

2009/2010



ST MARY'S FOOTBALL, SPORTING &
SOCIAL CLUB INC

**Football Operations
Policy and Procedures
Manual**

ST MARY'S FOOTBALL, SPORTING & SOCIAL CLUB INC

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Under 13:	Mr. Tim Moseley	

CONTENTS

INTRODUCTION

<i>Constitution</i>	5
<i>Club Vision</i>	5
<i>Club Mission</i>	5
<i>Club Values</i>	5
<i>Purpose of Manual</i>	5
<i>Development of Manual</i>	6
<i>Implementation of Manual</i>	6
<i>Review of Manual</i>	6

POLICIES

<i>Player Injury and Rehabilitation Policy</i>	7
<i>Finance and Expenditure Policy</i>	8
<i>Volunteers Policy</i>	9
<i>Junior Player Development Policy</i>	11
<i>Women's Football Development Policy</i>	14
<i>Indigenous Community Development Policy</i>	16
<i>Multicultural Community Development Policy</i>	17

CLUB FOOTBALL PROCEDURES

<i>Organisational Chart</i>	18
<i>Season Cycles</i>	19
<i>Role of Management Committee</i>	19
<i>Role of General Manager</i>	19
<i>Role of Football Sub-Committee</i>	19
<i>Role of Junior Sub-Committee</i>	20
<i>Coach Recruitment Procedures</i>	20
<i>Coach Performance Management Procedures</i>	20
<i>Coach and Player Payment Procedures</i>	21
<i>Media Relations Procedures</i>	22
<i>Sports Medicine Procedures</i>	22
<i>Player Welfare Procedures</i>	22
<i>Awards Presentation Procedures</i>	22

TEAM OPERATIONS

<i>Introduction</i>	23
<i>Football Operations Manager</i>	24
<i>Football Administration Officer</i>	26
<i>Seniors Team Job Descriptions</i>	27
Seniors Team Coach	

Assistant Seniors Team Coach
Seniors Team Manager
Statistician
Seniors Team Runner

Seniors Water Runner
Head Trainer
Timekeeper

Reserves Team Job Descriptions 39

Reserves Team Coach
Assistant Reserves Team Coach
Reserves Team Manager
Reserves Team Runner
Reserves Team Water Runner
Reserves Team Trainer

Women's Team Job Descriptions 49

Women's Team Coach
Women's Team Manager
Women's Team Runner
Women's Team Water Runner
Women's Team Trainer

18s Team Job Descriptions 57

18s Team Coach
18s Team Manager
18s Team Runner
18s Team Water Runner
18s Team Trainer

Juniors Team Job Descriptions 65

Junior Team Coach
Junior Team Manager
Junior Team Runner
Junior Team Water Runner
Junior Team Trainer

Player Operations Procedures 73

Volunteers Management Procedures 75

APPENDICES

1. *Loss of Income Upgrade Option Form*
2. *AFL Personal Accident Claim Form*
3. *Club History*
4. *Team Management Plan Form*
5. *SMFSSC Social Club Calendar*
6. *Sponsors List*

INTRODUCTION

Football clubs offer so much more to their communities than the opportunity to have a kick. They bring so many different people together, give them a sense of common purpose, make them laugh – and cry – but, importantly, they help make people belong. They are valuable community assets and it is important that clubs these days build partnerships within their own communities to ensure that other groups such as local businesses, local government, other non-profit groups and various funding bodies, all recognise the value of the club.
RHONDA GALBALLY AO, Chief Executive Officer, www.ourcommunity.com.au

CONSTITUTION

The Constitution of the Club allows for introduction of by-laws under clause 64 it is envisaged that this document will be introduced as a By-Law. As such it will be required to be adhered to in accordance with the Constitution clause 64(4). On 27 July 2009, the Management Committee approved this manual 2009/10 (v1) in its current form, subject to ongoing approved updates as required.

CLUB VISION

The St Mary's Football, Sporting and Social Club (SMFSSC) is, and will continue to be the leading community based football club in the Northern Territory and regional Australia through:

- High levels of player participation that ensures continued on-field success
- Effective stewardship of assets that strengthens our financial capacity
- Maximising our profile, and Indigenous cultural heritage to reinforce our strong community links and access to spheres of influence

CLUB MISSION

The St Mary's Football, Sporting and Social Club will serve its members and supporters through the provision of high standards of on-field on performance and the provision of modern, well equipped and relevant club facilities that met a diversity of needs.

CLUB VALUES

The St Mary's Football, Sporting and Social Club is a proud and successful community based organisation. We will strive to continue to be successful through keeping to our following core values:

- Pride in our Indigenous heritage
- Acceptance of only the highest possible standards of on-field performance
- Sound financial stewardship
- Moving forward with the community.

PURPOSE OF MANUAL

The purpose of the St Mary's Football, Sporting and Social Club 'Football Operations Policy' is to ensure the effective and efficient running of the Football element of the club. This is in accordance with our obligations and requirements as an Incorporated body and affiliate of the Northern Territory Football League (NTFL). As a club we honour our responsibility to ensure all players, officials and volunteers have an environment in which they develop as individuals and as a team so they can perform at their absolute best, continuing our proud tradition as 'the most successful sporting club in the Northern Territory'.

DEVELOPMENT OF MANUAL

This best practice manual has been developed based upon Club Management Program materials of the AFL (in partnership with Ausport) and adapted accordingly to SMFSSC with input from key stakeholders of the club. It has been divided into sections so that it can be easily updated and distributed according to relevance to a team/individual. SMFSSC wishes to acknowledge the work and effort of all involved in the drafting of the manual.

IMPLEMENTATION OF MANUAL

The Manual should be followed in the first instance at all times. Each player, official and volunteer is to have access to an initial copy of the document for information, and will be notified of any updates.

REVIEW OF MANUAL

The manual is a living document, with an annual review of the document to occur, prior to the commencement of each new season, as such, ongoing feedback is welcome. From time to time, the Management Committee will alter the document at its discretion as required, without notice.

POLICIES

PLAYER INJURY AND REHABILITATION POLICY

"With up to 50 per cent of all sporting injuries able to be prevented, educating participants and stakeholders on the sports safety practices that should be undertaken before, during and after sport will hopefully mean less injuries, safer environments, increased participation and greater sporting performance... Sport should be safe and enjoyable. It will never be risk free, but good planning and sport safety management can help prevent injuries."

Sports Medicine Australia's President, Mr Michael Kenihan

The insurance covering our competition is sourced via the AFL and made available to the affiliates of the AFL including AFLNT. The AFLNT has a broad policy with a national insurance company covering all registered players of the AFLNT. The name of the company is Jardine Lloyd Thompson (JLT) claim forms are available from Football Manager or online through JLT website, see <http://www.jltsport.com.au/Afl/>.

CLUB SPECIFIC INFORMATION IS AVAILABLE FROM THE FOOTBALL OPERATIONS MANAGER.

In addition, all coaches and medical support staff/trainers are encouraged to refer to www.injurytreatment.com.au which is an online interactive sports injury website which provides information on the common injuries that so many players suffer from time to time. It includes early injury treatment techniques, exercises and stretches, and an "ask the experts" section. It also provides information on the types of injury, the anatomical causes behind each type and possible sources of aggravation to injuries. Through the "ask the experts" section, coaches can gain specific medical advice and the site also offers a service in locating practitioners in specific locations.

Injury prevention for Junior Players

Australian studies have estimated that around one million Australians injure themselves while playing sport each year and that children aged 5-14 years have the highest rate of injuries requiring treatment and affecting performance or participation in activity.

The new national guidelines to promote safety in sport and a national sport injury prevention program. *The Safety Guidelines for Children and Young People in Sport and Recreation* and the *National Smartplay* program aims to help schools, teachers, coaches, parents and administrators to support safer sporting practices and reduce injury risks. The guidelines and the *Smartplay* program provide clear and practical advice to people involved in sport to introduce uniform safety practices based on good preparation, correct techniques, appropriate equipment, safe sporting areas, protective equipment and modifying rules for children within community sport and will also aid sports participants to correctly prepare their bodies to help achieve positive sporting results. SMFSSC strongly recommends that all junior coaches and team officials have a good understanding of the principles of smart play and implement the practice, see www.smartplay.com.au.

FINANCE AND EXPENDITURE POLICY

The Executive and General Manager are responsible for providing a Football Budget to consist of pre approved income and expenditure for the playing season. The budget must be completed by June / July each year. An audit will be conducted, each year, prior to the AGM (September).

All financial income and expenditure is to comply with the current internal financial accounting systems, as per the recognised Australian Accounting standards and relevant legislation.

The football budget is to be made available to the General committee and Football and Junior sub-committees and the Women's delegate. These committees and General Manager must approve purchases prior to expenditure. The football budget will be reviewed at each committee meeting.

Team Managers are to seek approval from the Football Manager and General Manager. Purchasing / ordering of items on the club's accounts are to be strictly by prior approval from the General Manager. All receipts are to be presented prior to reimbursement of funds.

Perceived over-expenditures are to be strictly approved and costed for presentation to the Executive, Committee and General Manager for approval.

Any fundraising by individual teams / sub-committees is to be contributed to the club and credited to the income and expenditure budget for that team / committee.

Grant monies are to be applied for as applicable for specific projects. These funds are to be spent and acquitted accordingly, in line with expectations of the funding body.

VOLUNTEERS POLICY

“Volunteers are the backbone of Australian Football Clubs and leagues – clubs should seize every chance they get to recognise the efforts of their loyal volunteers”

Kevin Sheedy

St Mary's Football, Social and Sporting Club aims to uphold the *AFL Volunteers Management Policy*.¹

Background

Community club football is the heart of Australian Football. Quality Volunteers are critical to the conduct and growth of the game because they determine the quality of the club environment and hence, the experience for players and their families.

Volunteers are the glue that holds together every football club in Australia. They dedicate hours of time and energy every year, working in a variety of ways and completing many necessary tasks. Without the dedication of these volunteers, football clubs as we know them would not exist, including SMFSSC. Community football continues to thrive through the efforts of volunteers. Therefore, SMFSSC acknowledges the ongoing support of its volunteers and recognises the rights of volunteers.

Volunteers Philosophy

The achievement of the goals of the SMFSSC is best served by the active participation of the members of the community. To this end, the club accepts and encourages the involvement of volunteers at all levels of the club and within all appropriate programs and activities.

¹ http://www.afl.com.au/Portals/0/afl_docs/Development/Volunteer_management.pdf

Volunteer Eligibility

The club also accepts as volunteers those participating in student community service activities, student work experience projects, corporate volunteer programs and other volunteer referral programs. In each of these cases, a special agreement must be in effect with the organisation, school or program from whom the volunteers originate, and must identify responsibility for the management and care of the volunteers.

Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to the club and its members. Volunteers shall be extended the right to be given meaningful assignments, the right to effective supervision and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals of the club.

Out-of-pocket Expenses

Volunteers are eligible for reimbursement of reasonable expenses incurred while undertaking business for the club. The volunteer supervisor's shall distribute information to all volunteers regarding specific items that may be reimbursed. Prior approval must be sought for expenses.

Record Keeping

A system of records will be maintained on each volunteer, with the club keeping information on dates of service, positions held, duties performed, evaluation of work and awards received. Volunteers and paid staff shall be responsible for submitting all appropriate information to supervisors in a timely and accurate fashion. Volunteer personnel records shall be accorded the same confidentiality as paid staff personnel records.

Training and Accreditation

Additional training and educational opportunities will be made available to volunteers whilst at the club. This continuing education may include both additional information on performance of their current volunteer roles, as well as more general information, and may be provided either by the club or by assisting the volunteer to participate in educational programs provided by other groups, such as conferences and meetings that are relevant to their role. Prior approval from the Club President should be obtained before attending any conference that may require reimbursement of expenses.

Absences

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If expecting to be absent from a duty, volunteers should notify their supervisor as far in advance as possible so that alternative arrangements can be made. Volunteers may be encouraged to find a replacement, however replacements may only be recruited from those already involved as volunteers within the club.

Conflict of Interest

No person who has conflict of interest with any activity or program of the club, whether personal, philosophical or financial shall serve as a volunteer with the club. When a potential conflict of interest does arise, volunteers must declare their interest.

Dismissing Volunteers

Volunteers who do not adhere to the rules and procedures of the club or who fail to satisfactorily perform their role are subject to dismissal. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the Club President. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct, being under the influence of alcohol or drugs when performing club duties, theft of property, abuse or mistreatment of members, failure to abide by club policies and procedures and failure to satisfactorily perform assigned duties.

Recognised Benefits of Volunteering:

- Have fun.
- Socialise.
- Learn new skills.
- Give something back.
- Help others.
- Fill in time.
- Develop new friends.
- Build self-confidence and self-image.
- Explore career opportunities.
- Feel needed, useful and appreciated.

JUNIOR PLAYER DEVELOPMENT POLICY

“We must do everything we can to make the experience of playing Australian football as enjoyable and fulfilling as possible for this age group, so that we provide the best possible environment to encourage them to continue to participate. This is equally important whether they may be the future AFL star or the local league battler continuing to participate to ensure they and their friends have a team to play for. All form part of the lifeblood and future of our game.”

Chris Connolly, Level 3 Coach.

The development of juniors is critical to the current and future success of the club. In 2009/10 season SMFSSC will field five junior teams; a women’s league team and three (including under 18’s) senior teams. A junior sub-committee is dedicated to the management of football operations for these teams. A junior sign-on day happens in the transition phase of the season and formally kicks off the start of the season for these teams. The committee aims to follow the best practice policies and procedures of the *AFL Junior Development Manual*.²

Junior football focuses primarily on the promotion of participation in football as part of a healthy lifestyle for juniors. As such, success of junior football will be measured on the development of physical development, life skills, team skills and most importantly fun for juniors, with the hope that winning is a by-product of success in these areas.

Therefore, it is important for coaches and support staff looking after junior football to recognise that children play sport for a variety of reasons and that their enjoyment generally increases as their learning increases. Because of this children want and deserve to play in an environment that fosters the principles of good coaching, as outlined below.

St Mary’s Football, Social and Sporting Club appoints junior coaches who:

- Are well organised. They have a list of items and drills to use to help improve the participants of the side and their team skill levels.
- Recognise that sometimes things don't go to plan so be prepared to change if necessary.
- Are energetic and enthusiastic. They turn up to training ready for some fun and excitement.
- Always patient and understanding towards the needs of the individuals that make up the team.
- Always encouraging and supportive.
- Fair and consistent with each child under their charge, regardless of ability.

² http://www.afl.com.au/Portals/0/afl_docs/Development/Junior_Development.pdf

- If blessed with a talented older player in the side will use them to advance their own learning by delegating tasks.
- Will include parents who wish to volunteer and will use their own skills to improve those of others around them.
- Watch what goes on around the team both at training and during the game and is a careful observer.
- Are creative with drills and skills sessions and progress each week to increase the children's learning outcomes.
- Always try and better themselves as a coach and prepared to admit that they don't have all the knowledge and is committed to improving coaching views and techniques.
- Caring and interested in player's well-being.
- Are to be fun to be around.

The 18s coach and Seniors coach will also work with the junior team coaches to ensure there is a consistent focus on development of juniors, identify talented and gifted players and ensure they have access to further development opportunities and are aware of the player pathways in AFL in the NT and at a national level. For example, the AFLNT junior development program has a number of key focus areas which include participation, talent identification, umpiring, coaching and school programs. Talent identification and development programs are conducted from grass roots through to elite level, culminating with the NAB AFL U16 and U18 Championships.

In addition, the AFLNT Game Development team deliver umpiring and coaching courses which include information regarding educational courses and resources, coaching and training, fitness and diet and skills and drills. The AFL has produced a range of quality resources to integrate Australian Football activities into the school curriculum, including activities for early, middle and adolescent years which enhance students learning in Northern Territory schools. SMFSSC aims to be a leader in this area.³

St Mary's Football, Social and Sporting Club also supports the AFL, *Kids First*⁴ program which aims to foster a positive environment for juniors to learn to play AFL. It recognises that today's parents have an important role in the delivery and support of sporting activities for their own and other children. With it comes a clear responsibility to act in a constructive and encouraging manner at all times.

AFL Kids First is a program that has been designed for leagues and associations to guide parents so that both they and their children obtain the maximum benefit and enjoyment from their participation in junior programs and matches.

The basic principles of AFL Kids First are to remind parents that:

- Sport for children is a vital part of their growing up.
- Children like to win, but more importantly, they want to have fun.
- Parents need to set the right example at the sports ground, not just at home.
- Parents should be proud of their child's efforts irrespective of the result.
- Sport is important to children's self esteem.

The continued growth and health of the game depends on junior programs and matches being conducted in a positive, encouraging and fun environment. AFL Kids First provides guidance for achieving this objective and SMFSSC aims to implement this program in an effective manner.

³ http://www.sportingpulse.com/assoc_page.cgi?c=1-4169-0-0-0&SID=54357

⁴ <http://www.afl.com.au/Development/ForClubs/KidsFirst/tabid/10233/default.aspx>

Junior Development Fund

Purpose

SMFSSC accumulates various sources of income through its junior/senior football programs with identified talented players who are selected and/or attract transfer/drafting fees available via AFL and State League regulations.

The Fund may be topped up via general revenue should there be a shortfall in any given period, at the discretion of the MC (Management Committee).

The MC have recently moved a motion to become part of the Football Policy that it commits the funds received via this mean as follows:

- 50% to general senior football revenue (assist with replacing a player drafted to bigger picture); and
- 50% to Junior Development Fund.

The club has committed to divide all funds received via the following source to the Junior Development Fund in the above format:

- AFL Drafted Players;
- AFL Rising Star Round Winner Nominations;
- AFL Rising Star Winners; and
- State League Transfer Fees.

Note: all fees mentioned above are set by AFL or the appointed authority (eg. NAB Rising Star, Sports Elite).

Applying for Funds

The following presents a guide as to the criteria of who can and how to apply for using the Junior Development Fund for assisting the development of our people. Applications will be invited from, but not limited to:

- Representative Sides (School Sports U13/U15 & Territory Thunder U16/U18). Players must be selected in final sides and funds only available to recognised National Carnivals;
- Players travelling from remote locations to play football for SMFSSC; and
- Junior coaches, trainers, time keepers, etc to undertake training courses that attract a fee from the AFLNT to qualify for Level 1, 2 or 3 in their respective field.

An expression of interest (up to 1 page) is to be submitted to the Management Committee at any time that outlines; the applicant, purpose, amount required, length of affiliation with the club and any other information that may be of assistance when assessing the application.

WOMEN'S FOOTBALL DEVELOPMENT POLICY

“It is well known women are the ‘backbone’ of Aussie Rules football. More than 40 per cent of spectators at AFL matches are women and many more women work tirelessly behind the scenes at a community level to keep local footy clubs alive. The AFL now celebrates woman’s contribution to the league through the Women’s Round. What is less well known is the growing number of woman taking their passion for the game onto the footy field.”
Maxine Morand, Victoria’s inaugural patron for female Aussie Rules Football.

Saint Mary’s Football, Sporting and Social Club is committed towards providing information and pathways for women and girls to be involved in the great game of Australian Football and aims to showcase the many and varied examples of women and girls making their mark on the game. In Australia there are:

- Over 78,224 female participants Australia wide
- Over 30,524 girls participating in Auskick
- Over 2,000 accredited female coaches
- Over 200,000 AFL or club female members
- 43% of television audience viewed by females
- Over 35,000 female volunteers
- Over 700 female umpires Australia wide

SMFSSC has fielded a Women’s team since 2004 and has been a leader in the Northern Territory Women’s Football League, winning premierships in 2204/2005 & 2005/2006 & 2207/2008 & 2008/2009 seasons.

SMFSSC supports women’s involvement in the club by:

- Integrating management of the Women’s side into the club football department / presentation nights / sponsorship and related activities
- Supporting the ‘Women in Football round’
- Supporting travel for female players from remote communities
- Supporting players when selected for representative sides
- Be a leader in developing youth girls pathways
- Encouraging non-playing women to be involved in club activities

In 2008/09 the club was successful in obtaining funds for the Women’s team to travel to Bathurst Island to play a Harmony Day curtain-raiser with local Tiwi women, as a prelude to the Tiwi Island AFL Grand Final. This attracted national attention and promoted the positive participation of women in sport and cultural activities. We aim to work towards establishing this as an annual event.

Aside from playing the great game, the AFL National recognises the importance of Women’s support of AFL and the significant role they play in the league and in the lives of the players and clubs. As such the AFL promotes the Respect and Responsibility Policy.⁵ This policy represents the Australian Football League’s commitment to addressing violence against women and to work towards creating safe, supportive and inclusive environments for women across the football industry as well as in the broader community.

The Respect & Responsibility Policy attends to important areas such as player education, the improvement of sexual harassment and anti-discrimination policies for the AFL and the 16 AFL Clubs, and the development of resources that can assist Clubs at the local community level on this issue.

⁵ www.makingamark.com.au

The Policy is also about shifting attitudes - ensuring that people throughout the Australian Football industry are aware, and have structures in place, that recognise that violence against women and behaviour that harms or degrades women is never acceptable. SMFSSC supports this policy in principle and where possible takes the opportunity to educate players about the policy.

