

# DUTY STATEMENTS



## **Duty Statements of the Belmont Football Club Incorporated**

**Doc: DS**

BELMONT FOOTBALL CLUB

# DUTY STATEMENTS

An information resource

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# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**

**Statement No: 1**

**Doc No: DS1**

**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **President**

<b>1.1 Subject</b>	Club statement on the responsibilities and duties of the office of President.
<b>1.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>1.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>1.4 Duties</b>	<p>The President's responsibilities include:</p> <ul style="list-style-type: none"><li>a) attending all meetings convened in accordance with the Rules of the Club.</li><li>b) chairing all meetings he/she attends under the Rules of the Club.</li><li>c) conducting such meetings in accordance with the Rules of the Club.</li><li>d) having the right to exercise his/her vote as a member and shall have the casting vote.</li><li>e) ensuring that all members are made aware of the objectives of the Club.</li><li>f) using his/her best endeavours to achieve the objectives of the Club.</li><li>g) exercising a watching brief over the whole of the administration of the club.</li><li>h) being responsible for the good order and discipline of the club.</li><li>i) Acts as the MFL Delegate</li></ul>
<b>1.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**

**Statement No: 2**

**Doc No: DS2**

**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Vice President**

<b>2.1 Subject</b>	Club statement on the responsibilities and duties of the office of Vice President.
<b>2.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>2.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>2.4 Duties</b>	<p>The Vice President's responsibilities include:</p> <ul style="list-style-type: none"><li>a) attending all meetings convened in accordance with the Rules of the Club.</li><li>b) in the absence of the President, be chairperson of all meetings he attends under the Rules of the Club.</li><li>c) in the absence of the President from office for any reason shall act in the President's place under approval of the Management Committee.</li><li>d) generally assisting the President in the control of the club.</li><li>e) Acts as the Director of Operations</li></ul>
<b>2.5 Reference Codes</b>	



# BELMONT FOOTBALL CLUB INCORPORATED

## DUTY STATEMENTS

**Date: 15/7/09**

**Statement No: 3**

**Doc No: DS3**

**Version: 1**

### AUDIENCE

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## Secretary

<b>3.1 Subject</b>	Club statement on the responsibilities and duties of the office of Secretary.
<b>3.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>3.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>3.4 Duties</b>	<p>The Secretary's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) attending all meetings convened in accordance with the Rules of the Club.</li> <li>b) administering the affairs of the club as directed by the Executive Committee, Management Committee, or members as the rules direct.</li> <li>c) signing all outgoing correspondence and receiving all incoming correspondence and generally advance details of all written matters dealt with by the Executive Committee and Management Committee and report on any other matters.</li> <li>d) recording all minutes of proceedings and maintaining a record of names of persons in attendance at committee meetings and general meetings held.</li> <li>e) preparing the agenda for each meeting the club may have.</li> <li>f) controlling and regularly checking the club's Post Office Box account.</li> <li>g) preparing an annual report for presentation at the Annual General Meeting.</li> <li>h) undertaking other duties as may come within the province of Secretary.</li> <li>i) arranging an appropriate meeting location for committee meetings and any other meetings as required by the club.</li> <li>j) managing the email or printing and distribution of minutes to all current members and other persons as directed by the committee.</li> <li>k) maintaining an appropriate and secure location to house the club's business records.</li> <li>l) maintain the "key register" (Form L) and arrange for return of keys where appropriate.</li> </ul>
<b>3.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**

**Statement No: 4**

**Doc No: DS4**

**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Treasurer**

<b>4.1 Subject</b>	Club statement on the responsibilities and duties of the office of Treasurer.
<b>4.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>4.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>4.4 Duties</b>	<p>The Treasurer's responsibilities include:</p> <ul style="list-style-type: none"><li>a) attending all meetings convened in accordance with the Rules of the Club.</li><li>b) ensuring that all money due to the club is collected and deposited in BFC's authorised financial account weekly or more often as the need arises.</li><li>c) holding all financial assets of the club in an authorised account(s) in the name of the BFC with financial institutions that are licenced by the Reserve Bank of Australia and as approved by the Management Committee or a general meeting from time to time.</li><li>d) ensuring that all payments authorised by the club are made.</li><li>e) ensuring that correct records and accounts are kept showing the financial affairs of the BFC including full details of all receipts and payments connected with the activities of the club.</li><li>f) maintaining cheque books and reconciling club accounts against monthly bank statements.</li><li>g) preparing and actioning quarterly BAS statements (GST) and liaising with the ATO if and when required.</li><li>h) preparing and presenting reports on the financial status of the club to each monthly meeting of the club.</li><li>i) providing a weekly cash float for referees fees, catering services, merchandising shop and registration day floats.</li></ul>

<b>4.4 Duties Con't</b>	<ul style="list-style-type: none"> <li>j) using the Club Registrar's registration register to assist in recording fees paid against each player and record and track part payments of registration fees.</li> <li>k) using the members register to assist in recording membership fees paid.</li> <li>l) maintaining a petty cash float for incidentals that may occur outside general business if required.</li> <li>m) preparing financial statements covering the financial year to the 30<sup>th</sup> September for audit and submission to the Annual General Meeting.</li> <li>n) providing the approved BFC Auditor with all relevant material required for the audit as soon as possible after the end of the financial year. Liaise with the Auditor as required.</li> <li>o) preparing a budget of projected income and expenditure for the following year for approval of the management committee and submission at the first general meeting following the Annual General Meeting.</li> <li>p) ensuring the club maintains appropriate Insurance coverage at all times.</li> <li>q) notifying the Executive Committee immediately if the club is unable to pay its outstanding debts.</li> <li>r) providing the Public Officer with all relevant financial information required in the Annual Return for Incorporated Bodies.</li> <li>s) to delegate some of the Treasurer's duties to the Assistant Treasurer, when appointed, where it is consistent with the Financial Policies and Procedures of the club.</li> <li>t) To set the player fee structure in the format prescribed by the local Football Association and submit structure for approval prior to commencement of registrations.</li> </ul>
<b>4.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**

