

# EAST GOSFORD FOOTBALL CLUB



*Committee Roles*  
*September 2026*

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## ***Club Philosophy***

The main function of the East Gosford Football Club is to facilitate the delivery of the game to the local community. Our philosophy includes striving to provide young football players of all abilities with coaching instruction and game play of an appropriate level through non-competitive and competitive play with other Central Coast Football affiliated clubs. Believing also in developing gifted and talented footballers, every opportunity will be afforded these players, though this will not be at the expense of those less capable. With an enviable reputation as a family club we have an enthusiastic respect for sportsmanship, fairness, principles and values. These attributes are to be learned, encouraged and maintained by all members to ensure future growth and continuing participation in the sport.

## ***Introduction***

This document outlines the roles and responsibilities of the key volunteer positions that help guide and support the East Gosford Football Club (EGFC). As a grassroots community club, our position descriptions reflect the realities of volunteer football, where roles often overlap, boundaries are flexible, and people contribute in ways that suit their time, skills, and comfort levels. These roles carry responsibility and a sense of stewardship, but they are not measured against corporate standards or formal performance metrics. At their heart, most positions blend coordination, problem-solving, and upholding the spirit and standards of our club, all within a supportive, collaborative environment where volunteers are encouraged and valued, but not expected to be perfect. In addition to providing clarity regarding which position within the club is responsible for which task, it is the intent of this document to provide those volunteers with a clear view of what each position requires.

All positions are staffed by unpaid volunteers who are elected by at the Annual General Meeting. Ideally, the EGFC will strive to have each position assigned to a different individual, however, by necessity, it is recognised that an individual may be performing multiple jobs. In addition to providing clarity regarding which position within the club is responsible for which task, it is the intent of this document to provide those volunteers with a clear view of what each position requires. This will, in turn assist in the recruitment of new volunteers.

### **General Knowledge and Skills Required**

In addition to specific knowledge and skills required to execute the responsibilities of a specific position, the EGFC will strive to fill positions with individuals who possess or who are prepared to be trained to acquire the following general knowledge and skills:

- Knowledge of the EGFC's philosophy, guiding principles and structure
- Knowledge of the EGFC's policies
- Clear written and verbal communication skills
- Ability to listen and collaborate
- Ability to be inclusive of other ideas while leading and managing by the EGFC's advocated approach.
- Ability to make decisions with moral courage in the interest of all the players and the club even if the actions are unpopular with others.

### **Time Commitment**

Being volunteers, there are no set time commitments as such. The volunteer effort can range between casual and almost full time. It all depends on the demands of the particular position (Executive Committee positions generally require more commitment than General Committee positions) Most positions can be as much or as little as someone might wish to make it. Some may simply want to help others in their roles such as the Registrar at registration time, the Football Manager at grading time or the Gear and Merchandise Manager prepare kits before the season commences. Others may choose to take on a role and really own it, putting in extra effort.

## ***Executive Committee***

The business of the EGFC will be managed by an Executive Committee (EC), which will exercise all powers of the EGFC, except as otherwise provided by Law, the Articles of Organization, or the Constitution and Bylaws. The EGFC is required by its bylaws to elect an EC at the Annual General Meeting. A nominating committee may be formed to provide a proposed slate of officers before the meeting. Members may also make nominations from the floor. The Executive Committee (EC) of the EGFC shall consist of the following.

- President
- Treasurer
- Secretary
- Football Manager
- Registrar

## ***Management Committee***

In addition to the EC, a management committee (MC) responsible for operational delivery of football programs, member support, communications, and club logistics shall be made up of the following positions.

- MPIO (Member Protection Information Officer)
- Age Group Coordinators
- Coaching Coordinators
- Gear and Merchandise Manager
- Communications Officer
- Canteen Manager
- Ordinary Committee Members

### **Key Relationships**

- Reports to the Executive and Management Committees.
- Liaises with various external stakeholders depending on club portfolio.

### **Accountability**

- Ordinary Committee members are accountable to the Executive Committee.
- Must seek ratification from the Executive Committee prior to committing the club to any financial expenditure or action.
- Provide a report on their portfolio for each committee meeting.

More than one person may fill any of the MC's positions as required to distribute the workload. Special sub-committees may be appointed by the EC as required from time to time to assist in the conduct of the club's activities such as grading.

## ***Ordinary Committee Member***

**Core purpose:** Ordinary Committee members provide support to the President, Secretary and other Executive and Committee members to ensure the efficient operation of the club. Ordinary committee roles are those that consist of casual helpers required to assist in organizing the ever-increasing size of the club. Examples of these roles include assisting with registrations, playing strip and training equipment issue and collections, presentation days, field dressing, canteen duty etc. This role is a good starting point for newcomers to the club's committee. Once a fuller understanding of the club's philosophy and operations is developed, members may consider taking on a statutory position.