Participation in sport by women when pregnant is encouraged however there are various factors that need to be considered if a women's player wishes to compete whilst pregnant.

It is unlawful to discriminate against a female on the basis of pregnancy. Participation and continuing involvement within the sport is dependent of all personnel. Privacy issues regarding the participant's condition need to be considered with the player consulting with her medical practitioner as to her continuing participation and as such documentation submitted to the women's team manager, women's team coach and football operations manager.

Contact and collision sports, such as soccer and basketball are only considered safe in the first trimester.

For further information and emerging policy regarding this issue, refer to the Australian Sports Commission publications, www.ausport.gov.au and websites such as www.betterhealth.vic.gov.au. and www.vicsport.asn.au.

INDIGENOUS COMMUNITY DEVELOPMENT POLICY

"There are 87,000 Aboriginal and Torres Strait Islander people participating in Australian football programs and their passion for the game is reflected at the highest level with 72 Indigenous players currently on AFL club lists. The AFL's Indigenous programs have a role to play in health, education and leadership."
AFL International Development Manager, David Matthews. Dreamtime Game, 2008

SMFSSC was formed in 1952. The Club was formed to provide and opportunity for Tiwi Islanders who working in Darwin to play football. As such, pride in our Indigenous heritage is a core value of the club.

The club prides itself on the 'locally produced' content of its league teams. Indigenous Australians have always played an important part in the composition of the Club and have always been in the majority of all grades since formation.

SMFSSC is an 'icon' in Indigenous sport and community development. It's past, current and future success provides a role model for young Indigenous sportspeople to excel in their chosen sport, business or community field.

As identified in the Clubs Business Plan strategies specifically targeting Indigenous community development include:

- Utilise Indigenous training and subsidy funding to maximize opportunities for our young Indigenous people.
- Utilise key players and coaches in football development programs targeted at Indigenous young people.
- Re-establish our close alliance with Tiwi peoples and other potential areas for Indigenous footballers development (utilise AFL Indigenous funding).
- Position SMFSSC with the AFL and Government as an 'icon' for Indigenous football development in the Northern Territory.

Whilst maintaining its current and past links with Tiwi Islander communities, SMFSSC aims to build new partnerships with Indigenous communities, in identified areas such as Wadeye (Port Keats).

MULTICULTURAL COMMUNITY DEVELOPMENT POLICY

“The football world needs to recognise that providing meaningful opportunities for people from migrant and refugee communities to participate in all levels of football whether that is as players, umpires, involved in decision making or becoming fans of the game is our collective challenge. How well we do this will determine the health of the game in years to come.”

Nick Hatzoglou AFL Multicultural Program Manager.

In 2005, the AFL has developed a Multicultural Program is to assist migrant and refugee communities to access Australian Football whether that is as a player, fan, administrator or umpire. SMFSSC recognises that we want AFL to be a vehicle that encourages community strengthening and inclusion within the wider Australian community.

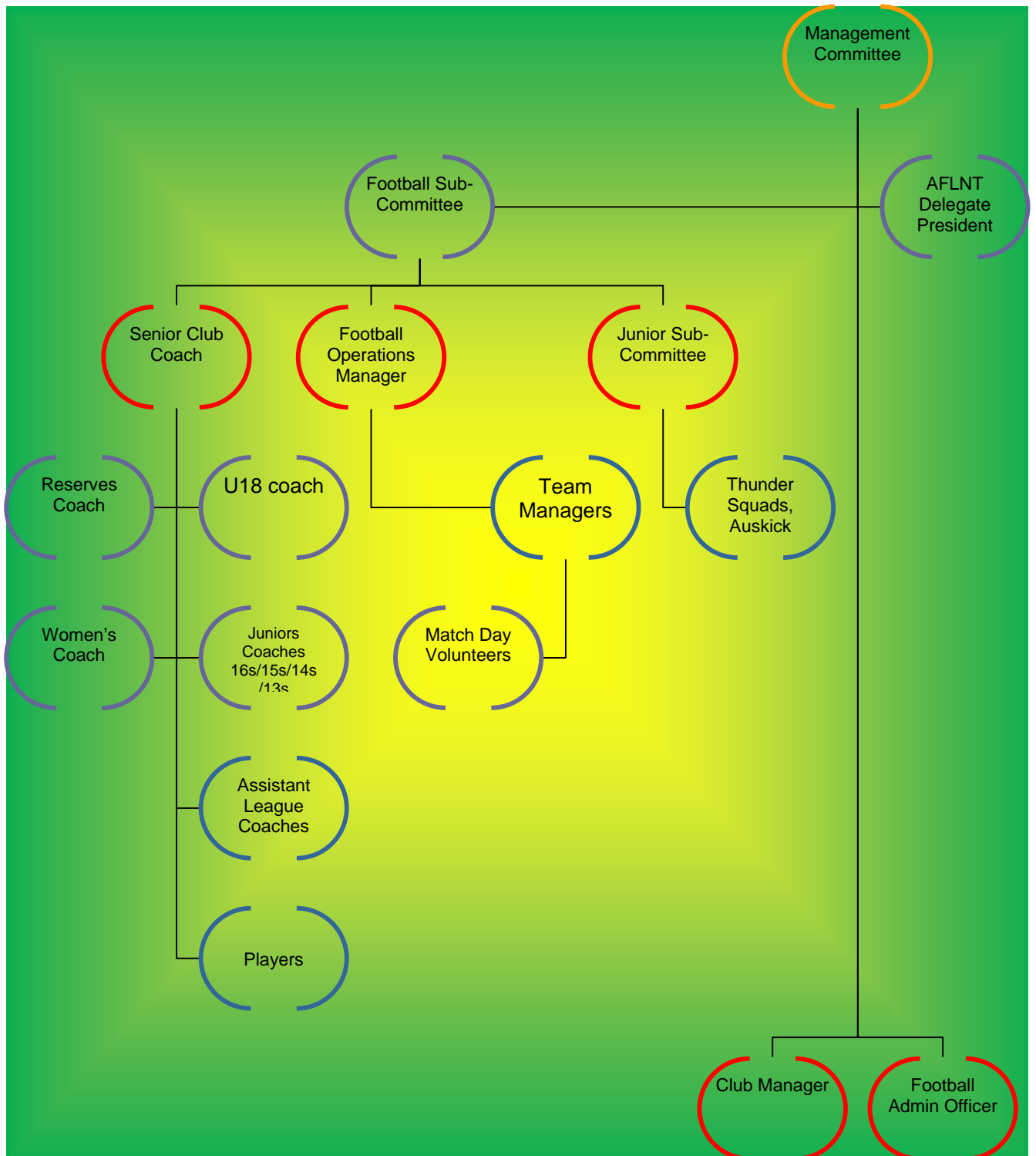
SMFSSC recognises the diversity of the Darwin population and invites affiliation with a wide range of community groups, supporters, volunteers and players.

A range of resources and programs have been developed to help local leagues and clubs located within diverse communities to take action to ensure that their activities are welcoming and inclusive to create safe and healthy family friendly football environments for people from culturally and linguistically diverse (CALD) communities.

Where required SMFSSC aims to access the resources developed by the AFL for participants from CALD communities, these include and introduction to AFL in several languages and a guide for coaches of players from refugee and immigrant backgrounds. These are available at: <http://afl.com.au/Development/Multicultural/Resources/tabid/10290/Default.aspx>.

CLUB FOOTBALL PROCEDURES

ORGANISATIONAL CHART



SEASON CYCLES

The policies and procedures in this manual are developed with the assumption of season cycles in mind. The acknowledged season cycles that will have an influence on the roles of all players, officials and volunteers include:

1. April to July = Transition Phase (off-season)
Activities that predominantly occur in the Transition phase are 'Mad Monday', season review, awards night, end of season footy trips, recruitment of officials and players, team list development, committee structure, AGM, sponsorship attraction, injury management, football accounts management.
2. July to September = Preparation Phase (pre-season)
Activities that predominantly occur in the Preparation phase are fitness training and conditioning, team development, player registrations, practice matches, fixture development, equipment purchase, media relations, football accounts management.
3. October to March = Competition Phase (in-season)
GAME ON time. Activities that predominantly occur in the Competition phase are training, match days, player retention, injury management, club functions and presentation nights, team paperwork completion, player behaviour management, sponsors functions, statistics and records management, acknowledgement of club / player milestones, football accounts management, media relations.

ROLE OF MANAGEMENT COMMITTEE

The Management Committee of the Club is the peak body of all issues and is responsible for the good governance of the club. The Boards roles and responsibilities include:

- Governance, Corporate Management.
- Financial Management.
- Strategic/Business Planning.
- Performance Management.
- External and Internal Communications.
- Stakeholder Relationships.

The Management Committee oversees all sub-committees, such as the Football Operations Committee, Social Club Committee and the Marketing and Sponsorship Committee and ensures they are all operating collaboratively and effectively. Refer to the attached Organisation Structure diagram for an illustration.

ROLE OF GENERAL MANAGER

The General Manager is employed by the Club to ensure the smooth running of the operations of the Club. The General Manager is responsible for the operations of financial accounts relating to football, overseeing use of the club for functions, and managing the stock and supply of all equipment.

ROLE OF FOOTBALL SUB-COMMITTEE

The Football Sub-Committee is responsible, in the first instance, for all matters pertaining to football issues and the implementation of this Football Operations Policy. The members of the Football Sub-Committee consist of, at minimum, the Club President, Club Treasurer and at least two other members of the Management Committee as selected from time to time. This Committee have the right to include other persons to the Committee as they see fit. Examples of persons who could be invited to the Committee are the Senior Coach or a member of another Sub- Committee.

The roles and responsibilities of the Football Sub-Committee are:

- Player development.
- Management of Football Operations Budget.
- Football Officials and Volunteers.
- Player recruitment.
- Player relations.
- Relevant Business Plan Strategy implementation.

As per the SMFSSC Business Plan the Football Sub-Committee is responsible for the following strategies:

- Develop, measure and analyse a football operations budget.
- Utilise key players and coaches in football development programs targeted at Indigenous young people.
- Encourage a culture of players being required to attend post match presentations and events at the club house.
- Re-establish our close alliance with Tiwi peoples and other potential areas for Indigenous footballers' development.
- Establish sister clubs in other states.
- Review the current approach to junior football development to ensure high standards of skills development and respect for, and ownership of the club.
- Develop a list of projects and potential upgrades for consideration by the committee in developing future Financial Plans.

The Football Sub-Committee are also responsible for advertising, interviewing, negotiating and making recommendations to the Management Committee for the selection of all coaching positions within Football Operations. The Football Sub-Committee is to meet at intervals required and as determined to allow the smooth transition of the budget income and expenditure. The Football Sub-Committee shall keep records and refer items to the Management Committee as required.

