

Sydney Juniors

Club Roles & Responsibilities



This document is has been prepared to provide clubs with the core responsibilities of committee roles within a junior football club.

The roles and descriptions should be treated as a guide to assist each club in documenting their own Club Roles and responsibilities document that is best suited to their clubs size and maturity.

President

DESCRIPTION OF ROLE.

The President of the Club is accountable to the Members for the overall good Governance of the Club including:

- Ensuring that there is a documented and published structure for the delivery of the Club Programs.
- That the structure is populated with appropriately skilled and committed volunteers.
- That the Club vision, mission and values are documented and appropriate to a junior sporting club and clearly communicated to all Members.
- That the Club is operated responsibly and professionally and that Natural Justice principles apply to all dealings.
- Act as an Ambassador, advocate and promoter of the Club.
- Ensure that the Club operates in a financially responsible and accountable manner. Ensure that the Club acts legally, morally and ethically in all its dealings.

ROLE TASKS:

Specific tasks that the President will discharge are as follows:

- Establish and review for appropriateness the structure of the Club for the delivery of Club Programs at least once annually.
- Chair all meetings of the Committee of the Club at which attendance is possible.
- Oversee the preparation and publication annually of a Club Strategic Plan that clearly sets out the key Club initiatives and directions for at least the forthcoming twelve month and preferably three year period.
- Represent the Club at key League and other appropriate forums to ensure that the interests of the Club and its members are properly and professionally put forward.
- Communicate openly with the Committee Members about issues that are affecting the Club.
- Make sure that true and accurate records of all Club proceedings are kept and published.
- Ensure that the club complies with policies of the committee, and rules of the GSJAFJL.
- Strive to ensure that the club achieves the maximum possible amount of positive publicity, in the context of growth and developing the code of AFL. Actively build good and positive relationships between the Club and the wider Community.
- Ensure active and positive links with community stakeholders are developed and maintained as a conduit for the promoting of the code and club.

Sydney Juniors

Club Roles & Responsibilities



Vice President

DESCRIPTION OF ROLE.

The Vice President is an important support role to the President of the Club. The Vice President will act as an Ambassador for the Club, act for the President in all official capacities in the absence of the President and support the President and Secretary in particular with the discharge of their official duties.

ROLE TASKS:

Specific tasks that the Executive Vice President will discharge are as follows:

- Deputise for the Club President on all occasions that the President is unavailable or requests a substitute. (see president role description)
- Act as an Ambassador for the Club especially with the Council, including sports council representative, AFL (NSW/ACT, AFL Sydney Juniors, Regional Committee, sponsors of the Club and media.
- Assist support and mentor Club Board Members to help discharge their responsibilities.
- Deputise for the Club Secretary in the event of absence of the Secretary.
- Advise on quasi legal and administrative matters.

Sydney Juniors

Club Roles & Responsibilities



Club Secretary

DESCRIPTION OF ROLE.

The Club Secretary plays an important organisation and co-ordination position within the Club. The Secretary is an important watchdog on Club Governance and compliance with all of the statutory requirements that apply to the Club and its operations including the notion of procedural fairness in all our dealings.

ROLE TASKS:

Specific tasks that the Club Secretary will discharge are as follows:

- Ensure that The Club Governance arrangements are not in conflict with the Clubs Constitution, Articles of Association, Rules and the laws of Natural Justice.
- Ensure that the Club fully complies with all of its legal obligations in relation to Constitution, Articles of Association and the Incorporated Clubs Legislation.
- Ensure that Committee meetings of the Club are regularly called, properly notified to all entitled to attend and are legal.
- Prepare and distribute the agenda for all meetings of the Club Committee.
- Prepare true and accurate records of all meetings of the Club Committee and promptly distribute them to all entitled to receive them.
- Ensure that the Club and its physical and notional assets is properly protected for Insurance purposes.
- Manage the Club records.
- Prepare and distribute official committee correspondence.
- Ensure that the Club mailbox is regularly monitored, cleared and that correspondence is promptly brought to the attention of the relevant Club official.
- Give notice of and convene the Club Annual General Meeting before the end of September in each year in consultation with the Club President.

Sydney Juniors

Club Roles & Responsibilities



Club Treasurer

DESCRIPTION OF ROLE.

