



A proud history. An exciting future.

Committee Handbook

Updated – September 2025



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1. Introduction

The Woy Woy Football Club (WWFC) Committee is responsible for the governance of WWFC – the direction and control of WWFC. This includes overseeing the financial and operating affairs of WWFC and ensuring its legal obligations are met. All committee members are generally expected to assist in the operations of WWFC on game days.

Members of the committee have particular legal duties under the Associations Incorporation Act 2009, under judge-made law and under the WWFC Constitution, such as:

- the duty of reasonable care, skill and diligence
- the duty to disclose interests
- the duty not to misuse information or position. and
- the duty to act in good faith.

The WWFC Committee comprises:

- Executive Committee - the Governing body of WWFC, comprising the President, Vice-President, Secretary, Treasurer, Club Administrator and Football Committee Chair.
- General Committee - a subcommittee of the Executive Committee, responsible for all operational functions of WWFC.
- Football Committee – a subcommittee of the Executive Committee, comprising the Football Committee Chair; non-competition, junior competition, senior men’s and women’s representatives; and the coaching coordinator.

1.1. Committee Eligibility

Committee eligibility is open to all WWFC members as defined in the WWFC Constitution (section 5).

As set out in the WWFC Constitution, nominations for elected committee positions shall be called for at least twenty-one days (21) prior to the annual general meeting and must be:

- made in writing on the prescribed nomination form.
- signed by two individual members.
- certified by the nominee who must be a member.
- provided to the WWFC Secretary not less than 3 days prior to the annual general meeting.

2. Executive Committee responsibilities

2.1. President

The President is responsible for:

- a. Acting as the Chief Executive of WWFC with the authority to convene meetings of the Executive Committee and General Committee.
- b. Chair Chairing Executive Committee and General Committee meetings and may nominate an alternate chairperson if required
- c. Ensuring that committee members perform their duties in accordance with their role description.
- d. Conducting all meetings in accordance with the Incorporations Act, the Constitution, and generally accepted processes for the conduct of meetings.
- e. Ensuring all members of WWFC observe the Central Coast Football (CCF) Code of Conduct and the relevant WWFC codes of conduct.



- f. Attending all official functions and major events of WWFC and arranging a delegate in the event of being unable to attend.
- g. Acting as primary WWFC Delegate (refer to 13.4 of the WWFC Constitution) representative at CCF events.
- h. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

2.2. Vice President

The Vice President is responsible for:

- a. Acting as President in the absence of the President or if the President is unable or unwilling to act.
- b. Keeping a record of all WWFC trophies and collecting perpetual trophies as and when required. Ensuring that a ground official roster is established at the start of the season and is adhered to throughout the season.
- c. Managing annual team photographs including liaising with the photographer approved by the committee to arrange annual photographs including setting dates and locations and notifying all coaches and team managers.
- d. Attending Executive Committee and General Committee Meetings.
- e. Ensuring that all teams adhere to the CCF and WWFC codes of conduct.
- f. Acting as Secondary WWFC Delegate (refer section 13.4 of the WWFC Constitution)
- g. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

2.3. Secretary

The Secretary is responsible for:

- a. Providing the General Committee list of contact details to CCF following an Annual General Meeting (AGM).
- b. Acting as meeting Secretariat including for Executive Committee, General Committee and Annual General Meetings; and for Football Committee meetings on request. Duties include convening meetings, recording attendance and recording minutes
- c. WWFC correspondence.
- d. Keeping a record of all WWFC members (Individual, Life and Junior).
- e. Keeping a key register.
- f. Liaising with the fixtures officer and CCF regarding team forfeit advice.
- g. Keeping a record of all reported injuries to registered players and team officials.
- h. Acting as Primary or Secondary Delegate where the President and/or Vice President are unavailable.
- i. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

2.4. Treasurer

The Treasurer is responsible for:

- a. Ensuring that WWFC revenue and expenses are entered into an electronic accounting system in a timely manner.