ROLE OF JUNIOR SUB-COMMITTEE

The Junior Sub-Committee is responsible for the implementation of the junior football budget, raising funds to meet the cost of running the junior program within the Club. All matters pertaining to the juniors are to be relayed to the Football Sub-Committee via the Junior Co-ordinator. The Junior Sub-Committee is to meet at intervals required and as determined to allow the smooth transition of the budget income and expenditure. The Junior Sub-Committee is preferably comprised of two General Committee members and at least one representative from each junior team. The sub-committee is also responsible for making recommendations in regards to the Junior Development Policy.

COACH RECRUITMENT PROCEDURES

As required from time to time, coaching positions will be advertised both locally and interstate (senior roles) by the Football Operations Committee. Suitable candidates will be short listed and interviewed. A selection will be made for the most suitable candidate with regard to the strategic directions of the club and within budget allowances. The Senior coach is the 'Club coach' and as such is to be involved in selection and oversight of lower grade coaches. Coaches will be required to have suitable qualification to coach in accordance with AFLNT standards.

COACH PERFORMANCE MANAGEMENT PROCEDURES

Upon appointment the club will present a coach with and Memorandum of Understanding (MOU) for signature by both parties. This outlines remuneration and club expectations in regards to the role. Throughout the course of the season, three review sessions will take place, based upon the position description and MOU. Performance feedback is to be provided in a two-way process. At the end of each season the club will review all positions.

COACH AND PLAYER PAYMENT PROCEDURES

CLUB SPECIFIC INFORMATION IS AVAILABLE FROM THE FOOTBALL SUB-COMMITTEE

Tax may be payable by some players. Please refer to Tax Ruling TR 1997-17. (See the club treasurer for further information).

NB. TAXATION INFORMATION, AS PROVIDED BY THE ATO, 23rd JULY 2007 FROM PHONE NO 132866. UNDER TAX RULING TR 1999-17. OUR PLAYERS ARE CONSIDERED AMATEUR AND THEREFORE WE DO NOT HAVE TO WITHHOLD, WE ONLY HAVE TO SUPPLY THE PLAYER WITH A COPY OF STATEMENT OF PAYMENT AND RECORD IT IN OUR ACCOUNTS AS A PAYMENT.

MEDIA RELATIONS PROCEDURES

Football related media enquiries are generally directed at the Senior Coach and/or through the Club President. The Coach will contact the President in regards to any press articles or interviews. It is prudent to submit a written statement, rather than supply of a verbal quote. Coaches are only required to comment on football related matters. Matters pertaining to the interests of the club and player welfare are to be handled by the President.

SPORTS MEDICINE PROCEDURES

The head trainer of the club is responsible for oversight of the club's sports medicine procedures and to ensure that the player injury and rehabilitation policy is implemented. All team trainers are required to report to the club head trainer. A list of required sports medicine supplies will be submitted for approval prior to the commencement of each season and re-stocked as appropriate. Players are responsible for their own preparation and outside of training and game time and are encouraged to seek advice from trainers and coaches regarding the best self-care. The club maintains a relationship with Northlakes Medical Centre as the primary medical centre if any medical attention is required.

PLAYER WELFARE PROCEDURES

In the interests of maintaining strong on-field team procedures, the club aims to ensure that player welfare off-the field is treated with just as much care. The Senior Club coach has overarching responsibility for the player welfare management throughout the club, with team managers to play a key role in working with players and coaches to identify issues.

AWARDS PRESENTATION PROCEDURES

The club takes pride in celebrating and recognising individual and team successes. As such, all players and team officials are expected to attend awards and presentation events. Voting for best players (Seniors) for each game will be conducted by the match committee and facilitated by the team manager for the best five players.

Where a club member / family expresses an interest in 'Naming' and award, this is to be directed to the President and put in writing. This includes the need to commit to ongoing funds required for the award and attendance by a representative to present the award.

TEAM OPERATIONS PROCEDURES

Introduction

This section outlines the roles of all involved in the management of the club's football. SMFSSC aims to have a collaborative team environment, where all involved have clear boundaries, effectively communicate and work together to ensure we perform to a high standard on and off the field.

All job descriptions have been written in accordance with the examples provided by AFLNT⁶ and amended for the purposes of SMFSSC.

Team Guidelines

If a team develops a code of conduct / team rules, these are to be strictly adhered to.

Sponsors

Our financial partners are critical to the success of the club and our ability to 'put footballers on the park' week in week out. In our partnership agreements, the Club offers all sponsors the following benefits as a sponsor:

- Membership for immediate recognition;
- Year round promotion;
- Ability to network throughout the Northern Territory and beyond;
- Maximum exposure whenever possible, including television, radio, photos etc.;
- Advertising;
- Official functions – these include specific partner's nights, fun fund raising events, sponsor's and presentation nights;
- An integral part is Junior Development and involvement with various families at club level; and
- Promotional opportunities through our affiliated sporting clubs.

Therefore it is imperative that all members of the club act in a manner that is respectful to our sponsors and provide recognition to our sponsors at all available opportunities. Our sponsors for the 2009/10 will be made available when finalised.

⁶ http://www.sportingpulse.com/assoc_page.cgi?c=1-4169-0-0-0&SID=59039

POSITION:	Football Operations Manager
REPORTS TO:	Football Sub-Committee, President, Club Manager
DIRECT REPORTS:	Supports the Senior Coach, match committee, football support staff in delivering their respective duties.
STATUS:	Volunteer Position: Full-time

Introduction:

St Mary’s Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the ‘most successful sporting club’ in the Northern Territory. All staff are required to abide by Club, AFLNT and Association Act requirements at all times including Constitutional and By-laws.

This position is required to co-ordinate all off field football activities for the Clubs teams. Liaison with all football officials, volunteers and players is required. The aim is to provide guidance and a high level of support to individuals and teams so they can perform at their absolute best.

Duties and Responsibilities:

General:

- Oversee the continual development and attendance of all personal legible for the accredited courses available from AFLNT.
- The Football Manager shall seek ratification from the Executive Committee of a football budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive.
- Provide a report on operations to the monthly Management Committee meeting.
- To provide support to the Executive and Football Sub-Committee to ensure the efficient operation of the Club.
- Liaise with official Club suppliers and other key stakeholders.

Transition Phase:

- Coordinate the review of the Football Operations Policy and Procedures Manual and make recommendations to any amendments required.

Preparation Phase:

- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed.
- Ensure that all contracts fall within the allocated budget and that variations are brought to the Executive prior to the Club being committed to the variation.
- Assist coaches in the appointment of appropriate personnel, or ensure they are appointed. (E.g. team managers, trainers, runners and other team support staff to ensure smooth running on game days).
- Negotiate all clearances and player registrations in accordance with the league rules. Should a transfer fee be enacted, seek direction from the Executive.

Competition Phase:

- Coordinate implementation of the Football Operational Policy.
- Provide documentation, in consultation with the Club Treasurer, for all player payments and coaching fees.
- Liaise between players, coaches, Club Executive and General Committee.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – including two match day balls for pre-game warm up on game days.

- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment including goal post covers.
- Coordinate submission of running sheets and match reports after both home and away games.
- Coordinate media and AFLNT requirements.
- Ensure players attending tribunal hearings are supported and advised by the club advocates and advised of times and charges within the time frames required.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by the Club.
- Oversee the deliverance of water, ice, soft drink, ice vests and any other means of player hydration required by Team Managers.

Skills and Attributes:

- Knowledge of AFL and club operations.
- Sound verbal communication skills, including the ability to negotiate, resolve conflict and liaise with a diverse range of people.
- Proficiency in club administration use of computer systems, for purposes such as report writing and website maintenance.
- An enthusiastic attitude and willingness to work as a team player, including with volunteers.

Benefits of the Role:

- Use of club facilities
- Flexible working arrangements
- Opportunities for training relevant to the position

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: Football Administration Officer
REPORTS TO: Club President
DIRECT REPORTS: Nil
STATUS: Full-time (paid)

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with the day to day operations of the club, with a focus on the creation and maintenance of administration procedures that contribute to the running of the club to ensure the success of on and off-field operations continue.

Duties and Responsibilities:

1. Football Operations (45%)
 - Working with key stakeholders to develop the football procedures policy and it's implementation
 - Assist the Football Manager in the administration of football operations
 - From time to time, liaise with the AFLNT on football operational matters and ensure that all relevant information is acted on and/or passed on to the correct personnel
2. Administration (30%)
 - Creation and maintenance of efficient electronic records management systems
 - Development of templates for key working documents
 - Assisting with preparation for events and functions
 - Preparation of minutes from committee meetings
3. Income Generation (20%)
 - Sourcing and preparing applications for relevant grant opportunities
 - Liaison with sponsors to uphold sponsorship agreements
4. Other duties (5%)
 - Undertake any additional tasks relating to club operations, as directed by the Committee

Skills and Attributes:

- Knowledge of AFL and club operations
- Sound oral and written communication skills
- Proficiency in use of computer systems, primarily Microsoft Works
- An enthusiastic attitude and willingness to work as a team player, including with volunteers

Benefits of the Role:

- Remuneration is negotiable based upon qualifications, skills and experience
- Payment of wages or on invoicing arrangement
- Use of club facilities
- Flexible working arrangements
- Opportunities for training relevant to the position

Signed (Supervisor): _____
Signed (Employee): _____



SAFH GYO-ZMG

POSITION:	Seniors Coach
REPORTS TO:	Report to President, Football Sub-Committee (FSC) & Club Manager
DIRECT REPORTS:	Seniors Team Volunteers & Personnel
STATUS:	Paid Position: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory. All staff are required to abide by Club, AFLNT and Association Act requirements at all times including Constitutional and By-laws. Coaches are also required to familiarise themselves with and abide by the *AFL Coaches Code of Conduct*.⁷

This position is required to provide coaching expertise and leadership for the Club's senior football team which helps to achieve the overall aims and objectives of the Club. The Seniors coach is expected to positively promote the club at all opportunities.

Duties and Responsibilities:

General:

- Liaise with the Club Executive to recruit Assistant Coaches & a Reserves Grade Coach and regarding appointment of junior coaches.
- Attend Management Committee & Football Sub-Committee meetings as directed and provide regular reports to the General Committee throughout the season.
- Attend all training sessions, matches, functions and other football promotional activities.
- Ensure the promotion of an alcohol, drug, child protection and violence free environment at all times.
- Arrange monthly meetings with coaches and staff, during the competition phase, including agendas and minutes of meetings. These are to be made available to the FSC if requested.

Transition Phase:

- Establish as soon as possible a profile of all current players and a recruitment profile to supplement any perceived deficiencies.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- Develop and establish an appropriate pre-season training program.