The Treasurer is the Clubs' Chief Financial Officer and a member of the committee. The Treasurer is responsible for discharging the stewardship function over all Club funds, setting and maintaining the accounts of the Club to track financial activities, for reporting at least monthly to the Committee on Club financial performance, preparing the Club budget annually and for establishing and monitoring internal control mechanisms and procedures, as appropriate.

ROLE TASKS:

Specific tasks that the Club Treasurer will discharge are as follows:

- Prepare an annual budget for the funding of the Club operations.
- Assisting with the setting of annual registration fees based on projected costs and revenue streams.
- Reporting at least monthly to the Committee on the financial status and performance of the Club.
- Developing, implementing and monitoring internal control measures that are both practical and that protect the Club's asset base.
- Setting up, administering the club accounts.
- Acting as the principal point of contact between the Club and its Banker and managing the Banking relationship.
- Acting as one of the Club signatories to all Club accounts.
- Acting as the principal "payer" of accounts rendered to the Club for services and goods that it buys or consumes.
- Managing Club "liquid funds" so that returns on any surplus funds are maximised consistent with minimising the Club to exposures to loss.
- Preparing the Annual Accounts of the Club and presenting them for audit in a timely manner each year - ideally such that the Annual Accounts are audited before the end of September in each year.
- Present the audited financial statements each year to the Club community, as required at the club Annual General Meeting. Respond to any questions that may arise from within the Membership base.

Sydney Juniors

Club Roles & Responsibilities



Club Registrar

DESCRIPTION OF ROLE.

This role is responsible to the Club Committee and the League Registrar for ensuring that the Club player records comply with League rules. This is a critical aspect as any lack of compliance in this regard could render the Club and any teams within the Club ineligible to compete in League finals. The Registrar reports to the Club Committee on the profile of our player community, assists with targeting our player recruitment efforts, planning for the introduction of new teams within the Club structure, applying on the Clubs' behalf with Board endorsement for any player exemptions tracking individual players and advising on milestones. This role works closely with the Club Recruitment Co-ordinator to discharge the responsibilities.

ROLE TASKS:

Specific tasks that the Club Registrar will discharge are as follows:

- Assist the Recruitment Co-ordinator to develop a recruitment strategy for the acquisition of new players for endorsement of the committee by no later than the middle of November in each year.
- In conjunction with the Recruitment Co-ordinator implement the elements of the approved plan.
- Ensure that all players complete the appropriate registration form at the commencement of each playing season.
- Ensure that the Club player registration records fully comply with the requirements of the AFLSJ (AFL Sydney Juniors).
- Maintain the Club player data base in an up to date and accurate condition at all times.
- Report to the Community proactively on the profile of the Club player community, areas for targeting and issues to be addressed.
- Liaise with Team Managers and the Treasurer to ensure that all individual player records are complete and that all players have paid the appropriate registration fees for each playing year by no later than the end of June in that year.
- Track the achievement of individual player milestones to allow the Club to honour those achievements. Assist with the preparation of the annual player presentations.
- Keep the data base of Life Members and friends of the Club up to date and clean.
- Liaise with the Communication – Website Co-ordinator regularly to ensure player milestones achieved are recognised on the club website.

Sydney Juniors

Club Roles & Responsibilities



Ground Manager

DESCRIPTION OF ROLE.

The Ground Manager is responsible for all Football Operations matters on home match days including supervising and assisting with the setting up of the Club operational facilities on match days. The Ground Manager is also the match day “director” and principal point of liaison between Coaches, Team Managers, Umpires and spectators.

ROLE TASKS:

Specific tasks that the Ground Manager will discharge are as follows:

- Supervise and assist with the establishment of the Ground Management infrastructure on home match days including:
 - . Ground layout, Putting out promotional and information signage, Establishing the timekeeper location with required infrastructure including desk, protective fencing, siren, stationery and PA system, Erecting the scoreboard, Replacing protective padding on all goal posts
 - . Inspecting the ground before the commencement of play to establish safety i.e. removing sticks and other foreign objects that may cause harm or injury, making sure the playing surface is clear and flat.
 - . Ensure the appropriate mandatory ‘Match Day Check List’ is completed before games commence and if conditions change as part of the clubs risk management approach
 - . In conjunction with a member of the Club committee making sure that the policies of the Council in relation to use of the Ground are given effect to especially the wet weather policy.
- Acting as the principal point of contact for Team Managers and Coaches and ensuring that:
 - . Completed Team sheets are lodged by both Teams prior to quarter time in each match.
 - . Team Managers/Coaches complete all League forms in relation to Club, Ground and crowd assessment are completed and lodged.
 - . Ensure all games run strictly according to the published timetable.
 - . The scoreboard for each match is attended and kept up to date during the progress of the match.
 - . The results for all matches for each days play are entered onto the Footyweb site by no later than 6.00PM on the next after day after Sunday’s play for updating of ladders and publication of results.
 - . Overseeing spectator behaviour at all home matches, take appropriate action to “manage” any situations that might arise in conjunction with any available member of the club committee
 - . Umpires are “looked after” properly at each match. I.e. drinks, facilities, forms, equipment, personally escort the umpires onto and from the field of play during game time.
 - . Supervising and assisting with the dismantling and storage of equipment at the end of all Scheduled home matches.