- b. Ensuring all monies due to WWFC are collected and received in a prompt manner and bad debts pro-actively collected.
- c. Ensuring that all authorised payments are made.
- d. Ensuring all monies received are banked into WWFC's bank account in a timely manner.
- e. Reconciling and reporting WWFC's accounts, at each General Meeting.
- f. Arranging an annual external audit of accounts.
- g. Providing a balance sheet (preferably audited) and all financial statements at the Annual General Meeting,
- h. Prepare an annual budget in conjunction with the General Committee.
- i. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

2.5. Club Administrator

The Club Administrator is responsible for:

- a. Ensuring that all players are eligible to register with WWFC.
- b. Arranging for players, teams, coaches and managers to be correctly registered.
- c. Keeping a record of all persons registered with WWFC as players, coaches or managers, and supply a copy to the Secretary,
- d. Consulting with the Treasurer to ensure that all fees owed by registered players are collected.
- e. Retaining a record of documents covering transfer of players.
- f. Maintaining and retaining historical records of players registered with WWFC.
- g. Organising registration days.
- h. Liaising with CCF for all registration matters
- i. Preparing Team Nominations
- j. Set annual registration fees in consultation with the committee.
- k. Coordinating advice of player cautions and suspensions to coaches and managers and liaising with CCF regarding suspensions of WWFC members.
- l. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

2.6. Football Committee Chair

The Football Committee Chair is responsible for:

- a. Ensuring that the Football Committee fulfils its duties and responsibilities. .
- b. Convening and chairing monthly (or more frequently if required) Football Committee meetings.
- c. Reporting to General Committee meetings on behalf of the Football Committee.
- d. Ensuring that minutes are recorded of each Football Committee meeting and a copy provided to the Secretary within one week.
- e. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.



3. Football Committee responsibilities

3.1. The Football Committee is responsible for:

- a. Organising, managing and efficiently controlling all matters directly related to playing of football within WWFC.
- b. Liaising with the Property Officer to determine apparel and gear requirements and cost for the following season.
- c. Determining the number and recommended grading of teams.
- d. Actively participating in the interview and selection of coaches and managers and advising recommended appointments to the Executive Committee through the Football Committee Chair.
- e. Determine the grading of players into correct age groups and grades as per the Team Grading and Selection Policy in the WWFC Club Handbook.
- f. Organising pre-season games and venues.
- g. Organising WWFC Gala Day(s).
- h. Ensuring all coaches and managers are made aware of the WWFC policies and handbooks.
- i. Organising the preseason coaches and managers information meeting.
- j. Arranging for representation of players at both Judiciary hearings and Appeal Board hearings in consultation with the Executive Committee.
- k. Leading the coordination of home game days and training sessions, such as:
 - Set up nets and flags.
 - Development and implementation of a team training schedule
- l. Work with the General Committee to lead the organisation of end of season presentation days for all age groups.

4. Football Committee member's responsibilities

The Football Committee comprises the Football Committee Chair, Non-Competition (MiniRoo) Player Representative, Junior Competition Player Representative, Senior Men's Player Representative, Senior Women's Player Representative and Coaching Coordinator

4.1. Player Representatives (Non-Competition (MiniRoo) Player Representative, Junior Competition Player Representative, Senior Men's Player Representative, Senior Women's Player Representative)

Player Representatives are responsible for:

- a. Being an active member of the Football Committee.
- b. Liaising 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. Assisting the Secretary in matters relating to the day-to-day operations of football-related activities of WWFC.
- d. Managing the organisation and implementation of the WWFC Gala Day and handling invitations received from for gala days from other clubs.
- e. Assisting the Treasurer with outstanding debt collection from players.
- f. Ensuring that teams securely and neatly store WWFC equipment appropriately after training and game days.
- g. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.



4.2. Coaching Coordinator

The Coaching Coordinator is responsible for:

- a. Being an active member of the Football Committee.
- b. Ensuring that all coaches have appropriate coaching experience and qualifications (where relevant) and ensuring that adequate training is made available.
- c. Mentoring to coaches and ensuring that WWFC develops a network of suitably qualified coaches that can, if necessary, stand in for coaches taken ill or otherwise not available.
- d. Ensuring that Coaches are fully informed about the current CCF rules of playing football.
- e. Advising coaches of any rule changes or amendments to the playing of football.
- f. In consultation with coaches, identifying players with representative potential or state potential.
- g. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties

5. Duties and Responsibilities of the General Committee Members

Members of the Executive Committee and Football Committee are also members of the General Committee.

5.1. Public Officer

The Public Officer is responsible for:

- a. Notifying the NSW Office of Fair Trading (the Agency) of any changes to WWFC Constitution within fourteen (14) days of that change taking place.
- b. Notifying the Agency within fourteen (14) days of appointment of the full name, residential address, and date of appointment of the Public Officer.
- c. Lodging relevant documentation within one (1) month of the Annual General Meeting including payment of any relevant lodgement fees.
- d. Managing the WWFC ABN with the Australian Business Register, including updates.