Preparation Phase:

- Ensure AFL code of conduct for coaching staff is in place and the objectives are supported on and off the field.
- Manage the recruitment of players in consultation with the Executive.
- Implement an appropriate pre-season training program.
- Provide recommendations to the Club Executive on the recruitment of appropriate football support staff.
- Liaise with junior grade coaches & Club Executive to establish a consistent coaching policy throughout the Club.

Competition Phase:

- Provide clear instruction and feedback to the team and individual players and to see that all players train, prepare and play matches to a high standard and recover appropriately.
- Ensure a regular contact and involvement with junior activities, club training nights, Auskick & AFL Junior affiliates and Regional Zones.

⁷ http://www.afl.com.au/Portals/0/afl_docs/afl_hq/Policies/Coaches_Code_of_Conduct_Brochure.pdf

- Conduct selection meetings for the timely naming of team lists pre-game and best and fairest voting post-game.
- Provide game day coaching expertise and leadership.
- Attend Club functions as agreed.

Skills and Attributes:

- Leadership skills and ability to develop and maintain a positive club morale.
- Organisational skills to adequately prepare for training, matches and functions.
- Good judgment skills and ability to make selections in the best interests of the team.
- Ability to analyse, study, plan and assess the game as it develops.
- Effective communicator and ability to represent the club at functions, community activities and in the media.
- Knowledge of football skills — technical and tactical and ability to instruct skills and tactics.
- Ability to deal with a wide range of players, officials and supporters.
- A minimum of Level 2 or Level 1 (and willingness to obtain level 2) AFL coach accreditation, and willingness to continually seek to upgrade skills and knowledge of the game.
- Have an understanding of injury prevention, care and management.

Benefits of the Role:

- Remuneration is negotiable based upon qualifications, skills and experience.
- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION:	Assistant Seniors Coach
REPORTS TO:	Report to President, Football Sub-Committee & Club Manager
DIRECT REPORTS:	Seniors Team Volunteers & Personnel
STATUS:	Paid Position: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory. All staff are required to abide by Club, AFLNT and Association Act requirements at all times including Constitutional and By-laws. Coaches are also required to familiarise themselves with and abide by the *AFL Coaches Code of Conduct*.⁸

This position is required to provide coaching expertise and leadership for the Club's senior football team which helps to achieve the overall aims and objectives of the Club. The Assistant Seniors Coach is expected to positively promote the club at all opportunities.

Duties and Responsibilities:

General:

- Attend training sessions when required, matches, functions and other football promotional activities.
- Ensure the promotion of an alcohol, drug, child protection and violence free environment at all times.
- Attend regular meetings with coaches and staff.
- Temporarily stand-in for Senior Coach if absent.

Transition Phase:

- Assist Senior Coach to develop and establish an appropriate pre-season training program.

Preparation Phase:

- Assist with development of a profile of all current players and a recruitment profile to supplement any perceived deficiencies.
- Assist with the implementation an appropriate pre-season training program.

Competition Phase:

- Provide clear instruction and feedback to the team and individual players and to see that all players train, prepare and play matches to a high standard and recover appropriately.
- Provide game day coaching expertise and leadership, as directed by the Senior Coach.
- Attend Club functions as agreed.

Skills and Attributes:

- Leadership skills and ability to develop and maintain a positive club morale.
- Organisational skills to adequately prepare for training, matches and functions.
- Good judgment skills and ability to make selections in the best interests of the team.
- Ability to analyse, study, plan and assess the game as it develops.
- Effective communicator.
- Knowledge of football skills — technical and tactical and ability to instruct skills and tactics.
- Ability to deal with a wide range of players, officials and supporters.
- A minimum of Level 1 AFL coach accreditation, and willingness to continually seek to upgrade skills and knowledge of the game.
- Have an understanding of injury prevention, care and management.

⁸ http://www.afl.com.au/Portals/0/afl_docs/afl_hq/Policies/Coaches_Code_of_Conduct_Brochure.pdf

Benefits of the Role:

- Remuneration is negotiable based upon qualifications, skills and experience.
- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION:	Seniors Team Manager
REPORTS TO:	Seniors Team Coach / Football Manager
DIRECT REPORTS:	Seniors Team Support Staff
STATUS:	Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with all off field football matters are dealt with efficiently and in a timely manner, to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Duties and Responsibilities:

- Ensure the integrity of best and fairest voting in accordance with Club policy
- To be available at all training sessions and all games.
- Recruitment of personnel for required positions

Administration:

- Take player roll at training.
- Ensure all players are either currently registered with AFLNT or has an approved clearance from previous Club.
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made.
- Team sheets - complete, sign and deliver team sheets in accordance with league rules (all players are named (full name) on team sheet including runner and trainers and water boys are registered).
- Notify Time Keepers of any Blood Rule jumper No. changes.
- Sign off on match reports. Goal kickers are to be recorded on the days running sheet.
- Coordinate transport (if required).
- Club Best and Fairest Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be entered into Sportingpulse (check league rules).
- Prepare awards for distribution.

Player's welfare:

- Ensure players property is collected prior to each game and safely secured during matches.
- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).
- Liaise with trainers to ensure sufficient equipment including towels are on hand.
- Ensure all injured personnel to report to Medical staff

Equipment:

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team.
- For training make sure footballs are correctly inflated, ice is on hand, water bottles topped up for your grade and all equipment is returned to container at end of training and accounted for as per grade quota.
- Shorts and socks are to be responsibility of players (These are available at Cricket & Football Shop).
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required.
- Organise transportation of gear to away matches.

- Pre-game warm up footballs are returned & locked away or stored in change room for next grade.
- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ice and drinks & jumpers are on hand on game days.
- Ensure ball is returned after the completion of the match.

Personnel:

- Coordinate players to remain back after training Thursdays for team selections.
- Ensure all match officials are available (i.e. umpires, timekeepers, trainers) and correctly attired.
- Ensure other support staff has been appointed and are in attendance as required (Scoreboard Attendant and Timekeeper at all home matches).
- Check with umpires within 10 minutes of finish of game that there were no reports (“all Clear”).
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.
- On match day, ensure teams are on oval at least 10 minutes before commencement of game (fines incur for breaches) and that team sheets and scores etc are recorded on computer at the completion of all games.

Grounds:

- Ensure change rooms are secure.
- All training areas are kept tidy.

Skills and Attributes:

- Understanding of competition rules.
- Good communicator.
- Able to work under pressure.
- Able to make decisions.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: Statistician
REPORTS TO: Seniors Team Manager
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with keeping statistics for the benefit of football operations, focusing on team statistics, with focus areas to be determined by the Seniors Coach.

Duties and Responsibilities:

- Ensure key performance indicators as negotiated with Seniors Coach are collected and available for use during game break times.
- Ensure tally is kept during match.

Skills and Attributes:

- Good with figures

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____
Signed (Employee): _____

POSITION: Seniors Team Runner
REPORTS TO: Seniors Team Coach
STATUS: Volunteer Position: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with match day performances by delivering messages to players during the match.

Duties and Responsibilities:

- Be available to attend all team games.
- To be dressed in appropriate AFLNT & Club attire.
- Relay messages to Head Trainer if player requires assistance.
- Assist the Trainer/Water Runner in assisting player from the field.
- To deliver messages from the coach to players whilst each quarter is in progress.
- To deliver the message as quickly as possible and return to the coaches box immediately
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game

Skills and Attributes:

- Be a clear and concise communicator.
- Ability to take directions and listen well.
- Reasonable level of fitness.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: Seniors Team Water Runner
REPORTS TO: Head Trainer
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with match day performances by ensuring players are appropriately hydrated on game day.

Duties and Responsibilities:

- Be available to take water to players during each quarter of the game in coordination with other water runners.
- Be dressed in appropriate club colours and attire & shoes to be worn at all times.
- The runner must not interfere with any players or officials throughout the game
- Adhere to rules (be out of centre square is given back to umpires after a goal has been scored and at the beginning of each quarter and be out of 50 metre circle after a point has been scored).
- Ensure the water bottles are full & enough ice is available.
- Take any message to coach/runner if a player requires assistance.
- Assist the medical trainers if a player requires assistance to leave the oval.
- Refrain from giving advice to players or barracking on field.

Skills and Attributes:

- Organisational skills.
- Ability to take directions and listen well.
- Reasonable level of fitness.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: Head Trainer
REPORTS TO: Football Sub-Committee
DIRECT REPORTS: Club medical staff and Seniors Team Water Runners
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with coordination of the club trainers, oversee the management of player injuries and provide support to the Executive and Committee members to ensure the efficient operation of the Club, including implementation of the player injury and rehabilitation policy.

Duties and Responsibilities:

- Be available for all training and game days.
- Ensure that all grades of football have sufficient numbers of skilled training staff to service training and match days.
- Arrange training courses to ensure that all trainers are appropriately skilled in first aid and sports injury treatment.
- Assess, diagnose and treat player injuries, call for doctor/ambulance if required.
- Coordinate the management of player injuries and treatment to ensure that lost time due to injury is minimised.
- Ensure the Club meets any league requirement regarding player insurance policy.
- Coordinate a register of injuries to players in all Grades.
- Provide advice to injured players regarding access to insurance claims including scope of the likely benefit.
- Manage and submit claims on behalf of injured player to the Insurer.
- Reconcile claims and ensure players receive payments returned from insurer.
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

Skills and Attributes:

- Sound knowledge of sports injuries and human anatomy.
- Ability to remain calm when under pressure.
- Excellent communication skills.
- Enthusiasm.
- Caring.
- Sports trainer qualifications (Level 1 minimum).

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____
Signed (Employee): _____

POSITION: Timekeeper
REPORTS TO: The Timekeeper is accountable to the Field Umpires officiating the game and the Team Manager
DIRECT REPORTS: Liaises with the umpires and the timekeeper from the opposition team
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to act as the official keeper of time for the duration of the match.

Duties and Responsibilities:

- To be in position before the start of each quarter with team sheets.
- Assist other club time keeper with scoring and other paper work.
- Ensure correct time is kept each quarter according to the grade playing.
- Inform the AFLNT any infringements during the time keeping and inform the Club Football Manager.
- If required write a report pertaining to the incident & a copy to the AFLNT & Club Football Manager.
- Record on time cards the time taken to play each quarter
- Lodge completed time cards with the Team Manager after the game has finished
- Sound the siren in accordance with the procedures contained in the association / league rules and regulations
- Stop the clock used for timing of each quarter as required by the association / league rules and regulations
- Perform any other function as may be directed

Skills and Attributes:

- Organisational skills.
- Ability to take directions and listen well.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____



MARY GYMNASIUM

POSITION:	Reserves Coach
REPORTS TO:	Report to President, Football Sub-Committee (FSC) & Club Manager
DIRECT REPORTS:	Reserves Team Volunteers & Personnel
STATUS:	Paid Position: Part-time

Introduction:

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This position is required to provide coaching expertise and leadership for the Club’s Reserves football team which helps to achieve the overall aims and objectives of the Club. The Reserves Coach is expected to positively promote the club at all opportunities.