Sydney Juniors

Club Roles & Responsibilities



Coaching Coordinator

DESCRIPTION OF ROLE.

The role is the critical day to day liaison role between the Club Committee and the “Principal operatives” of our Club - our Team Coaches, Assistant Coaches and Team Managers.

The role also extends to support and mentoring of the Team Management panels so that:

- They are aware of critical regional Board decisions that may impact on them operationally.
- The Committee is made aware any support materials, equipment and /or other support that they may need to discharge their roles to the best and most professional standards possible.

ROLE TASKS:

Specific tasks that the Coaching Co-coordinator will discharge are as follows:

- Act as a proactive liaison point between the coaches, assistant coaches and team managers for all club teams to both convey important committee initiatives that impact on them and ensure that there is a conduit of information between them and the Committee.
- Develop a proposed coaching structure for the club each season to be placed before the committee for approval. The structure should be developed and approved prior to the end of November in each year for the following season.
- Meet at least twice during each season with all coaching staff in conjunction with other appropriate Committee members to:
 - . Welcome and induct coaches to their roles.
 - . Explain the program for the season.
 - . Provide them with support material and information to assist them to do their jobs.
 - . Explain club expectations.
 - . Obtain feedback regarding operational requirements and any support materials that they feel they need to discharge their roles.
 - . Provide proactive feedback to them on progress and development.
 - . Ensure that all Coaches complete an appropriate Level Coaching Course run by the AFL each season at club expense.
 - . Assist Coaches where necessary during training sessions.
 - . Liaise with the team managers regarding washout matches and replayed games.
 - . Provide a coaching point of contact within the club for the AFL organisation other clubs and external contacts regarding coaching issues.
 - . Review interpret, communicate and implement AFL by laws and modified rules, protocols as they apply to the junior and youth codes.

Sydney Juniors

Club Roles & Responsibilities



Umpiring Coordinator

DESCRIPTION OF ROLE.

To recruit and relationship manage Club Umpires and their development in Umpiring so that the Club:

- Has a competent and preferably oversubscribed panel of accredited Umpires to manage games
- Liaise with the Regional Umpiring Manager weekly during the season regarding allocation of Umpires to games and ensure that the Umpires are aware of the games they are to look after well in advance of the Saturday
- Work with the Club and the League to ensure that the Club panel Umpires are able to access development courses and workshops and encouraged to attend
- Manage Umpire development in accordance with Club policy which is that the Club will fund the cost of any development courses that our panel Umpires should undertake
- Assist the Club Umpires where possible and appropriate in a “pastoral” capacity

ROLE TASKS:

Specific tasks that the Club Umpiring Co-ordinator will discharge are as follows:

- Relationship manage existing Club Umpires to assist them to maintain their involvement and interest
- Liaise with the League Umpiring Co-ordinator to ensure that:-
 - . Our Club Umpires are aware of and take advantage of all development opportunities
 - . Register all interested Club Umpires in development course which are to be fully funded by the Club
- Actively use Club communication channels to recruit new Umpires well prior to the commencement of each season
- Where both necessary and appropriate look after Club Umpires in a “pastoral sense”
- Act as an advocate for Club Umpires in relevant AFL forums including at Board Meetings

Sydney Juniors

Club Roles & Responsibilities



Recruitment Coordinator

DESCRIPTION OF ROLE.

The role requires the incumbent to plan and implement a player recruitment strategy for each year that will deliver sufficient players in each of the age groups that the Club is fielding teams. A critical aspect of the role requires that the incumbent set up close and enduring relationships with the schools within the recruitment area of the Club and the sporting representative bodies operated and supported by those schools. E.g. PSSA's etc.