5.2. Fixtures Officer

The Fixtures Officer is responsible for:

- a. Liaising with CCF regarding changes and amendments to matches.
- b. Keeping a record of the competition draw throughout the season including the time, date, locations, and opponents of all Club matches.
- c. Informing Coaches or Managers and the webmaster regarding alterations or amendments to Club matches; and
- d. In cooperation with the Club Administrator, compiling a master list of all Coaches & Managers' email address details.
- e. Supplying team sheets for teams in case system errors and ensuring there are copies of the physical match sheet in the canteen.
- f. Liaising with the Secretary with regards to team forfeits.
- g. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.



5.3. Grounds Officer

The Grounds Officer is responsible for:

- a. Ensuring that all home playing fields are fully prepared, marked out and in consultation with the committee and game day rosters, ensuring necessary equipment is in place prior to the commencement of matches.
- b. Preparing grounds for gala days.
- c. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

5.4. Gear Steward

The Gear Steward is responsible for:

- a. Preparing a budget for the next season and submitting to the Executive Committee in November of each year.
- b. Completing stock takes of gear and merchandise at the start of the season (March), at the end of the financial year (July) and at the end of the season (October) and providing the result to the Treasurer.
- c. Preparing gear and merchandise sales price list for approval by the committee.
- d. Keeping an inventory of all uniforms, balls, kit bags and other related assets of WWFC.
- e. Issue equipment as necessary to each team coach or manager before the commencement of the playing season.
- f. Ensuring equipment is returned in good order at the conclusion of the playing season.
- g. Purchasing gear and merchandise following approval by the committee.
- h. Selling gear and merchandise at grading, trials, and home games.
- i. Liaising with the Football Committee to determine what gear, strip and equipment requirements are needed as required, but at least on an annual basis.
- j. Maintaining all equipment in good working order.
- k. Liaising with the Sponsorship Officer regarding sponsored strips and merchandise.
- l. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

5.5. Canteen Manager

The Canteen Manager is responsible for:

- a. Preparing a budget for the next season and submitting to the Executive Committee in November of each year.
- b. Completing a stock take at the start of the season (March), at the end of the Financial year (July) and at the end of the season (October).
- c. Ensuring the efficient and effective operation of the canteen including ordering and maintaining all items of stock with the approval of the Treasurer.
- d. Ensuring that all regulatory requirements pertaining to safety, food storage and handling are adhered to.
- e. This role may be remunerated at the discretion of the Executive Committee.



- f. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

5.6. Sponsorship Officer

The Sponsorship Officer is responsible for:

- a. Preparing a budget of sponsorship income and expenditure for approval by the Executive at the commencement of the season.
- b. Developing and implementing a promotional program and annual sponsorship offer.
- c. Promoting and publicising the activities of WWFC in accordance with CCF guidelines and in consultation with the Social Media Officer.
- d. Managing conflicts of interest when pursuing sponsorship agreements for WWFC.
- e. Ensuring the Executive Committee is provided visibility of all sponsorship negotiations and agreements.
- f. Liaising with the Gear Steward to allocate sponsors playing strip to the correct teams and advise the gear steward of purchase requirements.
- g. Ensuring that sponsor benefits are fulfilled in line with signed sponsorship agreements.
- h. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

5.7. Social Media Officer

The Social Media Officer is responsible for:

- a. Ensuring that the WWFC website, Facebook, and Instagram sites are kept up to date with all relevant information.
- b. Maintaining WWFC's required standard of presentation and integrity as directed by the committee.
- c. Ensure all requirements relating to child protection in relation to social media are adhered to in liaison with the MPIO.
- d. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

5.8. Events Officer

The Events Officer is responsible for:

- a. Fundraising activities, including annual fundraisers and ad-hoc fundraising.
- b. Social activities as approved by the Committee.
- c. WWFC events management including season launch, sponsor's days and presentations.
- d. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

5.9. Member Protection Information Officer (MPIO)

The Member Protection Information Officer is responsible for:

- a. Providing information and guidance to members on complaint handling procedures.



- b. Listening to complaints and concerns from members and assisting in the resolution process.
- c. Maintaining confidential records of complaints or concerns.
- d. Having an understanding of legislative requirements and club policies and procedures in relation to complaints, Member Protection, Code of Conduct, Child Safety and Diversity and Inclusion.
- e. Liaising with members of the club, in particular the President and committee in regularly reviewing safeguarding policies to ensure they remain relevant and up-to-date with industry standards.
- f. Ensuring that the members who require a Working with Children Check have provided their current number, expiry date and verification result, as required.
- g. Managing documentation relating to child protection and Working with Children Check
- h. Attending the AGM, and at least six-monthly General Meetings and being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties.