Duties and Responsibilities:

General:

- Attend Management Committee & Football Sub-Committee meetings as directed and provide regular reports to the General Committee throughout the season as required.
- Attend all training sessions, matches, functions and other football promotional activities.
- Ensure the promotion of an alcohol, drug, child protection and violence free environment at all times.
- Attend monthly meetings with coaches and staff, during the competition phase.

Transition Phase:

- In conjunction with the Senior Coach, establish as soon as possible a profile of all current players and a recruitment profile to supplement any perceived deficiencies.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- In conjunction with the Senior Coach, develop and establish an appropriate pre-season training program.

Preparation Phase:

- Ensure AFL code of conduct objectives are supported on and off the field.
- Assist the Senior Coach with recruitment of players.
- Implement an appropriate pre-season training program.
- Provide recommendations to the Club Executive on the recruitment of appropriate football support staff.
- Liaise with other club Coaches to establish a consistent coaching policy throughout the Club.

Competition Phase:

- Provide clear instruction and feedback to the team and individual players and to see that all players train, prepare and play matches to a high standard and recover appropriately.
- Assist with junior activities, club training nights, Auskick & AFL Junior affiliates and Regional Zones, where required.
- Conduct selection meetings for the timely naming of team lists pre-game and best and fairest voting post-game.
- Provide game day coaching expertise and leadership.

⁹ http://www.afl.com.au/Portals/0/afl_docs/afl_hq/Policies/Coaches_Code_of_Conduct_Brochure.pdf

- Attend Club functions as agreed.

Skills and Attributes:

- Leadership skills and ability to develop and maintain a positive club morale.
- Organisational skills to adequately prepare for training, matches and functions.
- Good judgment skills and ability to make selections in the best interests of the team.
- Ability to analyse, study, plan and assess the game as it develops.
- Effective communicator and ability to represent the club at functions, community activities and in the media.
- Knowledge of football skills — technical and tactical and ability to instruct skills and tactics.
- Ability to deal with a wide range of players, officials and supporters.
- A minimum of Level 1 (and willingness to obtain level 2) AFL coach accreditation, and willingness to continually seek to upgrade skills and knowledge of the game.
- Have an understanding of injury prevention, care and management.

Benefits of the Role:

- Remuneration is negotiable based upon qualifications, skills and experience.
- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION:	Assistant Reserves Coach
REPORTS TO:	Report to President, Football Sub-Committee & Club Manager
DIRECT REPORTS:	Reserves Team Volunteers & Personnel
STATUS:	Paid Position: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory. All staff are required to abide by Club, AFLNT and Association Act requirements at all times including Constitutional and By-laws. Coaches are also required to familiarise themselves with and abide by the *AFL Coaches Code of Conduct*.¹⁰

This position is required to provide coaching expertise and leadership for the Club's Reserves football team which helps to achieve the overall aims and objectives of the Club. The Assistant Reserves Coach is expected to positively promote the club at all opportunities.

Duties and Responsibilities:

General:

- Attend training sessions when required, matches, functions and other football promotional activities.
- Ensure the promotion of an alcohol, drug, child protection and violence free environment at all times.
- Attend regular meetings with coaches and staff.
- Temporarily stand-in for Reserves Coach if absent.

Transition Phase:

- Assist Reserves Coach to develop and establish an appropriate pre-season training program.

Preparation Phase:

- Assist with development of a profile of all current players and a recruitment profile to supplement any perceived deficiencies.
- Assist with the implementation an appropriate pre-season training program.

Competition Phase:

- Provide clear instruction and feedback to the team and individual players and to see that all players train, prepare and play matches to a high standard and recover appropriately.
- Provide game day coaching expertise and leadership, as directed by the Reserves Coach.
- Attend Club functions as agreed.

Skills and Attributes:

- Leadership skills and ability to develop and maintain a positive club morale.
- Organisational skills to adequately prepare for training, matches and functions.
- Good judgment skills and ability to make selections in the best interests of the team.
- Ability to analyse, study, plan and assess the game as it develops.
- Effective communicator.
- Knowledge of football skills — technical and tactical and ability to instruct skills and tactics.
- Ability to deal with a wide range of players, officials and supporters.
- A minimum of Level 1 AFL coach accreditation, and willingness to continually seek to upgrade skills and knowledge of the game.
- Have an understanding of injury prevention, care and management.

¹⁰ http://www.afl.com.au/Portals/0/afl_docs/afl_hq/Policies/Coaches_Code_of_Conduct_Brochure.pdf

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION:	Reserves Team Manager
REPORTS TO:	Reserves Team Coach / Football Manager
DIRECT REPORTS:	Reserves Team Support Staff
STATUS:	Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with all off field football matters are dealt with efficiently and in a timely manner, to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Duties and Responsibilities:

- Ensure the integrity of best and fairest voting in accordance with Club policy
- To be available at all training sessions and all games.
- Recruitment of personnel for required positions

Administration:

- Take player roll at training.
- Ensure all players are either currently registered with AFLNT or has an approved clearance from previous Club.
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made.
- Team sheets - complete, sign and deliver team sheets in accordance with league rules (all players are named (full name) on team sheet including runner and trainers and water boys are registered).
- Notify Time Keepers of any Blood Rule jumper No. changes.
- Sign off on match reports. Goal kickers are to be recorded on the days running sheet.
- Coordinate transport (if required).
- Club Best and Fairest Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be entered into Sportingpulse (check league rules).
- Prepare awards for distribution.

Player's welfare:

- Ensure players property is collected prior to each game and safely secured during matches.
- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).
- Liaise with trainers to ensure sufficient equipment including towels are on hand.
- Ensure all injured personnel to report to Medical staff.

Equipment:

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team.
- For training make sure footballs are correctly inflated, ice is on hand, water bottles topped up for your grade and all equipment is returned to container at end of training and accounted for as per grade quota.
- Shorts and socks are to be responsibility of players (these are available at Cricket & Football Shop).
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required.
- Organise transportation of gear to away matches.

- Pre-game warm up footballs are returned & locked away or stored in change room for next grade.
- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ice and drinks & jumpers are on hand on game days.
- Ensure ball is returned after the completion of the match.

Personnel:

- Coordinate players to remain back after training Thursdays for team selections.
- Ensure all match officials are available (i.e. umpires, timekeepers, trainers) and correctly attired.
- Ensure other support staff has been appointed and are in attendance as required.
- Check with umpires within 10 minutes of finish of game that there were no reports (“all Clear”).
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.
- On match day, ensure teams are on oval at least 10 minutes before commencement of game (fines incur for breaches) and that team sheets and scores etc are recorded on computer at the completion of all games.

Grounds:

- Ensure change rooms are secure.
- All training areas are kept tidy.

Skills and Attributes:

- Understanding of competition rules.
- Good communicator.
- Able to work under pressure.
- Able to make decisions.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: Reserves Team Runner
REPORTS TO: Reserves Team Coach
STATUS: Volunteer Position: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with match day performances by delivering messages to players during the match.

Duties and Responsibilities:

- Be available to attend all team games.
- To be dressed in appropriate AFLNT & Club attire.
- Relay messages to Trainer if player requires assistance.
- Assist the Trainer/Water Runner in assisting player from the field.
- To deliver messages from the coach to players whilst each quarter is in progress.
- To deliver the message as quickly as possible and return to the coaches box immediately
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game

Skills and Attributes:

- Be a clear and concise communicator.
- Ability to take directions and listen well.
- Reasonable level of fitness.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____
Signed (Employee): _____

POSITION: Reserves Water Runner
REPORTS TO: Reserves Team Trainer
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with match day performances by ensuring players are appropriately hydrated on game day.

Duties and Responsibilities:

- Be available to take water to players during each quarter of the game in coordination with other water runners.
- Be dressed in appropriate club colours and attire & shoes to be worn at all times.
- The runner must not interfere with any players or officials throughout the game
- Adhere to rules (be out of centre square is given back to umpires after a goal has been scored and at the beginning of each quarter and be out of 50 metre circle after a point has been scored).
- Ensure the water bottles are full & enough ice is available.
- Take any message to Coach/Runner if a player requires assistance.
- Assist the medical trainers if a player requires assistance to leave the oval.
- Refrain from giving advice to players or barracking on field.

Skills and Attributes:

- Organisational skills.
- Ability to take directions and listen well.
- Reasonable level of fitness.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: Reserves Team Trainer
REPORTS TO: Football Sub-Committee
DIRECT REPORTS: Reserves Team Water Runners
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with the Women's team, with the management of player injuries and provide support to the Head Trainer to ensure the efficient operation of the Club, especially the implementation of the player injury and rehabilitation policy.

Duties and Responsibilities:

- Be available for all training and game days.
- Assess, diagnose and treat player injuries, call for doctor/ambulance if required.
- Manage player injuries and treatment to ensure that lost time due to injury is minimised.
- Register any injuries to players in Reserves Grade.
- Refer injured players to Head Trainer regarding access to insurance claims including scope of the likely benefit.

Skills and Attributes:

- Sound knowledge of sports injuries and human anatomy.
- Ability to remain calm when under pressure.
- Excellent communication skills.
- Enthusiasm.
- Caring.
- Sports trainer qualifications (Level 1 minimum).

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____



WOMEN'S HEALTH MATTER

POSITION:	Women's Team Coach
REPORTS TO:	Report to President, Football Sub-Committee (FSC) & Club Manager
DIRECT REPORTS:	Women's Team Volunteers & Personnel
STATUS:	Paid Position: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory. All staff are required to abide by Club, AFLNT and Association Act requirements at all times including Constitutional and By-laws. Coaches are also required to familiarise themselves with and abide by the *AFL Coaches Code of Conduct*.¹¹

This position is required to provide coaching expertise and leadership for the Club's Women's football team which helps to achieve the overall aims and objectives of the Club. The Women's Coach is expected to positively promote the club at all opportunities.

Duties and Responsibilities:

General:

- Attend Management Committee & Football Sub-Committee meetings as directed and provide regular reports to the General Committee throughout the season as required.
- Attend all training sessions, matches, functions and other football promotional activities.
- Ensure the promotion of an alcohol, drug, child protection and violence free environment at all times.
- Attend monthly meetings with coaches and staff, during the competition phase.
- Work to implement the club's Women's Development Policy.