### **Key Relationships:**

Executive Committee, Management Committee

### **Responsibilities**

- Assist the executive and management committees in their duties as required.
- Participate in discussion and decision making of the committee.
- Look after a specific portfolio if required. (Marketing, Sponsorship, Events etc.)
- Attend all General Meetings / Annual General Meeting
- Assist all committee persons when required.

### **Relationships**

- Reports to the Executive and Management Committees.
- Liaises with various external stakeholders depending on club portfolio.

### **Accountability**

- Ordinary Committee members are accountable to the Executive Committee.
- Must seek ratification from the Executive Committee prior to committing the club to any financial expenditure or action.
- Provide a report of their portfolio for each committee meeting.

### **Essential Skills**

- Dedicated club person
  - Ability to provide calculated opinion in group discussions at committee meetings.
  - Outgoing personality.
  - Effective communicator.
  - Be discreet and able to maintain confidentiality on relevant matters.
-

# ***Executive Committee Roles***

## ***President***

**Core purpose:** The President is the principal representative of the EGFC, and subject to the direction of the EC, shall have general supervision and control of its business.

### **Key Relationships:**

Executive Committee, Management Committee, external stakeholders (Central Coast Football, Central Coast Council, suppliers, sponsors)

### **Estimated Time Commitment:**

- **Pre-season:** (Jan-Mar) 3 to 5 hours per week
- **In-season:** 2 to 4 hours per week
- **Post-season:** (Sep-Oct) 2 to 3 hours per week

### **Special Knowledge and Skills**

- Ability to take directions and provide direction to others.
- Ability to mediate.
- Ability to establish and manage execution of plans.
- Ability to use sound judgment.
- Ability to manage and lead meetings.

### **Duties and Responsibilities**

#### **Leadership & Governance**

- Chair all EGFC meetings.
- Act as the principal representative of EGFC.
- Ensure the club is managed in accordance with its bylaws, policies, and guiding principles.
- Attend all General Meetings and the Annual General Meeting.

#### **Oversight & Implementation**

- Ensure all decisions and directives of the Executive Committee are implemented in a timely manner.
- Ensure EGFC operations are managed efficiently and responsibly.
- Assist all committee members in the execution of their roles.

#### **Reporting & Compliance**

- Present an annual report on the state of the club at the Annual General Meeting.
- Recommend new policies or changes to existing policies as part of the Executive Committee.

#### **Financial Authority**

- Hold signature authority for club expenditures.
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# ***Football Manager***

**Core purpose:** Oversee the smooth running of football operations across all age groups, ensuring teams, coaches, players, and match-day activities are supported, compliant, and aligned with club standards.

## **Key Relationships:**

Executive Committee, Management Committee, Coaches, external stakeholders (CCF)

## **Estimated Time Commitment:**

- **Pre-season:** (Jan-Mar) 4 to 8 hours per week
- **In-season:** 2 to 3 hours per week
- **Post-season:** (Sep-Oct) 1 to 2 hours per week

## **Special Knowledge and Skills**

- Ability to provide direction to others.
- Ability to mediate.
- Ability to establish and manage execution of plans.
- Ability to use sound judgment.
- Ability to manage and lead meetings.

## **Duties and Responsibilities**

### **Season Planning & Team Coordination**

- Assist with the recruitment of Age Group Coordinators.
- Assist with recruitment of coaches and managers.
- Assist with grading, team formation, and player allocation.
- Coordinate team nominations for submission to CCF.
- Ensure each team has a coach and manager appointed.

### **Coach & Manager Support**

- Provide onboarding information for coaches and managers.
- Ensure that coaching development opportunities are communicated and made available.
- Communicate season resources (policies, training schedules).
- Act as the first point of contact for coach/manager queries.
- Support coaches with basic football operations (MyCompApp, communication).

### **Compliance & Governance**

- Ensure club adherence to competition rules, policies, and codes of conduct.
- Manage disciplinary matters in consultation with the committee.
- Oversee player eligibility, suspensions, and finals qualification checks.

### **Player Welfare & Experience**

- Promote a positive, inclusive football environment.
- Support families with questions about grading, pathways, and expectations.
- Address player concerns or team-related issues sensitively and fairly.
- Liaise with MPIO as required.
- Ensure equal opportunity principles are upheld across all junior teams.

### **Season Monitoring & Reporting**

- Track team performance, issues, and operational needs throughout the season.
- Drive continuous improvement in football programs
- Provide regular updates to the committee on football operations.
- Assist with planning for gala days and end-of-season events.

- Contribute to season review and recommendations for improvement.

Attend all Meetings and assist all committee members when required.

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## ***Secretary***

**Core purpose:** The Secretary is responsible for recording, maintaining and distributing records of EGFC business and managing official correspondence.

### **Key Relationships:**

Executive Committee, Management Committee, external stakeholders (CCF)

### **Estimated Time Commitment:**

1 to 2 hours per week year-round.