5.10. Directors

Directors are elected members who do not hold an official role and can be elected at an AGM or at the discretion of the Executive Committee. They are responsible for:

- a. Attending the AGM, and at least six-monthly General Meetings.
- b. Being available to participate in registration days, grading days, trial games, gala days, presentation days and in the roster of game day duties (unless otherwise arranged with the Executive Committee prior to commencing in the role).
- c. Supporting official roles with approval by the Executive Committee.

5.11. Primary and Secondary Delegates

The President and Vice President act as Primary and Secondary Delegates and are responsible for:

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

6. Subcommittees

6.1. Delegation by the Executive to Committees

The Executive Committee may delegate to one or more subcommittees for the purpose of developing strategy or providing advice to the Executive Committee with such powers and functions as the Executive so determines and will:

- a. be chaired by a committee member elected by special resolution of the Executive Committee.
- b. be accountable at all times to the Executive Committee.
- c. submit to the Executive for approval, written Terms of Reference for the subcommittee.
- d. appoint members to the subcommittee for specific tasks ensuring that WWFC membership is completed in consultation with the Secretary where required.
- e. operate within the delegations of authority approved by the Executive Committee.



- f. ensure minutes of subcommittee meetings are provided to the Executive Committee after each meeting.
- g. ensure that all budget, expenditure and income is approved by the Executive Committee.

6.2. Termination of a Sub Committee

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

7. Game Day Operations

7.1. Game Day Assistance

WWFC is reliant on volunteers to make game days possible. We are a small volunteer Committee and need assistance to ensure the best game days possible.

- We use an on online platform, VolunteerSignup to allow members to sign up for game day assistance in advance.
- All teams playing at home at Austin Butler Memorial Oval are requested to assist on game days and will be rostered to field set up, pack down, and/or canteen and BBQ.
- All teams are expected to contribute to the equivalent of approx. 9 hours of assistance per season.
- By registering with WWFC, every player / parent agrees to participate in the Game Day Volunteer Roster.
- Teams failing to sign up for duty will be contacted by the Committee the day prior and requested to assist. Teams further failing to sign up will be requested via a game day announcement or will be directly approached by the Game Day Official.

7.2. Committee responsibilities

The WWFC Committee is responsible for the following on home game days:

- Ground set-up:
 - Placement of sponsor's flags.
 - Marquee set-up.
 - BBQ set-up.
 - Ensuring full gas bottles for BBQ.
 - Bin placement.
 - Movement of field equipment (nets, flags etc) from the gear shed for accessibility by relevant teams for set up.
 - Placement of CCF Code of Conduct sign.
 - Check amenities are clean and accessible.
- Canteen & BBQ
 - Assisting the Canteen Manager with canteen preparation (bakery delivery, supply preparation).
 - Commencing BBQ operations and supervising volunteers throughout the day.
 - Cleaning the BBQ at end of day.
 - Assisting with canteen clean-up at end of day.



- Ground duty
 - WWFC must have two (2) nominated Ground Officials - one at the official table and the other on ground patrol, to ensure all CCF regulations and codes of conduct are complied with, at Austin Butler Memorial Oval.
- Ground pack-down
 - Removal of sponsor's flags.
 - Marquee pack-down.
 - BBQ clean and stored.
 - Gas bottles stored.
 - Bins retrieved and stored.
 - Packing away of field equipment (nets, flags etc) in the gear shed.
 - CCF Code of Conduct sign retrieved and stored.
 - Check amenities are clean and locked.
 - Ensure gear shed is clear, tidy and locked.
 - Ensure canteen, Clubroom, toilets and gear shed are locked.

7.3. Team responsibilities

- Coaches/Managers are responsible for organising the setting up of the nets and corner posts before matches where they are the first team on the field. This task will be allocated to teams via the VolunteerSignup platform.
- The last team using the home field is responsible for the removal and return of all nets and corner posts from their field to the gear room. This task will be allocated to teams via the VolunteerSignup platform.
- Please ensure that all equipment is returned to the correct area in the gear shed.
- Teams who do not cooperate with keeping the gear shed tidy will be rostered for clean up across the season.