Transition Phase:

- Establish as soon as possible a profile of all current players and a recruitment profile to supplement any perceived deficiencies.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- Develop and establish an appropriate pre-season training program.

Preparation Phase:

- Ensure AFL code of conduct objectives are supported on and off the field.
- Implement an appropriate pre-season training program.
- Provide recommendations to the Club Executive on the recruitment of appropriate football support staff.
- Liaise with other club Coaches to establish a consistent coaching policy throughout the Club.

Competition Phase:

- Provide clear instruction and feedback to the team and individual players and to see that all players train, prepare and play matches to a high standard and recover appropriately.
- Assist with junior activities, club training nights, Auskick & AFL Junior affiliates and Regional Zones, where required.
- Conduct selection meetings for the timely naming of team lists pre-game and best and fairest voting post-game.
- Provide game day coaching expertise and leadership.

¹¹ http://www.afl.com.au/Portals/0/afl_docs/afl_hq/Policies/Coaches_Code_of_Conduct_Brochure.pdf

- Attend Club functions as agreed.

Skills and Attributes:

- Leadership skills and ability to develop and maintain a positive club morale.
- Organisational skills to adequately prepare for training, matches and functions.
- Good judgment skills and ability to make selections in the best interests of the team.
- Ability to analyse, study, plan and assess the game as it develops.
- Effective communicator and ability to represent the club at functions, community activities and in the media.
- Knowledge of football skills — technical and tactical and ability to instruct skills and tactics.
- Ability to deal with a wide range of players, officials and supporters.
- A minimum of Level 1 AFL coach accreditation, and willingness to continually seek to upgrade skills and knowledge of the game.
- Have an understanding of injury prevention, care and management.

Benefits of the Role:

- Remuneration is negotiable based upon qualifications, skills and experience.
- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION:	Women's Team Manager
REPORTS TO:	Women's Team Coach / Football Manager
DIRECT REPORTS:	Women's Team Support Staff
STATUS:	Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with all off field football matters are dealt with efficiently and in a timely manner, to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Duties and Responsibilities:

- Ensure the integrity of best and fairest voting in accordance with Club policy.
- To be available at all training sessions and all games.
- Recruitment of personnel for required positions.

Administration:

- Take player roll at training.
- Ensure all players are either currently registered with AFLNT or has an approved clearance from previous Club.
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made.
- Team sheets - complete, sign and deliver team sheets in accordance with league rules (all players are named (full name) on team sheet including runner and trainers and water boys are registered).
- Notify Time Keepers of any Blood Rule jumper No. changes.
- Sign off on match reports. Goal kickers are to be recorded on the days running sheet.
- Coordinate transport (if required).
- Club Best and Fairest Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be entered into Sportingpulse (check league rules).
- Prepare awards for distribution.

Player's welfare:

- Ensure players property is collected prior to each game and safely secured during matches.
- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).
- Liaise with trainers to ensure sufficient equipment including towels are on hand.
- Ensure all injured personnel to report to Medical staff.

Equipment:

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team.
- For training make sure footballs are correctly inflated, ice is on hand, water bottles topped up for your grade and all equipment is returned to container at end of training and accounted for as per grade quota.
- Shorts and socks are to be responsibility of players (these are available at Cricket & Football Shop.)
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required.

- Organise transportation of gear to away matches.
- Pre-game warm up footballs are returned & locked away or stored in change room for next grade.
- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ice and drinks & jumpers are on hand on game days.
- Ensure ball is returned after the completion of the match.

Personnel:

- Coordinate players to remain back after training Thursdays for team selections.
- Ensure all match officials are available (i.e. umpires, timekeepers, trainers) and correctly attired.
- Ensure other support staff has been appointed and are in attendance as required.
- Check with umpires within 10 minutes of finish of game that there were no reports ("all Clear").
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.
- On match day, ensure teams are on oval at least 10 minutes before commencement of game (fines incur for breaches) and that team sheets and scores etc are recorded on computer at the completion of all games.

Grounds:

- Ensure change rooms are secure.
- All training areas are kept tidy.

Skills and Attributes:

- Understanding of competition rules.
- Good communicator.
- Able to work under pressure.
- Able to make decisions.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: Women's Team Runner
REPORTS TO: Women's Team Coach
STATUS: Volunteer Position: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with match day performances by delivering messages to players during the match.

Duties and Responsibilities:

- Be available to attend all team games.
- To be dressed in appropriate AFLNT & Club attire.
- Relay messages to Trainer if player requires assistance.
- Assist the Trainer/Water Runner in assisting player from the field.
- To deliver messages from the coach to players whilst each quarter is in progress.
- To deliver the message as quickly as possible and return to the coaches box immediately
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game

Skills and Attributes:

- Be a clear and concise communicator.
- Ability to take directions and listen well.
- Reasonable level of fitness.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____
Signed (Employee): _____

POSITION: Women's Team Water Runner
REPORTS TO: Women's Team Trainer
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with match day performances by ensuring players are appropriately hydrated on game day.

Duties and Responsibilities:

- Be available to take water to players during each quarter of the game in coordination with other water runners.
- Be dressed in appropriate club colours and attire & shoes to be worn at all times.
- The runner must not interfere with any players or officials throughout the game
- Adhere to rules (be out of centre square is given back to umpires after a goal has been scored and at the beginning of each quarter and be out of 50 metre circle after a point has been scored).
- Ensure the water bottles are full & enough ice is available.
- Take any message to Coach/Runner if a player requires assistance.
- Assist the medical trainers if a player requires assistance to leave the oval.
- Refrain from giving advice to players or barracking on field.

Skills and Attributes:

- Organisational skills.
- Ability to take directions and listen well.
- Reasonable level of fitness.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: Women's Team Trainer
REPORTS TO: Football Sub-Committee
DIRECT REPORTS: Women's Team Water Runners
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with the Women's team, with the management of player injuries and provide support to the Head Trainer to ensure the efficient operation of the Club, especially the implementation of the player injury and rehabilitation policy.

Duties and Responsibilities:

- Be available for all training and game days.
- Assess, diagnose and treat player injuries, call for doctor/ambulance if required.
- Manage player injuries and treatment to ensure that lost time due to injury is minimised.
- Register any injuries to players in Grade.
- Refer injured players to Head Trainer regarding access to insurance claims including scope of the likely benefit.

Skills and Attributes:

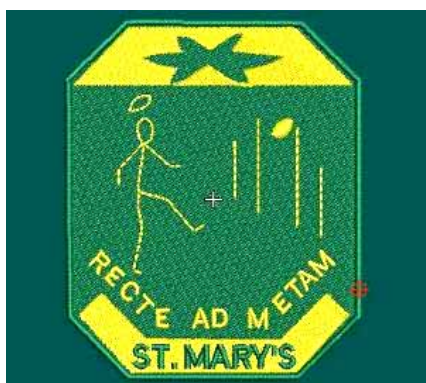
- Sound knowledge of sports injuries and human anatomy.
- Ability to remain calm when under pressure.
- Excellent communication skills.
- Enthusiasm.
- Caring.
- Sports trainer qualifications (Level 1 minimum).

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____



1 8 S T E A M

POSITION:	18s Team Coach
REPORTS TO:	Report to President, Football Sub-Committee (FSC) & Club Manager
DIRECT REPORTS:	18s Team Volunteers & Personnel
STATUS:	Paid Position: Part-time

Introduction:

St Mary’s Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the ‘most successful sporting club’ in the Northern Territory. All staff are required to abide by Club, AFLNT and Association Act requirements at all times including Constitutional and By-laws. Coaches are also required to familiarise themselves with and abide by the *AFL Coaches Code of Conduct*.¹²

This position is required to provide coaching expertise and leadership for the Club’s 18s football team which helps to achieve the overall aims and objectives of the Club. The 18s Coach is expected to positively promote the club at all opportunities.

Duties and Responsibilities:

General:

- Attend Management Committee & Football Sub-Committee meetings as directed and provide regular reports to the General Committee throughout the season as required.
- Work to implement the Club’s Junior Development Policy.
- Attend all training sessions, matches, functions and other football promotional activities.
- Ensure the promotion of an alcohol, drug, child protection and violence free environment at all times.
- Attend monthly meetings with coaches and staff, during the competition phase.
- Assist junior players with job opportunities in conjunction with the Club.
- Liaise with the Seniors and Reserves Coach in regards to player development and advancement opportunities.

Transition Phase:

- Establish as soon as possible a profile of all current players and a recruitment profile to supplement any perceived deficiencies.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- Develop and establish an appropriate pre-season training program.

Preparation Phase:

- Ensure AFL code of conduct objectives are supported on and off the field.
- Implement an appropriate pre-season training program.
- Provide recommendations to the Club Executive on the recruitment of appropriate football support staff.
- Liaise with other club Coaches to establish a consistent coaching policy throughout the Club.

Competition Phase:

- Provide clear instruction and feedback to the team and individual players and to see that all players train, prepare and play matches to a high standard and recover appropriately.
- Assist with junior activities, club training nights, Auskick & AFL Junior affiliates and Regional Zones, where required.

¹² http://www.afl.com.au/Portals/0/afl_docs/afl_hq/Policies/Coaches_Code_of_Conduct_Brochure.pdf

- Conduct selection meetings for the timely naming of team lists pre-game and best and fairest voting post-game.
- Provide game day coaching expertise and leadership.
- Attend Club functions as agreed.

Skills and Attributes:

- Leadership skills and ability to develop and maintain a positive club morale.
- Organisational skills to adequately prepare for training, matches and functions.
- Good judgment skills and ability to make selections in the best interests of the team.
- Ability to analyse, study, plan and assess the game as it develops.
- Effective communicator and ability to represent the club at functions, community activities and in the media.
- Knowledge of football skills — technical and tactical and ability to instruct skills and tactics.
- Ability to deal with a wide range of players, officials and supporters.
- A minimum of Level 1 (and willingness to obtain level 2) AFL coach accreditation, and willingness to continually seek to upgrade skills and knowledge of the game.
- Have an understanding of injury prevention, care and management.

Benefits of the Role:

- Remuneration is negotiable based upon qualifications, skills and experience.
- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION:	18s Team Manager
REPORTS TO:	18s Team Coach / Football Manager
DIRECT REPORTS:	18s Team Support Staff
STATUS:	Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with all off field football matters are dealt with efficiently and in a timely manner, to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Duties and Responsibilities:

- Ensure the integrity of best and fairest voting in accordance with Club policy.
- To be available at all training sessions and all games.
- Recruitment of personnel for required positions.

