's Player Representatives each shall.

- a) Be an active member of the Football Committee.
- b) Liaise with their respective Coaches, Managers and players, or parents of players in any matters of concern occurring during a match, training or any other approved activity.
- c) Assist the Secretary in matters relating to the day-to-day operations of football-related activities of the Club and.
- d) In the case of the non-competition or competition representative, manage the organisation and implementation of the Club Gala Day and handle the invitations received from for Gala days from other Clubs.
- e) Assist the Treasurer with outstanding debt collection.

### **4.2 Director of Coaching**

The Director of Coaching shall.

- a) Be an active member of the Football Committee.
- b) Chair a steering committee to develop and implement a five (5) year strategic plan to develop and promote the highest standards of coaching for the Club and submit to the Executive for approval.

- c) Develop and maintain a subcommittee made of appropriately qualified coaching advisors for each of the following player groups, i.e., one (1) for each of the following:
  - i. ages 5 to 7
  - ii. ages 8 to 9
  - iii. ages 10 to 18
  - iv. Goal Keepers
  - v. Senior Men and Women
- d) Ensure all coaches meet with the minimum requirements for the grade they are Coaching and ensure adequate training is made available.
- e) Provide ongoing mentoring to all Coaches and ensure the Club develops a network of suitably qualified coaches that can, if necessary, stand in for coaches taken ill or otherwise not available.
- f) That all Coaches are fully informed about the current CCF rules of playing football, and
- g) Advise Coaches of any rule changes or amendments to the playing of football.
- h) In cooperation with the Coaches, identify players with representative potential or state potential.

## **5. DUTIES & RESPONSIBILITIES OF THE OPERATIONS COMMITTEE MEMBERS**

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### **5.1 Fixtures Officer**

The Fixtures Officer shall.

- a) Liaise with the CCF regarding changes and amendments to matches.
- b) Keep a record of the competition draw throughout the season including the time, date, locations, and opponents of all Club matches.
- c) Inform Coaches or Managers and the webmaster regarding alterations or amendments to Club matches; and
- d) In cooperation with the Club Administrator, compile a master list of all Coaches & Managers' email address details.
- e) Supply team sheets for team in case of an error or iMatch Sheets is down and ensure there are copies of the physical match sheet in the canteen.
- f) Liaise with the Secretary with regards to teams forfeits.

### **5.2 Ground Controller**

The Ground Controller shall.

- a) Ensure that all home playing fields are fully prepared, marked out and that all necessary equipment is in place prior to the commencement of matches.
- b) Ensure that all equipment is securely stowed each day at the conclusions of matches; and
- c) Be responsible for the safe-keeping and maintenance of all goal nets and
- d) In conjunction with the Gear Steward, ensure all equipment required for grading and trial is transported to the relevant ground.
- e) Prepare grounds for Gala Days.



### **5.3 Gear Steward**

The Gear Steward shall.

- a) Prepare a budget for the next season and submit to the Executive in November of each year.
- b) Complete a stock take at the end of each month and again at the end of the financial year and submit the result to the Club Treasurer.
- c) Prepare sales price list for approval by Executive prior to registration days
- d) Keep a proper inventory of all uniforms, balls, kit bags and other related assets of the Club
- e) Issue such equipment as necessary to each team coach before the commencement of the playing season, which is:
  - First grading day for U5,6 & 7; and
  - Last trading day for all others.
- f) Ensure such equipment is returned in good order at the conclusion of the playing season
- g) Be responsible for the procurement and sales of Club clothing and equipment at grading, trials, and home games.
- h) Shall liaise with the Football Committee to determine what gear, strip and equipment requirements are needed as required, but at least on an annual basis.
- i) Maintain all equipment in good working order.
- j) Issue such equipment as necessary for grading, trials presentation days.
- k) Liaise with the Marketing & Promotions officer in relation to strips being issued according to the sponsor.

### **5.4 Canteen Manager**

The Canteen Manager shall.

- a) Prepare a budget for the next season and submit to the Executive in September of each year.
- b) Complete a stock take at the end of each month and again at the end of the financial year and submit the result to the Club Treasurer.
- c) Ensure the efficient and effective operation of the Canteen and be responsible for ordering and maintaining all items of stock with the approval of the Club Treasurer
- d) At the start of the football year, prepare parent roster for canteen assistance and ensure it is distributed to the team managers.
- e) Ensure that all OH&S and regulatory requirements pertaining to food storage and handling are adhered to.
- f) Liaise with the Club Treasurer and Executive if there are issues arising in the canteen.

### **5.5 Marketing & Sponsorship Officer**

The Marketing & Sponsorship Officer shall.

- a) Prepare a budget of sponsorship income and expenditure for approval by the Executive and ensure that the budget is achieved.
- b) Develop and implement a marketing and promotional program to ensure the revenue objectives are achieved.
- c) Undertake to promote and publicise the activities of the Club in accordance with CCF guidelines and.
- d) Be responsible for ensuring there is no conflict of interest when pursuing sponsorship agreements for the Club. Where there is a conflict identified, documentation will be generated and the Executive advised.