The Recruitment Co-ordinator must work closely with the Club Registrar in the pre- season time period to develop strategies for recruiting players in the appropriate age groups required to support Club operations in the following season.

ROLE TASKS:

- Specific tasks that the Recruitment Co-ordinator will discharge are as follows:
- Develop a recruitment strategy for the acquisition of new players for the forthcoming season for endorsement by the Committee by no later than the middle of November in each year.
- In conjunction with the approval from the committee liaises with AFL development officer to implement the elements of the approved plan.
- Establish a schools register and contact list for all target schools within the defined geographical recruitment area of the Club
- Prepare recruitment promotional material each season and its suggested method of Distribution for endorsement by the Committee as required, in either case as early as possible prior to the relevant season
- Address meetings of relevant school community sporting groups in conjunction with the AFL development officer, E.g. PSSA. Or ensure that a club representative is available to attend if possible
- Assist with the preparation of the annual player presentations
- Lead and co-ordinate arrangements for all pre-season registration and recruitment events, develop player retention strategies working with the committee to improve retention.

Sydney Juniors

Club Roles & Responsibilities



Sponsorship Coordinator

DESCRIPTION OF ROLE.

To recruit and relationship manage with committee approval the sponsorship portfolio that the Club uses support Club finances and members of the Club community. The management of this function will be undertaken within Club policy guidelines which include:-

- That any available grants are researched and applied for to assist with club operations.
- That there is to be only one sponsor in any given category of service of product
- That in consideration for their sponsorship, sponsors receive a copy of each, receive an invitation to all Club social functions and to the Presentation functions that the Club conducts, receive a certificate in recognition of their sponsorship (Gold and Silver to be framed) and have their preferred presentation published graphically on the club Website with position determined by sponsorship class

ROLE TASKS:

Specific tasks that the Club Sponsorship Coordinator will discharge are as follows:

- Develop a tiered suite of sponsorship products
- Look after existing Club sponsors on a relationship basis and ensure that they are receiving the service from the Club that we committed to at the original point of contact in accordance with Club policy
- Recruit new Club sponsors to the Club as required and available in accordance with Club policy
- Present presentations of the benefits of Club sponsorship to prospective new sponsors in accordance with the standard Club presentation pack(to be developed)
- Work with sponsors to develop their preferred means of representation for the web site and hand over to the Communication Co-ordinator for ongoing publication
- Actively seek to continue to promote the products and services offered by Club sponsors to the Club community
- In conjunction with the sponsors gather together a presentation pack of sponsor generated promotional material for handing out to all Club members at the commencement of each season.
- Research apply and progress to conclusion any available grants that may be on offer to assist with club operations, all grant applications to be approved by the committee prior to submission.
- Establish, in agreement with the club treasurer a sponsorship spreadsheet detailing all sponsorship income for the club.

Sydney Juniors

Club Roles & Responsibilities



Club Auskick Coordinator

DESCRIPTION OF ROLE.

The Auskick Program is of such strategic importance to the future of AFL Football in NSW and to the future of the your junior AFL Club that it has been determined that the Auskick Co-ordinator or his delegated representative will sit on the club committee

This structural arrangement also acknowledges that the Club Auskick program often operates to quite different timetables and geographical arrangements from the Mainstream of the Club and therefore demands a high level of autonomy within the corporate structure of the Club.

The Auskick Co-Ordinator will therefore be accountable to the Committee for ensuring the success of the club program along with promoting the Auskick program in schools within the Club's catchment area.

With prior Committee approval for the overall program and subject to regular reporting arrangements the Auskick Co-Ordinator will have autonomy to operate the Program.

ROLE TASKS:

The Auskick Coordinator will liaise with the AFL Regional Development officer directly making arrangements for Auskick Programs throughout the schools.