**Statement No: 5**

**Doc No: DS5**

**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Committee Member**

<b>5.1 Subject</b>	Club statement on the responsibilities and duties of the office of Committee Member.
<b>5.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>5.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>5.4 Duties</b>	<p>The Committee Member's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) attending all meetings convened in accordance with the Rules of the Club.</li> <li>b) assisting in the control and management of the affairs of the club.</li> <li>c) assisting in attending to any matters as directed by the club's members or by the committee.</li> <li>d) assisting in the preparation of current and future development programs.</li> <li>e) considering matters that are of general concern to the club and it's members.</li> <li>f) having power to perform all such acts and doing all such things as deemed by the committee to be necessary or desirable for the proper management of the affairs of the club.</li> <li>g) acting as the Chairperson of a Sub-Committee as so required or directed by the committee.</li> </ul>
<b>5.5 Reference Codes</b>	





# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS6**

**Statement No: 6**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Registrar**

<b>6.1 Subject</b>	Club statement on the responsibilities and duties of the position of Registrar.
<b>6.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>6.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>6.4 Duties</b>	<p>The Registrar's responsibilities include:</p> <ul style="list-style-type: none"><li>a) assisting in the planning for registration procedures and processing for the coming season.</li><li>b) collecting registration forms from registration outlets after registration days.</li><li>c) inputting data from registration forms into the club database.</li><li>d) sending relevant information from registration forms to the respective Coordinator and Media Officer</li><li>e) sending relevant information from registration forms for Junior League players to relevant Coordinator for team placing and grading.</li><li>f) ensuring all players that take the field are both registered and financial members of the club before the due date as set by MFL.</li><li>g) updating club database with each player's team allocation.</li><li>h) providing local football association with up-to-date lists of registered players with the club in team allocations complete with registration numbers and date of birth. This must be completed by the due date.</li><li>i) creating accurate team lists for the Presentation Day Committee for the ordering and allocation of trophies.</li><li>j) updating the current years player register.</li></ul>

<b>6.4 Duties Con't</b>	<ul style="list-style-type: none"> <li>k) supplying the Management Committee with a copy of the club database at the end of each season.</li> <li>l) attending all meetings convened as directed in accordance with the Rules of the Club.</li> </ul> <p><b>The following will only be required when cards are required by the local football association;</b></p> <ul style="list-style-type: none"> <li>a) ensuring that where appropriate, all junior league players have a valid registration card with recent photo to be sent to local football association.</li> <li>b) actively pursue any outstanding photos.</li> <li>c) organising registration cards into appropriate teams and pass completed teams onto Equipment Officer for distribution to Coaches/Managers with allocated team kits.</li> </ul>
<b>6.5 Reference Codes</b>	



# BELMONT FOOTBALL CLUB INCORPORATED

## DUTY STATEMENTS

**Date: 15/7/09**

**Statement No: 7**

**Doc No: DS7**

**Version: 1**

### AUDIENCE

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## Public Officer

<b>7.1 Subject</b>	Club statement on the responsibilities and duties of the position of Public Officer
<b>7.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>7.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>7.4 Duties</b>	<p>The Public Officer's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) acting as the liaison between the club and the Fair Trading office.</li> <li>b) as soon as appointed lodging his/her contact details on the appropriate forms with the Fair Trading office within one month.</li> <li>c) lodging any changes to his/her details on the appropriate forms with the Fair Trading office within one month.</li> <li>d) acting as Returning Officer for elections of office bearers at the Annual General Meeting.</li> <li>e) at the Annual General Meeting, recording the relevant details of the newly elected office bearers of the club on the appropriate forms and forwarding these to the Registrar-General within one month.</li> <li>f) ensuring the audited annual financial statement has been signed and ensures all relevant details are submitted to the Fair Trading office within the time limit.</li> <li>g) managing the admittance of new members to the club and continuing membership of existing members of the club under the Rules of the Club.</li> <li>h) keeping and maintaining the register of the club members and entering any prescribed details or changes in the register.</li> <li>i) acting as constitutional and policy consultant.</li> <li>j) attending club meetings as so required or directed by the Management Committee.</li> <li>k) checking and ensuring that only financial members are able to act or vote under the Rules of the Club.</li> </ul>
<b>7.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**

**Statement No: 8**

**Doc No: DS8**

**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Merchandising Officer**

<b>8.1 Subject</b>	Club statement on the responsibilities and duties of the position of Merchandising Officer.
<b>8.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>8.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>8.4 Duties</b>	<p>The Merchandising Officer's responsibilities include:</p> <ul style="list-style-type: none"><li>a) controlling merchandise sales of the club shop on match days and as required by the Management committee.</li><li>b) maintaining records of merchandise purchased by members and the general public from the club shop.</li><li>c) providing recommendations for merchandise acquisitions and arranging procurement of items approved by the Management committee.</li><li>d) providing reports to the Management Committee on matters relating to merchandise activities.</li><li>e) monitoring the amount of merchandise sold and providing recommendations to the Management Committee for items requiring replacement.</li><li>f) providing the Treasurer with details of items purchased from the club shop.</li><li>g) reconciling takings at the end of each business day; delivering receipts and monies to the Treasurer.</li><li>h) purchase club uniforms before season commencement to ensure sufficient stock for uniform days and the commencement of the season.</li><li>i) promoting merchandise that is available in the club shop through the club media and website.</li><li>j) advertising the opening hours of the merchandise shop every competition day and setting up a roster for helpers when required.</li></ul>