- e) Liaise with the Gear Steward to allocate current sponsors playing strip to the correct teams as soon as teams are finalised and advise the gear steward of purchase requirements.
- f) Co-ordinate all sponsorships and advertising and ensure that sponsors and advertisers are promoted via the Club Web site and advertising boards displayed at the Club house.

## **5.6 Web and Social Media Administrator**

The web and social media administrator shall:

- a) Ensure that the Clubs web site, Facebook, and Instagram site is kept up to date with all relevant information.
- b) Ensure there is minimum downtime.
- c) Maintain the Clubs required standard of presentation and integrity as directed by the Executive from time to time.
- d) Be the point of contact for any Woy Woy Football Club team to maintain a team web site to be accessed through the Club's web site
- e) Set and maintain the standards of content, and presentation for these team web sites
- f) Ensure all CCF, Club and Sport & Recreation requirements relating to child protection are adhered to in liaison with the MPIO.

## **5.7 Social and Event Officer**

The Social and Event Officer shall arrange all social activities called for by the Club including:

- Fund raising for various Club events.
- Social activities for the Club as approved by the Executive.

## **5.8 Liquor Licensee / Bar Steward**

The liquor license shall:

- a) Hold relevant certification.
- b) Liaise with Gosford City Council.
- c) Comply with regulatory requirements as specified by the NSW Liquor Licensing ACT.
- d) Comply with the Clubs Good Sports Accreditation.
- e) Procure sufficient stock as required to meet with demand.
- f) Prepare a budget for the next season and submit to the Executive in September of each year
- g) Complete a stock take at the end of each month and again at the end of the financial year and submit the result to the Club Treasurer.
- h) Ensure maximum profitability of the activity is achieved.
- i) Ensure all revenue is transferred to the treasurer at close of business.
- j) Ensure all cost and revenue is recorded and supplied to the Club Treasurer on a Monthly basis or as requested by the Treasurer.
- k) Conduct a stock take on a monthly basis.

## **5.9 Member Protection Information Officer (MPIO):**

The Member Protection Officer shall:

- a) Be familiar with the rules and recommendations prescribed by the NSW Department of Sport and Recreation and any additional rules and recommendations prescribe by Football NSW, CCF and the Club; that relate to Child Protection.
- b) Coordinate all child protection activities and convey a clear message to all members, parents, and guardians that child abuse will not be tolerated.
- c) Administer the record keeping associated with the Prohibited Employment Declarations.
- d) Ensure the Working with Children Check process is followed, and
- e) Implement any follow-up procedures as required by law.
- f) Know the DOCS helpline number and have copies of standard reporting forms,
- g) Be aware of, or create, reporting procedures to deal with allegations of abuse or misconduct,
- h) Ensure children and adults in the Club have someone to go to if they have a concern or need information on child protection.

## **5.10 CCF Primary delegate**

The CCF primary delegate is nominated by the Members at the AGM to representative the Club at all CCF meetings and functions and shall:

- a) Attend all relevant competition meetings conducted by the CCF.
- b) Attend the CCF AGM which is generally held in December of each year.
- c) Convey any issues that the Club may have that relate the rules and operation of Football.
- d) Convey any topics that have an impact on the Club in a proper and timely manner.

## **5.11 CCF secondary delegate**

The CCF secondary delegate is nominated by the Members at the AGM to representative the Club at CCF meetings and functions when the primary delegate is unable to attend.

# **6. DUTIES & RESPONSIBILITIES OF DIRECTORS**

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Directors are required to attend the AGM and at least six-monthly General Meetings and be available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of the official table.

# **7. SUB COMMITTEES**

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## **7.1 Delegation by the Executive to Committees**

The Executive may delegate to one or more Sub-Committees for the purpose of developing strategy or providing advice to the Executive with such powers and functions as the Executive so determines.

A Sub-Committee shall.

- a) Be chaired by a chairman elected by special resolution of the Executive.
- b) Be accountable at all times to the Executive.
- c) Submit to the Executive for approval, written Terms of Reference which shall be binding on all

subsequent elected members of that Sub-Committee unless amended.

- d) Elect such Members within the Sub-Committee for specific tasks as the Sub-Committee determines and these members would report directly to that Chairman of the sub-Committee and be registered with the Club Secretary.
- e) Operate within the delegations of authority determined by the Executive; and
- f) Have (if necessary) a separate budget, determined by the Executive; and
- g) Maintain separate books, records, and accounts as required and submit them for an annual audit.

## **7.2 Termination of a Sub Committee**

If a Sub-Committee ceases operations or if the Executive determines that the need for the existence of a Sub-Committee is no longer required, all books, records, monies outstanding and all other items relevant to the operation of the Sub-Committee, shall be returned to the Executive.