### **Special Knowledge and Skills**

- Ability to capture key discussion points in a clear, concise, and accurate manner.
- Strong organisational skills and attention to detail.
- Comfortable managing documents, records, and correspondence.
- Basic understanding of meeting procedures and minute-taking conventions.
- Ability to communicate clearly and professionally with committee members and external stakeholders.
- Reliable time management skills to ensure timely submission of affiliation forms, reports, and correspondence.
- Familiarity with basic digital tools (email, cloud storage, word processing).

### **Duties and Responsibilities**

#### **Meeting Administration**

- Record the minutes of all EGFC meetings, including time, date, location, attendance, vote results, and key discussion points.
- Ensure minutes are stored, organised, and accessible to the Executive Committee.

#### **Records & Document Custodianship**

- Serve as custodian of all official EGFC records, including minutes, insurance documents, bylaws, and governance materials.
- Maintain accurate, secure storage of all club documentation.
- Provide insurance claim forms as required.

#### **Correspondence Management**

- Collect, review, and distribute all correspondence received by EGFC.
- Maintain and clear the club's post office box regularly.
- Ensure correspondence is directed promptly to the appropriate committee member or coordinator.

#### **Compliance & Administrative Coordination**

- Prepare and submit the annual affiliation application to Central Coast Football (CCF).
- Ensure all administrative requirements are completed in a timely and accurate manner.
- Hold signature authority for club expenditures as required.

Attend all Meetings and assist all committee members when required.

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## ***Treasurer***

**Core purpose:** To oversee and safeguard the financial affairs of the East Gosford Football Club (EGFC) by maintaining accurate records, managing the receipt and disbursement of funds, and ensuring the club's financial processes remain transparent, compliant, and well-organised. The Treasurer supports the Executive Committee by providing clear financial guidance, timely reporting, and responsible stewardship of club resources, helping ensure EGFC can operate smoothly, sustainably, and with confidence year-round.

### **Key Relationships:**

Executive Committee, Management Committee, external stakeholders (CCF, auditors, sponsors, suppliers)

### **Estimated Time Commitment:**

- **Pre-season:** (Jan-Mar) 1 to 2 hours per week
- **In-season:** 4 to 6 hours per week
- **Post-season:** (Sep-Oct) 1 to 2 hours per week

### **Special Knowledge and Skills**

- Knowledge of general accounting practices for non-profit organizations
- Skilled in the use of electronic bookkeeping and Point of Sale (e.g., Xero, Square)
- Ability to create reports.

### **Duties and Responsibilities**

#### **Bookkeeping & Financial Administration**

- Implement and/or maintain the club's bookkeeping system and accounting processes.
- Manage all day-to-day bookkeeping, including accounts payable and receivable.
- Issue receipts for all money received.
- Pay all bills in a timely manner.
- Maintain a bank account in the club's name.
- Hold signature authority for club expenditures.

#### **Financial Records & Custodianship**

- Maintain custody of XERO and Square POS accounts.
- Maintain custody of all club funds, securities, financial records, and tax documents.
- Ensure financial information is stored securely and kept up-to-date.
- File all required reports to relevant government agencies in a timely manner.

#### **Reporting & Compliance**

- Publish financial statements for the monthly general meetings.
- Prepare and present the year-end financial statement.
- Ensure all financial processes comply with non-profit and association requirements.

#### **Coordination & Financial Guidance**

- Liaise with the Gear & Merchandise Manager regarding pricing of club merchandise and goods for sale.
- Provide financial guidance to the Executive Committee as required.

Attend all Meetings and assist all committee members when required.

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## ***Registrar***

**Core purpose:** Oversee the smooth and accurate management of player registrations across all age groups, ensuring every member is recorded and processed in the Playfootball registration system. The Registrar maintains EGFC's registration data and ensures compliance with association requirements.

### **Key Relationships:**

Executive Committee, Management Committee, external stakeholders (CCF, Playfootball - Football NSW)

### **Estimated Time Commitment:**

- **Pre-season:** (Jan-Mar): 6 to 10 hours per week
- **In-season:** 1 to 2 hours per week
- **Post-season:** (Sep-Oct) 1 to 2 hours per week

### **Special Knowledge and Skills**

- Basic knowledge of computers and spreadsheet or database management

### **Duties and Responsibilities**

#### **Registration Management**

- Oversee the registration of all members.
- Ensure all players, coaches, and managers are registered in accordance with CCF requirements.
- Maintain oversight of team lists, player movements, and late registrations.
- Coordinate age group wait lists with Age Group Coordinators.

#### **Database & Record Keeping**

- Maintain the registration database.
- Maintain a database of all currently registered players as well as past players.
- Maintain historical player records.
- Provide player reports as required.

#### **Team Information & Communication**

- Provide coaches and managers with team lists as required.
- Provide each Age Group Coordinator with age group registration information as required.
- Provide the Gear & Merchandise Manager with team lists for gear requirements.