<b>8.4 Duties con't</b>	<ul style="list-style-type: none"> <li>k) submitting to the Management Committee recommendations for approval to order any substantial purchases.</li> <li>l) completing stock takes both on merchandise and uniforms two (2) times a year. Once at the beginning of the season and at the completion of the season.</li> <li>m) arranging the provision, including the engraving or embroidery as appropriate, of items approved by the Management Committee.</li> <li>n) attending club meetings as so required or directed by the Management Committee.</li> <li>o) restricting persons dealing with club merchandise to authorised persons only.</li> <li>p) maintaining the merchandise shop in a clean and tidy appearance.</li> <li>q) maintaining the club's merchant facility and re-ordering stock as needed.</li> </ul>
<b>8.5 Impact on Health and Safety</b>	Individuals operating in the Football Shop should follow the current Health, Safety and Environment policy in force.
<b>8.6 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**

**Statement No: 9**

**Doc No: DS9**

**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Equipment Officer**

<b>9.1 Subject</b>	Club statement on the responsibilities and duties of the position of Equipment Officer.
<b>9.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>9.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>9.4 Duties</b>	<p>The Equipment Officer's responsibilities include:</p> <ul style="list-style-type: none"><li>a) arranging the distribution and recovery of equipment issued to coaches and managers.</li><li>b) Assist the Properties officer regarding Team Equipment policy</li><li>c) Report to the Properties officer regarding monitoring the condition and issue of equipment to coaches and managers (Form N).</li></ul>
<b>9.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 11/12/06**  
**Doc No: DS10**

**Statement No: 10**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Media Officer**

<b>10.1 Subject</b>	Club statement on the responsibilities and duties of the position of Media Officer.
<b>10.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>10.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>10.4 Duties</b>	<p>The Media Officer's responsibilities include:</p> <ul style="list-style-type: none"><li>a) producing all promotional material for the club as required and approved.</li><li>b) promoting the club's activities through various media outlets.</li><li>c) liaising between the club and various media outlets.</li><li>d) being responsible for the printing, publishing and distribution of approved documents of the club.</li><li>e) maintaining a club Email address list of members.</li></ul>
<b>10.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS11**

**Statement No: 11**  
**Version No: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Catering Manager**

<b>11.1 Subject</b>	Club statement on the responsibilities and duties of the position of Catering Manager.
<b>11.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>11.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>11.4 Duties</b>	<p>The Catering Manager's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) Organising volunteers for rosters of the canteen and barbecue.</li> <li>b) Attending to the following administration work: <ul style="list-style-type: none"> <li>• Produce stock sheets.</li> <li>• Keep a running balance sheet.</li> <li>• Costing of items at the commencement of the season and preparing a price list.</li> <li>• Input petty cash items.</li> <li>• If required, calculate GST payable and forward to Treasurer in a timely manner.</li> <li>• Produce monthly reports to the committee on stock movements and financial transactions etc.</li> </ul> </li> <li>c) Documenting and ordering all food and drinks from suppliers such as meat, onions, bakery items, milk and bread, drinks, confectionary and other items as required.</li> </ul> <p>The Catering Manager will be available to accept deliveries and purchase items during the week as required.</p>
<b>11.5 Impact on Health and Safety</b>	The Catering Manager and all canteen staff are to follow health and safety procedures contained in the Health, Safety and Environment policy.
<b>11.6 Reference Codes</b>	





# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS12**

**Statement No: 12**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Fundraising Coordinator**

<b>12.1 Subject</b>	Club statement on the responsibilities and duties of the position of Fundraising Coordinator.
<b>12.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>12.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>12.4 Duties</b>	<p>The Fundraising Coordinator's responsibilities include:</p> <ul style="list-style-type: none"><li>a) implementing the fundraising activities policy as determined by the Management Committee.</li><li>b) distributing and managing logistics involved as per the Fundraising Activities policy.</li><li>c) coordinating and managing annual team and individual player photographs with the approved photography company.</li><li>d) coordinating and managing club raffles approved by the Management Committee.</li><li>e) coordinating and managing at least two fundraising events as approved by the Management committee.</li><li>f) providing reports to the Management Committee on matters relating to fundraising activities.</li><li>g) attending club meetings as so required or directed by the Management Committee.</li></ul>
<b>12.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS13**

**Statement No: 13**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Sponsorship Officer**

<b>13.1 Subject</b>	Club statement on the responsibilities and duties of the position of Sponsorship Officer.
<b>13.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>13.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>13.4 Duties</b>	<p>The Sponsorship Officer's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) implementing the club's Team Sponsorship policy.</li> <li>b) liaising with potential and existing sponsors in regards to new and renewing sponsorship contracts.</li> <li>c) liaising with sponsors in regards to concerns of sponsors and team information.</li> <li>d) ensuring all logos, lettering and printing on team apparel regarding sponsors are completed in an appropriate time frame.</li> <li>e) ensuring information is supplied to sponsors regarding the sponsored team.</li> <li>f) ensuring sponsors are appropriately recognised for their support.</li> <li>g) coordinating and managing other sponsorship activities as approved by the Management committee.</li> <li>h) providing reports to the Management Committee on matters relating to sponsorship activities.</li> <li>i) attending club meetings as required or directed by the Management Committee.</li> </ul>
<b>13.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS14**

