

# Sunshine Coast Churches Soccer Association Guidelines for Club Committee positions

Committee Position	Roles and Responsibilities
<b>President</b>	<ul style="list-style-type: none"> <li>• To ensure the club is run successfully and reaches its objectives</li> <li>• The responsibility to foster fair participation of all members</li> <li>• Adhere to the constitution</li> <li>• Preside over meetings to ensure order, ruling on contentious matters and assisting the progress of discussion</li> <li>• Should present a face of impartiality</li> <li>• Represent the Club at official functions and act as club's spokesperson when needed</li> <li>• Delegate all necessary jobs and ensure there is a Ground's Official at all times at home games, and the correct signage, line marking etc are done</li> <li>• Attends Council of Clubs meetings or make sure someone is appointed to attend. A fine is imposed if no delegate is present</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• To take on any of the Presidential duties defined above when invited to do so by the President or when the President is, for reasons of illness or other commitments, unable to undertake those duties</li> <li>• If for any reason the position of President becomes vacant, the Vice President should act as interim President until a new one is elected</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Take and keep a record of minutes for the club's meetings</li> <li>• Provide appropriate notice to members for meetings</li> <li>• Arrange the meeting venue and prepare the agenda</li> <li>• Coordinate any correspondence or reports to be presented at meetings</li> <li>• Circulate the minutes of meetings to members</li> <li>• Complete any actions arising from meetings that require correspondence</li> <li>• Receive all club's correspondence and bringing urgent matters to the attention of the committee members.</li> <li>• Take nominations for the management committee</li> <li>• Forms A to E are completed on time and forwarded to SCCSA</li> <li>• Maintain a Blue Card Registry (Working with Children Suitability)</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Is responsible for the sound financial management of the Club</li> <li>• Present a report and bank statements at each club meetings</li> <li>• Keep all documentation for payments made including receipts, invoices and statements</li> <li>• Keep and maintain the club's deposit and cheque books. Cheques and internet banking need to be signed by 2 members of the committee. Personal reimbursements need to be authorised by 2 other members of the committee.</li> <li>• Ensure that all payments are approved or ratified by the management committee and that they are recorded in the minutes. Motion to read "I move my report be accepted and that cheques ..... to ..... and internet transaction dated ..... to ..... be ratified for payment. Must be stamped with the association seal of approval.</li> <li>• Ensure that the accounting requirements are in line with the Regulation according to Office of Fair Trading</li> <li>• At the end of a registration or canteen day 2 members check and sign the deposit amount.</li> <li>• Keep and maintain an asset register for the club</li> </ul>
<b>Registrar</b>	<ul style="list-style-type: none"> <li>• Update the register of members online</li> <li>• Be Aware of SCCSA Bylaws that affect registrations</li> <li>• Organise a 3 person panel to organise teams- should include Registrar, Coaching Director, and one other committee member, making sure players are not graded into teams.</li> <li>• Be aware of by-law in regards to number of representative players permitted in a team.</li> <li>• Organise those players seeking dispensation to attend assessment night</li> <li>• Medical Consent information for players are given to Team managers</li> </ul>



<b>Canteen Coordinator</b>	<ul style="list-style-type: none"> <li>• Order all food and drink items considered necessary to stock the canteen at the beginning and during the season.</li> <li>• Arrange pick up/delivery of all canteen items.</li> <li>• Supervise canteen volunteers and set up rosters as required to assist during busy periods.</li> <li>• Obtain, and account for any floats that are required from the Treasurer.</li> <li>• At the end of each day's trading, in conjunction with the Treasurer or other designated Committee member, count takings and prepare for banking.</li> <li>• Ensure the canteen is kept in a hygienic manner and its contents are secure</li> <li>• First Aid kit is stocked and ice or cold packs are on hand</li> </ul>
<b>Publicity Officer</b>	<ul style="list-style-type: none"> <li>• To be the point of contact for all publicity and media related issues.</li> <li>• To develop and discuss potential publicity opportunities for the club.</li> <li>• Regularly update the club's website, Facebook page, etc to keep club supporters, parents and players informed</li> <li>• Prepare the weekly/fortnightly/monthly newsletter and/or e-newsletter for club members and supporters.</li> <li>• Write media release concerning upcoming events, club and individual highlights or achievements.</li> <li>• Prepare Advertisement program for seasons sign on</li> </ul>
<b>Ground / Fields Maintenance Coordinator</b>	<ul style="list-style-type: none"> <li>• Apply Fertilizers</li> <li>• Rolling and mowing the playing fields</li> <li>• Identifying and controlling weeds</li> <li>• Field maintenance according to Local council or school guidelines</li> <li>• Setting out and marking lines on surfaces according to SCCSA By-Laws</li> <li>• Installing and maintaining equipment e.g. nets and posts</li> <li>• Ensuring irrigation and drainage systems are maintained</li> <li>• Look after and maintaining surrounding areas where required</li> <li>• Painting, removing rubbish and carrying out general duties</li> <li>• Organise via club committee working bees, rosters for set up and pull down</li> </ul>
<b>Coaching Director</b>	<ul style="list-style-type: none"> <li>• Shall oversee all soccer related activities and the development of the club, its teams coaches, and players</li> <li>• Shall develop, operate and oversee programs for all levels of play</li> <li>• Assist in assigning teams</li> <li>• Will perform coaching education and development programs</li> <li>• Will recommend and/or implement coaching education programs</li> <li>• Assist Registrar in Team selection at beginning of season</li> </ul>
<b>Equipments Officer</b>	<ul style="list-style-type: none"> <li>• Managers are given player's strips at the commencement of season</li> <li>• Coaches are equipped with training gear</li> <li>• All equipment is accounted for and returned at end of season</li> <li>• Organise trophies for end of season breakup</li> </ul>
<b>Grants Officer</b>	<ul style="list-style-type: none"> <li>• Apply for Grants through Sunshine Coast Regional Council, Department of Sport and Recreation, Gaming Commission, banks, building societies or other bodies</li> </ul>

**All positions must keep up to date with our Child Protection Policy to protect our children from harm.**

There are online resources for Committee Management and Financial Management provided by Sport and Rec [Support and development for clubs | Recreation, sport and arts | Queensland Government \(www.qld.gov.au\)](#)