#### **Financial & Administrative Coordination**

- Liaise with the Treasurer to cross-reference player numbers with registration payments.
- Ensure registration information is accurate, up-to-date, and aligned with club financial records.

Attend all Meetings and assist all committee members when required.

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## ***Management Committee Roles***

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

**Core purpose:** The MPIO provides confidential support, information and options to persons with concerns/complaints. The position of MPIO at a club helps to improve awareness of child protection and helps to provide a safe and enjoyable sporting environment.

#### **Key Relationships:**

All committee members, club members, external stakeholders (CCF, Football NSW)

#### **Estimated Time Commitment:**

**Variable:** 1 to 2 hours per week

#### **Knowledge, skills and behavior required**

- Ability to provide support but not take over.
- Good communication and listening skills.
- Conflict resolution
- Knowledge of Club policies
- Able to complete tasks independently and as a team.
- An MPIO must also sign a Member Protection Declaration and comply with the NSW Working With Children Check.

#### **Commitment and Training**

- Be available to provide support to members and respond to questions or incidents.
- Completion of the free child protection and harassment on-line training at [www.playbytherules.net.au](http://www.playbytherules.net.au)

#### **Key Areas of Responsibility**

- Listen to complaints and concerns from members.
- Provide support, information and options to members.
- Manage documents relating to child protection and the Working with Children check (if applicable)
- Verify WWC numbers on-line (if applicable)
- Keep up to date with information relating to member protection.
- Understand club policies and procedures in relation to complaints and Member Protection.
- Be accessible and approachable.
- Maintain confidentiality.
- Assist and provide information to the club Committee (if required)

#### **Interactions & Conflict of Interest**

- An MPIO interacts with the club committee, players, parents, coaches, managers, volunteers, officials, spectators.
- An MPIO should be independent of any decision making and be neutral in their role.
- An MPIO should ensure there is no conflict of interest in any matter they respond to.

Attend all Meetings and assist all committee members when required.

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## ***Age Group Coordinator***

**Core purpose:** Age Group Coordinators play one of the most important roles in the committee. They oversee the smooth and supportive management of a designated age group, ensuring players, parents, coaches, and volunteers are guided through pre-season team formation and early-season organisation with clarity and care. Age Group Coordinators help place teams, assist with grading, and act as the primary point of contact within their age group, fostering connection and consistency. Once teams are settled, they continue to support communication and player development, helping each group enjoy a positive, well-organised season from start to finish. Groupings are listed below but remain flexible as required.

- Miniroos U5s through U7s
- Miniroos U8s and 9s
- Miniroos U10s and U11s
- Juniors U12 through U16s
- Women's Program

### **Key Relationships:**

Executive Committee, Management Committee, Players, Parents, Coaches and Managers

### **Estimated Time Commitment:**

- **Pre-season:** (Jan-Mar): 4 to 8 hours per week
- **In-season:** 1 to 3 hours per week
- **Post-season:** (Sep-Oct) 1 to 2 hours per week

### **Special Knowledge and Skills**

- Ability to provide direction to others.
- Ability to mediate.
- Ability to organise and communicate effectively.

### **Duties and Responsibilities**

#### **Pre-Season Organisation & Team Formation**

- Act as the primary organiser for a designated age group during the pre-season period.
- Liaise with the Registrar to maintain an accurate count of players per team.
- Respond to enquiries regarding vacancies within teams.
- Assist in the recruitment of new coaches as required.
- Contribute to grading assessments and outcomes.

#### **Communication & Information Flow**

- Serve as the main point of contact between the EGFC committee and players, parents, and coaches within the age group.
- Ensure all club information is passed on in a timely and appropriate manner.
- Provide general guidance to teams and coaches (if already appointed).

#### **Issue Resolution & Support**

- Ensure age group issues are addressed and resolved promptly.
- Escalate matters to the Executive Committee when required.
- Support coaches, parents, and players with clear, consistent communication throughout the season.

Attend all Meetings and assist all committee members when required.

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## ***Coaching Coordinator***

**Core purpose:** The coordinator is the main point of reference for coaching enquiries, is responsible for keeping abreast of coaching development opportunities and coaching education, assists with coaching recruitment and maintains a register of all coaching qualifications held by volunteers at EGFC. The coaching coordinator may be called upon by coaches to assist in coaching activities either in an advisory capacity or to arrange for additional support such as recruiting different coaches to break up the normal routine.

### **Key Relationships:**

Executive Committee, Management Committee, Coaches and Managers, external stakeholders (CCF)

### **Estimated Time Commitment:**

- **Pre-season:** (Jan-Mar): 2 to 4 hours per week
- **In-season:** 2 to 3 hours per week
- **Post-season:** (Sep-Oct) 1 to 2 hours per week

### **Special Knowledge and Skills**

- Ability to provide clear concise direction to others.
- Ability to establish and manage execution of plans.
- Ability to motivate and educate.
- Knowledge of coaching and sources of education

### **Duties and Responsibilities**

- Maintain contact with CCF and other official bodies as required.
- Organise coaching courses.
- Maintain records of qualifications held by volunteers at the club.