**Statement No: 14**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **MFL Delegate**

<b>14.1 Subject</b>	Club statement on the responsibilities and duties of the position of MFL Delegate.
<b>14.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>14.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>14.4 Duties</b>	<p>The MFL Delegate's responsibilities include:</p> <ul style="list-style-type: none"><li>a) being a committee member or financial member nominated from the club who will represent the club as its delegate at all MFL meetings.</li><li>b) attending MFL meetings held at times determined by the MFL Committee Chair.</li><li>c) being the liaison between the club and the MFL Committee and regularly report to the club Management Committee on activities within the MFL Committee.</li><li>d) attending club meetings as required or directed by the BFC Management Committee.</li><li>e) in the event that the delegate is unable to attend a meeting of the MFL Committee, inform the club so as to nominate an alternative delegate to attend.</li></ul>
<b>14.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS15**

**Statement No: 15**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Coaching Coordinator**

<b>15.1 Subject</b>	Club statement on the responsibilities and duties of the position of Coaching Coordinator.
<b>15.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>15.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>15.4 Duties</b>	<p>The Coaching Coordinator's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) coordinating "Grassroots Coaching" sessions and any other appropriate courses.</li> <li>b) assisting in the development and continual reviewing of a club-coaching manual.</li> <li>c) Acts as the Hub representative for SSF with relevant Football Clubs</li> <li>d) Acts as the SSF Game Leader and Instructing Referees Coordinator</li> </ul>
<b>15.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS16**

**Statement No: 16**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Fixtures Officer**

<b>16.1 Subject</b>	Club statement on the responsibilities and duties of the position of Fixtures Officer.
<b>16.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>16.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>16.4 Duties</b>	<p>The Fixtures Officer's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) receiving from club coaches / managers signed match team sheets from games played within the specified time frame and recording the results of all matches in all age groups participating in inter-club divisional competitions.</li> <li>b) electronically transmitting recorded results to the MFL Committee Points Registrar within the designated time frame.</li> <li>c) sending or delivering to the MFL Committee Points Registrar all completed team sheets submitted by club coaches / managers within the specified time frame.</li> <li>d) Liaise with MFL regarding results queries</li> <li>e) Liaise with MFL regarding washouts and rescheduled games</li> <li>f) Liaise with MFL regarding forfeits</li> <li>g) Maintain the gameday display board at the clubhouse</li> <li>h) Manage the referee payments and assist with appointment of club referees where no referee is appointed or is absent</li> </ul> <p>Note: Instructions will be sent to the club before the commencement of the current year by the MFL.</p>
<b>16.5 Reference Codes</b>	



## **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS17**

**Statement No: 17**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

This statement contains important information about the responsibilities of position holders.

# **SSF Game Leaders and Instructing Referee's Coordinator**

<b>17.1 Subject</b>	Club statement on the responsibilities and duties of the position of SSF Referee's Coordinator.
<b>17.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>17.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>17.4 Duties</b>	<p>The Game Leaders and Instructing Referee's Coordinator's responsibilities include:</p> <ul style="list-style-type: none"><li>a) appointing game leaders for all SSF matches from Under 6 up to and including Under 8 where applicable.</li><li>b) appointing instructing referees for all SSF matches from Under 9 up to and including Under 11, where applicable.</li><li>c) keeping a register of all game leaders and instructing referees affiliated with BFC and their availability.</li><li>d) being the contact for any complaints, information etc between the game leaders/instructing referees and coaches, managers, the club committee etc.</li><li>f) ensuring all appointed game leaders and instructing referees follow guidelines as approved and updated by the Hub Coordinator.</li></ul>
<b>17.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS18**

**Statement No: 18**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Senior Coordinator**

<b>18.1 Subject</b>	Club statement on the responsibilities and duties of the position of Senior Coordinator.
<b>18.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>18.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>18.4 Duties</b>	<p>The Senior Coordinator's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) Endeavouring to increase the profile of men's football with BFC, specifically ensuring the senior players are a good example for junior players.</li> <li>b) assisting the BFC Management Committee to develop and adopt policies to aid men's football.</li> <li>c) accepting, organising and receipting men's registrations for the current year.</li> <li>d) organising, verifying and passing registrations onto the club Registrar in a timely manner.</li> <li>e) collecting and receipting registration monies and passing onto the club Treasurer in a timely manner.</li> <li>f) facilitating the location and appointment of coaches for the upcoming season.</li> <li>g) assisting in the grading and placement of registered players into teams.</li> <li>h) liaising with the club Equipment Officer to ensure all men's teams are adequately kitted out.</li> <li>i) attending monthly meetings of BFC or as so directed by the Management Committee, to report on events and happenings concerned with men's football.</li> <li>j) Run the club raffles at the 16's sailing club on behalf of Belmont Football Club</li> <li>k) Assist in implementing club policy where if a senior player receives two red cards for abusing match officials the player is deregistered and banned from the club for the following two seasons.</li> </ul>
<b>18.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS19**

**Statement No: 19**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Girl's Coordinator**

<b>19.1 Subject</b>	Club statement on the responsibilities and duties of the position of Girl's Coordinator.
<b>19.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>19.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>19.4 Duties</b>	<p>The Girl's Coordinator's responsibilities include:</p> <ul style="list-style-type: none"><li>a) endeavouring to increase the profile of women's football with BFC.</li><li>b) assisting the BFC Management Committee to develop and adopt policies to aid women's football.</li><li>c) accepting, organising and receipting women's registrations for the current year.</li><li>d) organising, verifying and passing registrations onto the club Registrar in a timely manner.</li><li>e) collecting and receipting registration monies and pass onto the club Treasurer in a timely manner.</li><li>f) facilitating the location and appointment of coaches for the upcoming season.</li><li>g) assisting in the grading and placement of registered players into teams.</li><li>h) liaising with the club Equipment Officer to ensure all women's teams are adequately kitted out.</li><li>i) attending monthly meetings of BFC or as so directed by the Management Committee, to report on events and happenings concerned with women's football.</li><li>j) Ensure team sheets are completed correctly and delivered to the Fixtures Officer</li></ul>
<b>19.5 Reference Codes</b>	