Specific tasks that the Auskick - Co-Ordinator will discharge are as follows:

- In consultation with the clubs recruitment co-ordinator, present a comprehensive strategy to the Committee for the operation of the Program both within the club and in at least two Primary Schools in the club catchment area by no later than the end of November of each year that addresses the following points:
 - . The structural arrangements to support the robust and reliable delivery of the Program.
 - . The schools proposed to be hosts for the Program and the status of the school commitment to the Program.
 - . Recruit sufficient coaches to reliably and professionally deliver the Program and arrange for those coaches to receive appropriate skills training and accreditation through the NSW AFL
 - . Liaise with the coaches, volunteers and schools to keep them informed of important directions within the Club and the code that will be of interest to or impact on them.
 - . Liaise with the club equipment co-ordinator to ensure that all equipment requirements that the coaches may need are submitted to the committee to secure support, acquire those items for the Auskick Program on approval.
 - . Contribute Auskick items regularly to the Club via Website or email to keep all club members apprised of Auskick activities.
 - . Assist the Recruitment and Registration Co-ordinator to deliver on the approved recruitment strategy each year.
 - . Contribute to the good Governance of the Club as both a member of the Club Committee and Executive Team.
- Encourage and foster the maximum possible amount of parental participation in the operation of the program with development of the enrolled children.
- Establish and maintain a culture of inclusiveness and enjoyment of the game for all participants and volunteers

Sydney Juniors

Club Roles & Responsibilities



Canteen Coordinator

DESCRIPTION OF ROLE.

The role of Canteen Coordinator is a critical one for all AFL Clubs. We rely on our Canteen takings from home games each season to assist with the funding of our Program. We also rely on the Canteen to provide a centre for:

- Voluntary Club support.
- Social interaction.
- The provision of healthy sustenance for players and spectators.

The home game Canteen runs from the commencement of the Auskick Program each home game till the completion of the last age graded match on the day. The Co-ordinator will ensure that the canteen is appropriately staffed with volunteers for running of Canteen operations, assist, direct and support the volunteers, ensure volunteers can unlock in the morning and lock up at the end of the day's activities.

ROLE TASKS:

- Prepare and publish a roster at the commencement of each season detailing the families / teams who will be required to provide canteen services by date and time.
- Set up the Canteen operating environment so that it is safe, clean and practical.
- Arrange for the ordering, receipting, storage and display of stock based on the following criteria:-
 - . Perishable items sufficient to satisfy the projected demand for the immediate upcoming game.
 - . Non-perishable items sufficient to ensure that they are likely to all be sold prior to the end of the season and within use by date ranges.
 - . Items to be limited, a range that will turnover quickly and be in demand.
 - . Stock items that could be considered to be appropriate for football match consumption.
 - . Items that are cost effective and where possible and appropriate support major sponsors of either the Club or the AFL code.
 - . Ensure that there is an appropriate cash float in place to commence the operations of the canteen at the commencement of each days' operation.
 - . Count, summarise and bank the canteen takings after the completion of activities at each home game.

Sydney Juniors

Club Roles & Responsibilities



Communication-Website Coordinator

DESCRIPTION OF ROLE.

To develop and manage with committee approval the channels that the Club uses to communicate with its membership base such that there is:

- Timely dissemination of quality information about Club activities to the wider membership base.
- Ensure that through the dissemination of quality communications members expectations are managed and their opportunity to participate in Club activities is maximised.

ROLE TASKS:

Specific tasks that the Club Communication Co-ordinator will discharge are as follows:

- Ensure that a Club Information is distributed via the Club Website reliably and on time to all club members each week during the playing season.
- Ensure that a Club information is available reliably during the “off season” to every registered Member of the Club from the season immediately preceding approximately every 6 to 8 weeks.
- Assist with the management of the expectations of the Life Members and friends regarding their desire for knowledge about Club activities.
- Act as the Administrator for the website to ensure that it is updated in a reliable, timely and regular manner with information about the Club.
- Manage the Club contacts and emails ensuring that the appropriate Club official gets and responds to the communications.
- Ensuring that there is alignment between the information distributed by the Club through all communication channels - newsletter, website and Footyweb etc. for consistency, quality and content.
- Develop proposals for the committee to improve the Clubs capacity to communicate to and involve members and interested parties in Club activities
- Develop Web-Based innovations to improve information management within the club including initiatives such as on line document management and storage.
- Lead the development of a web page based on communication medium with the membership base as a preferred alternative to existing paper and email methods

REPORTS TO:

For day to day matters the Communications Co-ordinator reports to the Club President. For matters relating to the change in communication strategy then the Communications Coordinator will require majority approval from the Committee.

Sydney Juniors

Club Roles & Responsibilities



Club Sponsorship / Grants Coordinator

DESCRIPTION OF ROLE.