Attend all Meetings and assist all committee members when required.

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## ***Gear and Merchandise Manager***

**Core purpose:** The gear and merchandise manager is primarily responsible for ensuring the playing strip, shorts, socks, balls, training equipment and saleable merchandise are kept in good order and stock levels of these items are maintained.

### **Key Relationships:**

Executive Committee, Management Committee, external stakeholders (suppliers, sponsors)

### **Estimated Time Commitment:**

- **Pre-season:** (Jan-Mar): 4 to 8 hours per week
- **In-season:** 1 to 3 hours per week
- **Post-season:** (Sep-Oct) 1 to 2 hours per week

### **Special Knowledge and Skills**

- Ability to negotiate.
- Awareness of prices
- Knowledge of suppliers
- Ability to manage projects such as the introduction of a new strip.

### **Duties and Responsibilities**

- **Inventory Management & Equipment Oversight**
- Maintain an up-to-date inventory of all club equipment.
- Maintain appropriate stock levels of club shorts and socks.
- Conduct safety checks on all equipment and gear.
- Manage the distribution of playing strips and training kits at the beginning of the season, and collect them at season's end.
- Maintain detailed records of kit distribution for end-of-season reconciliation.

### **Purchasing & Supplier Coordination**

- Work with suppliers to order stock and negotiate prices.
- Order new equipment or uniforms as required.
- Develop ideas for new merchandise or stock lines.

### **Merchandise Sales & Promotion**

- Advertise and sell club merchandise.
- Take orders for out-of-stock items and manage fulfilment.
- Support club fundraising and brand visibility through effective merchandise promotion.

### **Club Coordination & Administration**

- Provide team lists to support gear allocation and ordering.

Attend all Meetings and assist all committee members when required.

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## ***Fixtures Officer***

Previously, the distribution of fixtures information relied on committee member interaction. The electronic distribution of this information today has largely rendered the role of Fixtures Officer redundant. At the next review of the club's constitution, this role will likely be removed.

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## ***Communications Officer***

**Core purpose:** The Communications Officer receives much of the incoming correspondence through the official club's email [info@eastgosfordfc.com](mailto:info@eastgosfordfc.com). Requests for information are often answered immediately and when required, other information is forwarded to the appropriate committee member/s to respond to. Communication is largely through email, SMS and social media platforms.

### **Estimated Time Commitment:**

- **Pre-season:** (Jan-Mar): 4 to 8 hours per week
- **In-season:** 2 to 3 hours per week
- **Post-season:** (Sep-Jan) 1 to 2 hours per week

### **Key Relationships:**

Executive Committee, Management Committee, external stakeholders.

### **Special Knowledge and Skills**

- Ability to communicate effectively.
- Have a good understanding of how to use social media platforms effectively and responsibly.
- Have a thorough understanding of club policies, philosophy, principles and operations to enable timely and accurate responses to enquiries.

### **Duties and Responsibilities**

- Receive correspondence directed to the club email, inform Executive Committee members, react, follow up and distribute to members as appropriate.
- Distribute club news and other vital communications to members.

Attend all Meetings and assist all committee members when required.

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## ***Canteen Manager***

**Core Purpose:** Oversee the smooth and friendly operation of the club canteen, ensuring food service, stock management, volunteer coordination, and match-day setup run reliably and in alignment with EGFC standards. The Canteen Manager helps create a welcoming, well-organised environment for volunteers, families and visitors, supporting the club's fundraising efforts and contributing to a positive match-day experience for everyone.

### **Key Relationships**

- Executive Committee, Volunteers, Suppliers.

### **Estimated Time Commitment\***

- **Pre-Season:** (Mar) 1 to 2 hours per week (ordering, setup, stock planning)
- **In-Season:** 3 to 20 hours per week (weekend canteen operations, ordering, rostering)
- **Post-Season:** (Sep-Oct) 1 to 2 hours per week (stock rundown, reporting)

*\*Time varies depending on home game load, volunteer and committee member availability. Where volunteer and committee support is plentiful, the canteen manager may opt to simply oversee opening and closing operations each day or, maintain an all-day presence.*

### **Special Knowledge & Skills**

- Friendly, organised, and comfortable working with volunteers
- Basic stock management and cash-handling skills
- Ability to coordinate rosters and communicate clearly
- Understanding of safe food-handling practices (training can be provided)

### **Duties & Responsibilities**

#### **Canteen Operations & Match-Day Management**

- Oversee the opening, running, and closing of the canteen on home game days.
- Ensure the canteen is clean, organised, and welcoming for volunteers and customers.
- Maintain safe food-handling practices and ensure equipment is used appropriately.