# BELMONT FOOTBALL CLUB INCORPORATED

## DUTY STATEMENTS

**Date: 15/7/09**  
**Doc No: DS20**

**Statement No: 20**  
**Version: 1**

### AUDIENCE

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## Youth Coordinator

<b>20.1 Subject</b>	Club statement on the responsibilities and duties of the position of Youth Coordinator.
<b>20.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>20.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>20.4 Duties</b>	<p>The Youth Coordinator's (Under 12 to Under 18) responsibilities include:</p> <ul style="list-style-type: none"> <li>a) endeavouring to increase the profile of junior football with BFC.</li> <li>b) assisting the BFC Management Committee to develop and adopt policies to aid junior football.</li> <li>c) assisting in the grading and placement of registered players into teams from Under 12 through to Under 18 into appropriate teams based on grading results.</li> <li>d) facilitating the appointment of coaches for the upcoming season and ensuring that all teams have an allocated coach that is appropriate to the position.</li> <li>e) liaising with the club Equipment Officer to ensure all junior teams are adequately kitted out and the coach has signed for the equipment allocated to his/her team.</li> <li>f) acting as a liaison between the junior coaches and the BFC Management Committee.</li> <li>g) assisting with any disciplinary matters arising from junior teams in association with the BFC Management Committee.</li> <li>h) continually liaising with team coaches/managers to ensure smooth and proper running of the teams for the season.</li> <li>i) attending monthly meetings of BFC or as so directed by the Management Committee, to report on events and happenings concerned with junior football.</li> </ul>
<b>20.5 Reference Codes</b>	



# BELMONT FOOTBALL CLUB INCORPORATED

## DUTY STATEMENTS

**Date:**15/7/09  
**Doc No:** DS21

**Statement No:** 21  
**Version:** 1

### AUDIENCE

All financial members and the general public.

This statement contains important information about the responsibilities of position holders.

## SSF Coordinator

<b>21.1 Subject</b>	Club statement on the responsibilities and duties of the position of SSF Coordinator.
<b>21.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>21.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>21.4 Duties</b>	<p>The SSF Coordinator's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) endeavouring to increase the profile of junior football with BFC.</li> <li>b) assisting the BFC Management Committee to develop and adopt policies to aid junior football.</li> <li>c) assisting in the placement of registered players into appropriate teams.</li> <li>d) facilitating the location and appointment of coaches for the upcoming season.</li> <li>e) ensuring that all teams have an allocated coach that is appropriate to the position.</li> <li>f) acting as a liaison between the junior coaches and the BFC Management Committee.</li> <li>g) assisting with any disciplinary matters arising from junior teams in association with the BFC Management Committee.</li> <li>h) continually liaising with team coaches/managers to ensure smooth and proper running of the teams for the season.</li> <li>i) attending monthly meetings of BFC or as so directed by the Management Committee, to report on events and happenings concerned with junior football.</li> </ul>
<b>21.5 Reference Codes</b>	



# BELMONT FOOTBALL CLUB INCORPORATED

## DUTY STATEMENTS

**Date: 15/7/09**  
**Doc No: DS22**

**Statement No: 22**  
**Version: 1**

### AUDIENCE

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## Team Manager

<b>22.1 Subject</b>	Club statement on the responsibilities and duties of the Team Manager.
<b>22.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>22.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>22.4 Duties</b>	<p>The Manager's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) liaising with the Coach and Assistant Coach (if appointed) in regard to all matters relating to the squad.</li> <li>b) liaising with all players and parents of the team members and with the relevant Age Coordinator.</li> <li>c) observing the managerial policies as approved by the Management Committee and acting on club advice given in matters affecting team preparation.</li> <li>d) keeping a copy of team and player's details at all times. Such documentation may include: <ul style="list-style-type: none"> <li>a. registration cards</li> <li>b. player attendance</li> <li>c. player assessments</li> <li>d. player match awards</li> </ul> </li> <li>e) assisting in control of the team with respect to standard of dress and behaviour off the field of play.</li> <li>f) being responsible for the collection of all monies regarding fundraising and team organisation of player photographs.</li> <li>g) being responsible for the distribution and return of fundraising items to individual players when applicable.</li> <li>h) completing the appropriate paperwork for matches as required under the competition rules.</li> <li>i) Attend the monthly general club meetings.</li> <li>j) Be vigilant in distribution of news and information from club meetings</li> <li>k) handling complaints regarding any aspect of the team's competition. Any complaints outside the Manager's control should be referred to the respective Liaison Officer.</li> <li>l) reading the Team Officials Code of Ethics and submitting a signed Team Officials Agreement before commencing duty with the club.</li> </ul>
<b>22.5 Reference Codes</b>	