To recruit and relationship manage with committee approval the sponsorship portfolio that the Club uses support Club finances and members of the Club community. The management of this function will be undertaken within Club policy guidelines which include:

- That any available grants are researched and applied for to assist with club operations. That there is to be only one sponsor in any given category of service of product
- That in consideration for their sponsorship, sponsors receive a copy of each, receive an invitation to all Club social functions and to the Presentation functions that the Club conducts, receive a certificate in recognition of their sponsorship (Gold and Silver to be framed) and have their preferred presentation published graphically on the club Website with position determined by sponsorship class

ROLE TASKS:

Specific tasks that the Club Sponsorship Co-ordinator will discharge are as follows:

- Develop a tiered suite of sponsorship products
- Look after existing Club sponsors on a relationship basis and ensure that they are Receiving the service from the Club that we committed to at the original point of contact in accordance with Club policy
- Recruit new Club sponsors to the Club as required and available in accordance with Club policy
- Present presentations of the benefits of Club sponsorship to prospective new sponsors in accordance with the standard Club presentation pack(to be developed)
- Work with sponsors to develop their preferred means of representation for the web site and hand over to the Communication Co-ordinator for ongoing publication
- Actively seek to continue to promote the products and services offered by Club sponsors to the Club community
- In conjunction with the sponsors gather together a presentation pack of sponsor generated promotional material for handing out to all Club members at the commencement of each season.
- Research apply and progress to conclusion any available grants that may be on offer to assist with club operations, all grant applications to be approved by the committee prior to submission.
- Establish, in agreement with the club treasurer a sponsorship spreadsheet detailing all sponsorship income for the club.

Sydney Juniors

Club Roles & Responsibilities



Equipment Manager

DESCRIPTION OF ROLE.

The Equipment Managers' role is a very important support to the operations of the Club – particularly the on field operations. The Club has a significant investment in both short and medium term assets that it uses to support on and off field activities and these assets need to be ordered, despatched, maintained, tracked and replaced on a programmed basis. The Equipment Manager is the person responsible for carrying out that asset management role.

ROLE TASKS:

Specific tasks that the Property Manager will discharge are as follows:

- Identify quantities and order all match and training footballs at the commencement of each season.
- Audit and refurbish all “team kits” at the commencement of each season to ensure that the kits contain the required:-
 - . Clothing. E.g. Goal umpire coats, runner T-shirt.
 - . Medical items.
 - . Match support materials. E.g. Goal signalling flags, coaches team boards, boundary umpire whistles, ball pump, etc.
 - . Order Club clothing for resale to players including socks and shorts.
 - . Order new and replacement Club Jumpers to cater for projected demand and to replace worn jumpers according to an agreed programmed replacement approach.
 - . Source and buy other operational support equipment as agreed from time to time. E.g. White Boards, Coaches Team Boards, training equipment.
 - . Package Team jumpers for each team at the commencement of the season for hand over to the Team Manager for allocation to the players such that there are adequate numbers, of good quality and without any duplicate jumper numbers.
 - . Ensure that Team Managers keep track of the player to whom each jumper has been allocated.
 - . Collect all jumpers and other operational team equipment from the Team Managers at the conclusion of each season.
 - . Safely pack all clothing and stock items of equipment for safe and protected storage at the conclusion of the season.
 - . Undertake and lead stock inventory / stock take at the beginning and the end of season, ensure results of stock take are documented, from this exercise develop an investment or replacement scheme.

Sydney Juniors

Club Roles & Responsibilities



Social Coordinator

DESCRIPTION OF ROLE.

A key strategic direction for the Club is to build relationships within the Membership and sponsorship base to:

- Foster relationship strength within the players of the various teams.
- Foster relationships amongst the parents of the players within each Club team. The Social Co-ordinator is responsible for developing a social/events program for Committee approval that will achieve those objectives.

ROLE TASKS:

Specific tasks that the Social Co-ordinator will discharge are as follows:

- To facilitate the growth and ongoing development of the club through establishing and managing a base of social interaction off the field. This will be reached through a number of planned and well communicated events, in conjunction with club sponsors that bring players and their families into regular contact with club officials in a relaxed environment.
- Prepare a social program for approval by the Committee each season
- Submit as required, information to the club Communication co-ordinator to inform market and advise all members of forthcoming activities and to report on the outcome of activities already conducted.
- Make all of the arrangements with the relevant people/organisations for the successful conduct of the activities in the social program.
- Liaise with the Team Managers to ensure that they are aware of all social activities and assist with the promotion and management.