#### **Stock Control & Purchasing**

- Monitor stock levels and order supplies as needed (food, drinks, consumables).
- Maintain relationships with suppliers and seek cost-effective purchasing options.
- Ensure stock is stored safely and rotated appropriately.
- Provide the Treasurer with invoices and receipts for reconciliation.

#### **Volunteer Coordination & Rostering**

- Prepare weekly canteen rosters based on home game schedules.
- Communicate with rostered teams and volunteers to confirm coverage.
- Provide simple, clear instructions to volunteers on canteen tasks and expectations.
- Support volunteers during busy periods and help create a positive, enjoyable environment.

**Cash Handling & Reporting**

- Oversee cash handling procedures, including float preparation and end-of-day reconciliation.
- Ensure takings are counted accurately and passed to the Treasurer promptly.
- Maintain basic records of sales, stock usage, and purchasing trends.
- Provide feedback to the Executive Committee on canteen performance and needs.

**Equipment & Facilities**

- Ensure canteen equipment (fridges, freezers, coffee machine, BBQ, utensils) is clean, functional, and safe.
- Report maintenance issues to the Executive Committee.
- Coordinate with the club for upgrades or replacements when required.
- Update signage for prices.

**Club Culture & Community Engagement**

- Help create a friendly, welcoming match-day atmosphere for volunteers and customers.
- Support club fundraising efforts through efficient canteen operations.
- Promote positive interactions between volunteers, players, and supporters.
- Represent EGFC values through helpful, inclusive, community-focused service.

**End-of-Season Responsibilities**

- Conduct a stocktake and manage remaining inventory.
- Assist with pack-down and cleaning of the canteen for off-season closure.
- Provide a brief summary of canteen operations, challenges, and recommendations for the following year.

Attend all Meetings and assist all committee members when required.

**Role Summary**

The Canteen Manager plays a vital part in the club's community spirit and fundraising success. This role suits someone organised, friendly, and comfortable coordinating volunteers — no specialist experience required, just a willingness to help create a positive match-day experience for our members.

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## ***Other Designated Roles***

Other than the statutory roles, there are many other designated roles that keep the club running smoothly. Often, these roles are shared or well supported by other committee members and volunteers.

## ***Cadet Referee Coordinator***

**Core Purpose:** Oversee the smooth and supportive operation of the Cadet Referee Program, ensuring young referees are trained, guided, and encouraged in a safe, positive environment. The Cadet Referee Coordinator manages rostering, communication, and match-day support, helping cadets build confidence, learn the game, and contribute meaningfully to MiniRoos football at EGFC.

### **Key Relationships**

- Executive Committee, Age Group Coordinators, Parents & Cadet Referees

### **Estimated Time Commitment\***

- **Pre-Season:** (Feb-Mar) 2 to 3 hours per week (training session planning, recruitment, rostering setup)
- **In-Season:** 2 to 4 hours per week (rosters, communication, match-day support)
- **Post-Season:** (Sep) 1 to 2 hours per week (program review, feedback, planning)

\*Time varies depending on home game load, cadet numbers and other committee member support.

### **Special Knowledge & Skills**

- Friendly, patient, and comfortable working with children aged 9–13
- Basic understanding of MiniRoos rules (training provided if needed)
- Strong communication skills with parents and volunteers
- Ability to coordinate rosters and provide clear instructions
- Supportive, calm presence on match days

### **Duties & Responsibilities**

#### **Program Coordination & Pre-Season Setup**

- Develop an intimate knowledge of all MiniRoos Football rules.
- Recruit cadet referees and communicate program expectations to families.
- Organise and deliver (or assist with) a pre-season training session covering MiniRoos rules, confidence building, and match-day basics.
- Provide cadets with guides, bibs, whistles, and any required materials.
- Work with Age Group Coordinators and Football Manager to understand MiniRoos team numbers and match schedules.

#### **Rostering & Communication**

- Create weekly cadet referee rosters based on home game schedules.
- Communicate roster details clearly to cadets and parents.
- Ensure cadets know where to be, who to report to, and what their responsibilities are.
- Adjust rosters as needed due to illness, weather changes, or team movements.

#### **Match-Day Support & Supervision**

- Act as the primary point of contact for cadets on match days.
- Ensure cadets feel supported, safe, and confident before and during their games.
- Coordinate with ground patrollers to ensure sideline behaviour remains positive and cadets are protected.
- Provide gentle guidance if cadets are unsure, overwhelmed, or need help managing a situation.
- Celebrate effort, improvement, and positive behaviour.

#### **Program Administration & Record Keeping**

- Maintain a list of cadet referees, contact details, and roster history.
- Track attendance and identify cadets who may need extra support or encouragement.
- Provide feedback to the Executive Committee when required.
- Assist with incident reporting if any issues arise involving cadets.

### **Parent & Volunteer Engagement**

- Communicate clearly and respectfully with parents about expectations, support needs, and match-day logistics.
- Encourage a positive, nurturing environment around cadet referees.
- Promote club values and reinforce respectful sideline behaviour.