# BELMONT FOOTBALL CLUB INCORPORATED

## DUTY STATEMENTS

**Date: 15/7/09**  
**Doc No: DS23**

**Statement No: 23**  
**Version: 1**

### AUDIENCE

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## Team Coach

<b>23.1 Subject</b>	Club statement on the responsibilities and duties of the team coach.
<b>23.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>23.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>23.4 Duties</b>	<p>The Coach's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) having overall responsibility for all aspects of the team's program.</li> <li>b) liaising with the team Manager and Assistant Coach (if appointed), in regards to all matters relating to this team.</li> <li>c) assisting in the development of the Assistant Coach as the Assistant Coach comes under your jurisdiction as a Coach.</li> <li>d) adhering to the coaching policies as promulgated by the Management Committee and to consider advice given in matters affecting team preparation.</li> <li>e) being reasonable in your demands on your players' time and energy.</li> <li>f) teaching players that rules of the game are mutual agreements in accordance with F.I.F.A.'s direction of "Fair Play". All Players and Officials are bound by the code of "Playing Within The Spirit Of The Game".</li> <li>g) being responsible for the collection, care and return of team kits issued by the Equipment Officer.</li> <li>h) reporting missing or damaged equipment to the Equipment Officer immediately.</li> <li>i) being responsible for the Manager's duties if no Manager is appointed.</li> <li>j) reading the Team Officials Code of Ethics and submitting a signed Team Officials Agreement before commencing duty with the club.</li> </ul>
<b>23.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS24**

**Statement No: 24**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Events Manager**

<b>24.1 Subject</b>	Club statement on the responsibilities and duties of the position of Events Manager.
<b>24.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>24.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>24.4 Duties</b>	<p>The Events Manager's responsibilities include:</p> <ul style="list-style-type: none"><li>a) organising the club presentation day – including booking of entertainment, booking of venue and checking that players' names are in the correct team and are spelt correctly.</li><li>b) ordering and organising all trophies for the club, junior and senior players.</li><li>c) ensuring the timely production of appreciation and service certificates for all volunteers and position holders.</li><li>d) coordinating and managing other club events as approved by the Management committee.</li><li>e) providing reports to the Management Committee on matters relating to club events.</li><li>f) attending club meetings as required or directed by the Management Committee.</li></ul>
<b>24.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS25**

**Statement No: 25**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Grounds Manager**

<b>25.1 Subject</b>	Club statement on the responsibilities and duties of the position of Grounds Manager.
<b>25.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>25.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>25.4 Duties</b>	<p>The Grounds Manager's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) ensuring goal posts and nets for club fields are in good condition for the current season.</li> <li>b) ensuring fields are correctly marked for commencement of the current season.</li> <li>c) inspecting the fields at the beginning and during the current season to ensure they are in an acceptable state.</li> <li>d) coordinating the placement of portable goal posts, flags and nets etc during match days.</li> <li>e) ensuring members are nominated to remove and return equipment at the cessation of use on match days.</li> <li>f) attending to matters in relation to condition, appearance and maintenance of grounds and amenities on match days.</li> <li>g) liaising with the relevant government department in relation to the playing fields and amenities.</li> <li>h) providing reports to the Management Committee on matters relating to playing fields and amenities that the club uses.</li> <li>i) Manage the inspection of grounds to determine if grounds will be closed for training or play including informing MFL and club members as required.</li> <li>j) attending club meetings as required or directed by the Management Committee.</li> </ul>
<b>25.5 Reference Codes</b>	



# BELMONT FOOTBALL CLUB INCORPORATED

## DUTY STATEMENTS

**Date: 15/7/09**  
**Doc No: DS26**

**Statement No: 26**  
**Version: 1**

### AUDIENCE

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## Director of Operations

<b>26.1 Subject</b>	Club statement on the responsibilities and duties of the position of Director of Operations.
<b>26.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>26.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>26.4 Duties</b>	<p>The Director of Operations responsibilities include:</p> <ul style="list-style-type: none"> <li>a) exercising a watching brief over the administration of Operations</li> <li>b) being responsible for the smooth operation of the section.</li> <li>c) making appropriate decisions in relation to operational activities, where Management Committee decisions are not required.</li> <li>d) coordinating and managing operational activities as approved by the Management committee.</li> <li>e) assisting where required, other members of the group in relation to operational workloads.</li> <li>f) chairing all sub-committee meetings in relation to operational activities he/she attends under the Rules of the Club.</li> <li>g) providing reports to the Management Committee on matters relating to operational activities.</li> <li>h) attending club meetings as required or directed by the Management Committee.</li> </ul>
<b>26.5 Reference Codes</b>	



# BELMONT FOOTBALL CLUB INCORPORATED

## DUTY STATEMENTS

**Date: 15/7/09**  
**Doc No: DS27**

**Statement No: 27**  
**Version: 1**

### AUDIENCE

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## Records Manager

<b>27.1 Subject</b>	Club statement on the responsibilities and duties of the position of Records Manager.
<b>27.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>27.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>27.4 Duties</b>	<p>The Records Manager's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) Controlling and managing the introduction, drafting and amendments of club policies.</li> <li>b) Creating and enforcing records policies, including a classification system and a records retention policy.</li> <li>c) Developing a records storage plan, which includes the short and long-term housing of physical records and digital information.</li> <li>d) Identifying existing and newly created records and then storing them according to standard operating procedures.</li> <li>e) Coordinating access and circulation of records within and even outside of the BFC organisation.</li> <li>f) Executing a retention policy to archive and destroy records according to operational needs, operating procedures, statutes, and regulations.</li> <li>g) Implementing the Documentation Control policy as determined by the Management Committee.</li> <li>h) Providing reports to the Management Committee on matters relating to record management.</li> <li>i) Attending club meetings as so required or directed by the Management Committee.</li> </ul>
<b>27.5 Reference Codes</b>	





# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS28**

**Statement No: 28**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Junior Standing Committee Delegate**

<b>28.1 Subject</b>	Club statement on the responsibilities and duties of the position of JSC Delegate.
<b>28.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>28.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>28.4 Duties</b>	<p>The JSC Delegate's responsibilities include:</p> <ul style="list-style-type: none"><li>a) being a committee member or financial member nominated from the club who will represent the club as its delegate at all JSC meetings.</li><li>b) attending JSC meetings held at times determined by the JSC Committee Chair.</li><li>c) being the liaison between the club and the JSC and regularly report to the club Management Committee on activities within the JSC.</li><li>d) attending club meetings as required or directed by the BFC Management Committee.</li><li>e) in the event that the delegate is unable to attend a meeting of the JSC, inform the club so as to nominate an alternative delegate to attend.</li></ul>
<b>28.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS29**

**Statement No: 29**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Technical Director**

<b>29.1 Subject</b>	Club statement on the responsibilities and duties of the position of Technical Director.
<b>29.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>29.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>29.4 Duties</b>	<p>The Technical Director's responsibilities include:</p> <ul style="list-style-type: none"><li>a) assisting in the development and continual reviewing of a club-coaching manual.</li><li>b) providing advice, information and assistance on coaching matters where required.</li><li>c) conducting individual team training sessions where required or requested.</li><li>d) developing a coaching program within the club.</li></ul>
<b>29.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS30**

**Statement No: 30**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Properties Officer**

<b>30.1 Subject</b>	Club statement on the responsibilities and duties of the position of Properties Officer.
<b>30.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>30.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>30.4 Duties</b>	<p>The Properties Officer's responsibilities include:</p> <ul style="list-style-type: none"><li>a) implementing the Team Equipment policy as determined by the Management Committee.</li><li>b) providing recommendations for equipment acquisitions and arranging procurement of items approved by the Management Committee.</li><li>c) maintaining records of equipment issued to coaches and managers.</li><li>d) maintaining records of equipment purchased for coaches and managers by the club.</li><li>e) providing the Treasurer each month, or as required by the Treasurer, details of items purchased.</li><li>f) monitoring the condition of equipment issued to coaches and managers, and providing recommendations to the Management Committee for items requiring replacement.</li><li>g) managing the distribution of equipment issued to coaches and managers.</li><li>h) providing reports to the Management Committee on matters relating to equipment.</li></ul>
<b>30.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS31**

**Statement No: 31**  
**Version No: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Canteen Manager**

<b>31.1 Subject</b>	Club statement on the responsibilities and duties of the position of Canteen Manager.
<b>31.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>31.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>31.4 Duties</b>	<p>The Canteen Manager's responsibilities include:</p> <p>a) On match days:</p> <ul style="list-style-type: none"><li>• Stock and organise the canteen and barbecue including the cash register.</li><li>• Open the canteen and provide support for volunteer helpers throughout the day.</li><li>• Close the register.</li><li>• Complete weekly stock sheets.</li><li>• Return unsold stock items to the club storeroom.</li><li>• Organise clean up, including utensils from barbecue, canteen counters and floors including sweeping and mopping.</li><li>• Reconcile canteen takings.</li><li>• Complete weekly cash sheets and petty cash.</li><li>• Pass on relevant paperwork and takings to the Treasurer.</li></ul>
<b>31.5 Impact on Health and Safety</b>	The Canteen Manager and all canteen staff are to follow health and safety procedures contained in the Health, Safety and Environment policy.
<b>31.6 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS32**

**Statement No: 32**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Duty Roster Manager**

<b>32.1 Subject</b>	Club statement on the responsibilities and duties of the position of Duty Roster Manager.
<b>32.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>32.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>32.4 Duties</b>	<p>The Duty Roster Manager's responsibilities include:</p> <ul style="list-style-type: none"><li>a) Manage the club's roster for ground duty.</li><li>b) Implement the MFL and club policy for duty officers.</li></ul>
<b>32.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS33**

**Statement No: 33**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Website Manager**

<b>33.1 Subject</b>	Club statement on the responsibilities and duties of the position of Website Manager.
<b>33.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>33.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>33.4 Duties</b>	<p>The Website Manager's responsibilities include:</p> <ul style="list-style-type: none"><li>a) manage the website content,</li><li>b) monitor the feedback email address</li><li>c) maintain the news items in both the home page, newsgroup and iSport sites.</li><li>d) Maintain the club history, office bearer details and ground address details</li></ul>
<b>33.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS34**

**Statement No: 34**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Ground Bookings Officer**

<b>34.1 Subject</b>	Club statement on the responsibilities and duties of the position of Ground Bookings Officer.
<b>34.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>34.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>34.4 Duties</b>	<p>The Ground Bookings Officer's responsibilities include:</p> <ul style="list-style-type: none"><li>a) Manage the ground hire,</li><li>b) Issuing of invoices for hire of grounds.</li><li>c) Liaise with local schools and other organisations who regularly hire the grounds</li></ul>
<b>34.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS35**

**Statement No: 35**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Senior Liaison Officer**

<b>35.1 Subject</b>	Club statement on the responsibilities and duties of the position of Senior Liaison Officer.
<b>35.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>35.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>35.4 Duties</b>	<p>The Senior Liaison Officer's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) Endeavouring to increase the profile of men's football with BFC.</li> <li>b) assisting the BFC Management Committee to develop and adopt policies to aid men's football.</li> <li>c) liaising with the club Equipment Officer to ensure all men's teams are adequately kitted out.</li> <li>d) attending monthly meetings of BFC or as so directed by the Management Committee, to report on events and happenings concerned with men's football.</li> <li>e) ensuring adequate canteen / BBQ operation on Saturdays/Sundays when playing at the club's home ground.</li> <li>f) continually liaising with team coaches/managers to ensure smooth and proper running of the teams for the season.</li> <li>g) liaising with the Presentation Committee to organise trophies and awards for the club presentation night.</li> </ul>
<b>35.5 Reference Codes</b>	





# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS36**

**Statement No: 36**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Girl's Liaison Officer**

<b>36.1 Subject</b>	Club statement on the responsibilities and duties of the position of Girl's Liaison Officer.
<b>36.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>36.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>36.4 Duties</b>	<p>The Girl's Liaison Officer's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) endeavouring to increase the profile of women's football with BFC.</li> <li>b) assisting the BFC Management Committee to develop and adopt policies to aid women's football.</li> <li>c) liaising with the club Equipment Officer to ensure all women's teams are adequately kitted out.</li> <li>d) attending monthly meetings of BFC or as so directed by the Management Committee, to report on events and happenings concerned with women's football.</li> <li>e) ensuring adequate canteen / BBQ operation on Sundays when playing at the club's home ground, (approx 5 times per year).</li> <li>f) continually liaising with team coaches/managers to ensure smooth and proper running of the teams for the season.</li> <li>g) liaising with the Presentation Committee to organise trophies and awards for the club presentation night.</li> </ul>
<b>36.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS37**

**Statement No: 37**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **Youth Liaison Officer**

<b>37.1 Subject</b>	Club statement on the responsibilities and duties of the position of Youth Liaison Officer.
<b>37.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>37.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>37.4 Duties</b>	<p>The Youth Liaison Officer's (Under 12 to Under 18) responsibilities include:</p> <ul style="list-style-type: none"><li>a) endeavouring to increase the profile of junior football with BFC.</li><li>b) assisting the BFC Management Committee to develop and adopt policies to aid junior football.</li><li>c) liaising with the club Equipment Officer to ensure all junior teams are adequately kitted out and the coach has signed for the equipment allocated to his/her team.</li><li>d) acting as a liaison between the junior coaches and the BFC Management Committee.</li><li>e) assisting with any disciplinary matters arising from junior teams in association with the BFC Management Committee.</li><li>f) continually liaising with team coaches/managers to ensure smooth and proper running of the teams for the season.</li><li>g) attending monthly meetings of BFC or as so directed by the Management Committee, to report on events and happenings concerned with junior football.</li><li>h) assisting in ensuring the accuracy of all team lists in the preceding period up to and including the club's annual Presentation Day.</li><li>i) assisting in the organisation of trophies and awards for the club Presentation Day.</li></ul>
<b>37.5 Reference Codes</b>	



# **BELMONT FOOTBALL CLUB INCORPORATED**

## **DUTY STATEMENTS**

**Date: 15/7/09**  
**Doc No: DS38**

**Statement No: 38**  
**Version: 1**

### **AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## **SSF Liaison Officer**

<b>38.1 Subject</b>	Club statement on the responsibilities and duties of the position of SSF Liaison Officer.
<b>38.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>38.3 Principle</b>	At the Belmont Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>38.4 Duties</b>	<p>The SSF Liaison Officer's responsibilities include:</p> <ul style="list-style-type: none"><li>a) endeavouring to increase the profile of junior football with BFC.</li><li>b) assisting the BFC Management Committee to develop and adopt policies to aid junior football.</li><li>c) liaising with the club Equipment Officer to ensure all junior teams are adequately kitted out and the coach has signed for the equipment allocated to his/her team.</li><li>d) acting as a liaison between the junior coaches and the BFC Management Committee.</li><li>e) assisting with any disciplinary matters arising from junior teams in association with the BFC Management Committee.</li><li>f) continually liaising with team coaches/managers to ensure smooth and proper running of the teams for the season.</li><li>g) attending monthly meetings of BFC or as so directed by the Management Committee, to report on events and happenings concerned with junior football.</li><li>h) assisting in ensuring the accuracy of all team lists in the preceding period up to and including the club's annual Presentation Day.</li><li>i) acting as the first contact point for any fundraising activities directly related to that specific age group.</li></ul>

<b>38.4 Duties Cont.</b>	<p>j) dealing with any issues or complaints from that specific age group during match times before escalating to the Management Committee.</p> <p>k) ensuring that all coaches are aware of their responsibilities for ground set up on match days.</p>
<b>38.5 Objective</b>	<p>Each age division shall have an Age Coordinator individually appointed to each one and that Age Coordinator shall be responsible for that specific age division.</p> <p>Under 6 to Under 11 Age Coordinators will be appointed where possible. Where no Age Coordinator is appointed for a specific age group, the Youth Coordinator will be responsible.</p>
<b>38.6 Reference Codes</b>	

BELMONT FOOTBALL CLUB  
**DOCUMENT CONTROL SHEET**  
An information resource

**DUTY STATEMENTS** **6/07/2009**

**Contact for Enquires and Proposed Changes**

If you have any questions regarding these statements contact:

Designation:      Records Manager

Email:              [belmont.soccer.club@gmail.com](mailto:belmont.soccer.club@gmail.com)

If you have a suggestion for improving these statements, forward a copy in writing of the details to the Management Committee, Belmont Football Club Incorporated.

Issue No	Issue Date	Nature of Amendment
1	July, 2009	Draft copy

These statements have been prepared and written by the Belmont Football Club Incorporated. The contents of these statements are subject to change only under the rules of the Belmont Football Club Incorporated Constitution and Management Committee.

All efforts have been made to ensure the accuracy of these statements. Belmont Football Club Incorporated does not assume responsibility for any errors nor any consequences arising from any errors in these statements.