### **Program Development & Continuous Improvement**

- Review the program at season's end and recommend improvements.
- Identify opportunities to enhance training, confidence building, or match-day support.
- Help build a pathway for cadets who wish to continue refereeing as they grow older.

### **End-of-Season Responsibilities**

- Conduct a brief review of cadet participation and development.
- Assist with recognition of cadet referees (certificates, thank-you messages, presentations).
- Provide a summary of program outcomes and recommendations for the following year.

Attend all Meetings and assist all committee members when required.

### **Role Summary**

The Cadet Referee Coordinator plays a vital role in nurturing young referees and supporting MiniRoos football at EGFC. This role suits someone patient, organised, and encouraging, formal refereeing experience is desired but not essential, just a willingness to help kids grow in confidence and enjoy being part of the game.

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## ***Grounds Coordinator***

**Core Purpose:** Oversee the smooth, safe, and reliable setup and maintenance of EGFC's playing fields and match-day facilities, ensuring grounds are prepared, compliant, and welcoming for players, referees, volunteers, and visitors. The Grounds Coordinator supports the club by managing equipment and helping create a positive match-day environment across all age groups.

### **Key Relationships**

- Executive Committee

### **Estimated Time Commitment\***

- **Pre-Season:** (Mar) 2 to 4 hours per week (equipment checks)
- **In-Season:** 3 to 6 hours per week (weekly field setup, inspections, line marking, match-day support)
- **Post-Season:** (Sep – Oct) 1 to 2 hours per week (pack-down, equipment storage, reporting)

*\*Time varies depending on weather, home game load, and other volunteer/committee support.*

### **Special Knowledge & Skills**

- Practical, hands-on approach to problem solving
- Comfortable coordinating volunteers and working outdoors
- Basic understanding of field layout, safety requirements, and match-day equipment

### **Duties & Responsibilities**

#### **Field Preparation & Match-Day Setup**

- Ensure fields are marked, safe, and ready for play each weekend.
- Set up goals, nets, corner flags, and field number banners.
- Check playing surfaces for hazards (holes, debris, waterlogging) and report issues promptly.

#### **Equipment Management**

- Maintain all field equipment, including goals, nets and corner flags.

- Identify equipment needing repair or replacement and notify the Executive Committee.
- Ensure equipment is stored safely and securely after use.

### **Volunteer Coordination**

- Work with rostered teams to assist with setup and pack-down duties.
- Provide simple, clear instructions to volunteers on match-day tasks.
- Encourage a shared sense of responsibility for keeping grounds tidy and safe.

### **End-of-Season Responsibilities**

- Oversee pack-down and storage of all field equipment.
- Conduct an equipment stocktake and identify items needing replacement.
- Provide a brief report to the Executive Committee on field conditions and recommended improvements.

Attend all Meetings and assist all committee members when required.

### **Role Summary**

The Grounds Coordinator plays a crucial role in ensuring EGFC's fields are safe, organised, and ready for football every weekend. This role suits someone practical, reliable, and community-minded — no specialist experience required, just a willingness to help create a great match-day experience for players and families.

## ***Social Media Manager***

**Core Purpose:** Oversee the smooth, positive, and consistent communication of EGFC's activities across social media platforms, ensuring the club's online presence is welcoming, informative, and aligned with EGFC standards. The Social Media Manager helps connect players, families, volunteers, and the wider community by sharing updates, celebrating achievements, and promoting a strong, inclusive club identity.

**Guiding documents:** EGFC Social Media Policy and Process 2026.

### **Key Relationships**

- All committee members, Players, Parents & Volunteers

### **Estimated Time Commitment\***

- **Pre-Season:** (Jan-Mar) 2 to 6 hours per week (planning content, season launch communications)
- **In-Season:** 2 to 4 hours per week (posting updates, match-day content, announcements)
- **Post-Season:** (Sep-Oct) 1 to 2 hours per week (wrap-ups, acknowledgements, planning)

*\*Time varies depending on club activity, events, and communication needs.*

### **Special Knowledge & Skills**

- Friendly, clear communicator with a positive online presence
- Basic understanding of social media platforms (Facebook, Instagram, Website)
- Ability to write short, engaging posts
- Comfortable working with photos, graphics, and simple editing tools
- Understanding of appropriate online conduct and safeguarding principles

### **Duties & Responsibilities**

#### **Content Creation & Posting**

- Share club updates, announcements, and reminders in a timely and accurate manner.
- Create engaging posts that highlight club culture, achievements, and community spirit.
- Promote upcoming events, registrations, canteen needs, and volunteer opportunities.

- Ensure all content reflects EGFC's values and communication standards.

### **Match-Day & Seasonal Coverage**

- Pre and Post match-day updates, photos, and positive stories when available.
- Celebrate team achievements, milestones, and club highlights.
- Support major club events (Pink Round, Gala Days, Presentation Day) with coordinated content.

### **Coordination & Information Gathering**

- Work with Age Group Coordinators, Football Manager, and Registrar to gather accurate information.
- Liaise with the Executive Committee for important announcements or policy updates.
- Coordinate with the Canteen Manager for weekend rosters or urgent volunteer requests.
- Support the Cadet Referee Coordinator by promoting cadet achievements and recruitment.

### **Community Engagement & Moderation**

- Encourage positive interactions and maintain a welcoming online environment.
- Monitor comments and messages, responding or escalating when appropriate.
- Uphold EGFC's safeguarding and communication guidelines in all online interactions.
- Remove or report inappropriate content in line with club policy.

### **Branding & Visual Consistency**

- Maintain consistent use of club colours, logos, and tone across all posts.
- Use high-quality images and graphics that reflect EGFC's identity.
- Work with the Executive Committee on major campaigns or branding updates.

### **Administration & Record Keeping**

- Maintain access to social media accounts securely and responsibly.
- Keep a simple record of major posts, campaigns, and seasonal highlights.
- Provide a brief end-of-season summary of engagement, challenges, and recommendations.

### **End-of-Season Responsibilities**

- Share season wrap-up posts and acknowledgements.
- Assist with presentation day communications and thank-you messages.
- Provide recommendations for improving communication in the following year.

Attend all Meetings and assist all committee members when required.

### **Role Summary**

The Social Media Manager plays a key role in shaping EGFC's public voice and strengthening community connection. This role suits someone friendly, organised, and creative — no specialist marketing experience required, just a willingness to communicate clearly and celebrate the club's spirit.

## ***Tasks List***

A wide range of jobs are needed to keep the club running well, and many of these tasks are carried out by volunteers who don't hold a formal committee position. The list below outlines practical ways people can contribute if they'd like to help without committing to an official role. While some duties sit with specific coordinators, such as the Cadet Referee Coordinator, Canteen Manager, and Gear & Merchandise Manager, the remaining tasks typically have no designated officer and are always open for any volunteer willing to lend a hand.

| Task                            | Requirements                          |
|---------------------------------|---------------------------------------|
| <b>Game Days</b>                |                                       |
| Public Toilets and Change Rooms | Unlock and check they are fit for use |

|                                                           |                                                                                                                                         |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Field Dressing                                            | Unlock container, take out nets, corner flags and ground number signs for teams to set up                                               |
| First Aid Gazebo                                          | Set up first aid gazebo, sign, table, defibrillator, first aid kit, sunscreen, and ice on cricket pitch between Fields 2 and 3.         |
| Traffic Control                                           | Set up witches hats and signs outside clubhouse                                                                                         |
| Referee's Room                                            | Remove training equipment and tidy room ready for referees                                                                              |
| VEO camera                                                | Set up VEO camera and stop-start between games                                                                                          |
| Injury Ice                                                | Check freezer for injury ice and top up if needed from ice machine                                                                      |
| Clubhouse Toilets                                         | Check levels of hand towel and toilet paper                                                                                             |
| Bench Chairs                                              | Set up 6 chairs each for home and away teams on Field 1                                                                                 |
| Cadet Referees                                            | Sign them in upon arrival and pay their fees on completion                                                                              |
| Clubhouse Change Room                                     | Check it is clean and fit for use                                                                                                       |
| Cook BBQ                                                  | Set up the BBQ and start cooking sausages and onions                                                                                    |
| Patrol Grounds                                            | Wear the ground official vest and patrol the grounds                                                                                    |
| <b>Non Game-Day Tasks</b>                                 |                                                                                                                                         |
| Canteen Roster                                            | Develop a weekly canteen roster                                                                                                         |
| Line marking                                              | Line marking all fields as required                                                                                                     |
| Cleaning                                                  | Full clean of clubhouse including canteen, change room, toilets and referee's room                                                      |
| Beverage Fridge                                           | Check beverage fridge, shop for stock and replenish fridge                                                                              |
| Compile newsletter                                        | Develop and distribute club newsletter as required                                                                                      |
| Social media                                              | Develop content and distribute as required                                                                                              |
| Website                                                   | Update as required                                                                                                                      |
| Distribute trophies                                       | Check left over trophies from previous season and distribute                                                                            |
| Maintain player database                                  | Update historical player database annually                                                                                              |
| Cadet Referees                                            | Develop weekly cadet referee roster                                                                                                     |
| VEO Camera                                                | Distribute links to teams via email, SMS or other means                                                                                 |
| Annual Club Awards                                        | Develop trophy supplier lists for Mini-roos participation, finalists trophies and service awards                                        |
| Gear and Equipment                                        | Check playing strip kits for completeness upon return and prepare for redistribution. Chase up outstanding returns.                     |
| Maintain Clubhouse and Grandstand (Building Manager role) | Manage the building through performing or arranging maintenance, cleaning, managing clutter, garden maintenance, pressure cleaning etc. |