Administration:

- Take player roll at training.
- Ensure all players are either currently registered with AFLNT or has an approved clearance from previous Club.
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made.
- Team sheets - complete, sign and deliver team sheets in accordance with league rules (all players are named (full name) on team sheet including runner and trainers and water boys are registered).
- Notify Time Keepers of any Blood Rule jumper No. changes.
- Sign off on match reports. Goal kickers are to be recorded on the days running sheet.
- Coordinate transport (if required).
- Club Best and Fairest Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be entered into Sportingpulse (check league rules).
- Prepare awards for distribution.

Player's welfare:

- Ensure players property is collected prior to each game and safely secured during matches.
- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).
- Liaise with trainers to ensure sufficient equipment including towels are on hand.
- Ensure all injured personnel to report to Medical staff.

Equipment:

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team.
- For training make sure footballs are correctly inflated, ice is on hand, water bottles topped up for your grade and all equipment is returned to container at end of training and accounted for as per grade quota.
- Shorts and socks are to be responsibility of players (these are available at Cricket & Football Shop.)
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required.

- Organise transportation of gear to away matches.
- Pre-game warm up footballs are returned & locked away or stored in change room for next grade.
- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ice and drinks & jumpers are on hand on game days.
- Ensure ball is returned after the completion of the match.

Personnel:

- Coordinate players to remain back after training for team selections.
- Ensure all match officials are available (i.e. umpires, timekeepers, trainers) and correctly attired.
- Ensure other support staff has been appointed and are in attendance as required.
- Check with umpires within 10 minutes of finish of game that there were no reports (“all Clear”).
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.
- On match day, ensure teams are on oval at least 10 minutes before commencement of game (fines incur for breaches) and that team sheets and scores etc are recorded on computer at the completion of all games.

Grounds:

- Ensure change rooms are secure.
- All training areas are kept tidy.

Skills and Attributes:

- Understanding of competition rules.
- Good communicator.
- Able to work under pressure.
- Able to make decisions.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: 18s Team Runner
REPORTS TO: 18s Team Coach
STATUS: Volunteer Position: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with match day performances by delivering messages to players during the match.

Duties and Responsibilities:

- Be available to attend all team games.
- To be dressed in appropriate AFLNT & Club attire.
- Relay messages to Trainer if player requires assistance.
- Assist the Trainer/Water Runner in assisting player from the field.
- To deliver messages from the coach to players whilst each quarter is in progress.
- To deliver the message as quickly as possible and return to the coaches box immediately
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game

Skills and Attributes:

- Be a clear and concise communicator.
- Ability to take directions and listen well.
- Reasonable level of fitness.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____
Signed (Employee): _____

POSITION: 18s Team Water Runner
REPORTS TO: 18s Team Trainer
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with match day performances by ensuring players are appropriately hydrated on game day.

Duties and Responsibilities:

- Be available to take water to players during each quarter of the game in coordination with other water runners.
- Be dressed in appropriate club colours and attire & shoes to be worn at all times.
- The runner must not interfere with any players or officials throughout the game
- Adhere to rules (be out of centre square is given back to umpires after a goal has been scored and at the beginning of each quarter and be out of 50 metre circle after a point has been scored).
- Ensure the water bottles are full & enough ice is available.
- Take any message to Coach/Runner if a player requires assistance.
- Assist the medical trainers if a player requires assistance to leave the oval.
- Refrain from giving advice to players or barracking on field.

Skills and Attributes:

- Organisational skills.
- Ability to take directions and listen well.
- Reasonable level of fitness.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: 18s Team Trainer
REPORTS TO: Football Sub-Committee
DIRECT REPORTS: 18s Team Water Runners
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with the 18s team, with the management of player injuries and provide support to the Head Trainer to ensure the efficient operation of the Club, especially the implementation of the player injury and rehabilitation policy.

Duties and Responsibilities:

- Be available for all training and game days.
- Assess, diagnose and treat player injuries, call for doctor/ambulance if required.
- Manage player injuries and treatment to ensure that lost time due to injury is minimised.
- Register any injuries to players in Grade.
- Refer injured players to Head Trainer regarding access to insurance claims including scope of the likely benefit.

Skills and Attributes:

- Sound knowledge of sports injuries and human anatomy.
- Ability to remain calm when under pressure.
- Excellent communication skills.
- Enthusiasm.
- Caring.
- Sports trainer qualifications (Level 1 minimum).

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____



WZMH 20-ZCC

POSITION:	Junior Team Coach
REPORTS TO:	Report to President, Football Sub-Committee (FSC) & Club Manager
DIRECT REPORTS:	Team Volunteers & Personnel
STATUS:	Paid Position: Part-time

Introduction:

St Mary’s Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the ‘most successful sporting club’ in the Northern Territory. All staff are required to abide by Club, AFLNT and Association Act requirements at all times including Constitutional and By-laws. Coaches are also required to familiarise themselves with and abide by the *AFL Coaches Code of Conduct*.¹³

This position is required to provide coaching expertise and leadership for the Club’s junior football team which helps to achieve the overall aims and objectives of the Club. The Coach is expected to positively promote the club at all opportunities.

Duties and Responsibilities:

General:

- Attend Management Committee & Football Sub-Committee meetings as directed and provide regular reports to the General Committee throughout the season as required.
- Work to implement the Club’s Junior Development Policy.
- Attend all training sessions, matches, functions and other football promotional activities.
- Ensure the promotion of an alcohol, drug, child protection and violence free environment at all times.
- Attend monthly meetings with coaches and staff, during the competition phase.
- Assist junior players with job opportunities in conjunction with the Club.
- Liaise with the Seniors and Reserves Coach in regards to player development and advancement opportunities.

Transition Phase:

- Establish as soon as possible a profile of all current players and a recruitment profile to supplement any perceived deficiencies.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- Develop and establish an appropriate pre-season training program.

Preparation Phase:

- Ensure AFL code of conduct objectives are supported on and off the field.
- Implement an appropriate pre-season training program.
- Provide recommendations to the Club Executive on the recruitment of appropriate football support staff.
- Liaise with other club Coaches to establish a consistent coaching policy throughout the Club.

Competition Phase:

- Provide clear instruction and feedback to the team and individual players and to see that all players train, prepare and play matches to a high standard and recover appropriately.
- Assist with junior activities, club training nights, Auskick & AFL Junior affiliates and Regional Zones, where required.

¹³ http://www.afl.com.au/Portals/0/afl_docs/afl_hq/Policies/Coaches_Code_of_Conduct_Brochure.pdf

- Conduct selection meetings for the timely naming of team lists pre-game and best and fairest voting post-game.
- Provide game day coaching expertise and leadership.
- Attend Club functions as agreed.

Skills and Attributes:

- Leadership skills and ability to develop and maintain a positive club morale.
- Organisational skills to adequately prepare for training, matches and functions.
- Good judgment skills and ability to make selections in the best interests of the team.
- Ability to analyse, study, plan and assess the game as it develops.
- Effective communicator and ability to represent the club at functions, community activities and in the media.
- Knowledge of football skills — technical and tactical and ability to instruct skills and tactics.
- Ability to deal with a wide range of players, officials and supporters.
- A minimum of Level 1 AFL coach accreditation, and willingness to continually seek to upgrade skills and knowledge of the game.
- Have an understanding of injury prevention, care and management.

Benefits of the Role:

- Remuneration is negotiable based upon qualifications, skills and experience.
- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION:	Junior Team Manager
REPORTS TO:	Team Coach / Football Manager
DIRECT REPORTS:	Team Support Staff
STATUS:	Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with all off field football matters are dealt with efficiently and in a timely manner, to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Duties and Responsibilities:

- Ensure the integrity of best and fairest voting in accordance with Club policy.
- To be available at all training sessions and all games.
- Recruitment of personnel for required positions.

Administration:

- Take player roll at training.
- Ensure all players are either currently registered with AFLNT or has an approved clearance from previous Club.
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made.
- Team sheets - complete, sign and deliver team sheets in accordance with league rules (all players are named (full name) on team sheet including runner and trainers and water boys are registered).
- Notify Time Keepers of any Blood Rule jumper No. changes.
- Sign off on match reports. Goal kickers are to be recorded on the days running sheet.
- Coordinate transport (if required).
- Club Best and Fairest Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be entered into Sportingpulse (check league rules).
- Prepare awards for distribution.

Player's welfare:

- Ensure players property is collected prior to each game and safely secured during matches.
- Ensure player's drinks are on hand at all times (liaise with trainers on the provision of drinks).
- Liaise with trainers to ensure sufficient equipment including towels are on hand.
- Ensure all injured personnel to report to Medical staff.

Equipment:

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team.
- For training make sure footballs are correctly inflated, ice is on hand, water bottles topped up for your grade and all equipment is returned to container at end of training and accounted for as per grade quota.
- Shorts and socks are to be responsibility of players (these are available at Cricket & Football Shop.)
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required.

- Organise transportation of gear to away matches.
- Pre-game warm up footballs are returned & locked away or stored in change room for next grade.
- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ice and drinks & jumpers are on hand on game days.
- Ensure ball is returned after the completion of the match.

Personnel:

- Coordinate players to remain back after training for team selections.
- Ensure all match officials are available (i.e. umpires, timekeepers, trainers) and correctly attired.
- Ensure other support staff has been appointed and are in attendance as required.
- Check with umpires within 10 minutes of finish of game that there were no reports (“all Clear”).
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.
- On match day, ensure teams are on oval at least 10 minutes before commencement of game (fines incur for breaches) and that team sheets and scores etc are recorded on computer at the completion of all games.

Grounds:

- Ensure change rooms are secure.
- All training areas are kept tidy.

Skills and Attributes:

- Understanding of competition rules.
- Good communicator.
- Able to work under pressure.
- Able to make decisions.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: Junior Team Runner
REPORTS TO: Team Coach
STATUS: Volunteer Position: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with match day performances by delivering messages to players during the match.

Duties and Responsibilities:

- Be available to attend all team games.
- To be dressed in appropriate AFLNT & Club attire.
- Relay messages to Trainer if player requires assistance.
- Assist the Trainer/Water Runner in assisting player from the field.
- To deliver messages from the coach to players whilst each quarter is in progress.
- To deliver the message as quickly as possible and return to the coaches box immediately
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game

Skills and Attributes:

- Be a clear and concise communicator.
- Ability to take directions and listen well.
- Reasonable level of fitness.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____
Signed (Employee): _____

POSITION: Junior Team Water Runner
REPORTS TO: Team Trainer
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with match day performances by ensuring players are appropriately hydrated on game day.

Duties and Responsibilities:

- Be available to take water to players during each quarter of the game in coordination with other water runners.
- Be dressed in appropriate club colours and attire & shoes to be worn at all times.
- The runner must not interfere with any players or officials throughout the game
- Adhere to rules (be out of centre square is given back to umpires after a goal has been scored and at the beginning of each quarter and be out of 50 metre circle after a point has been scored).
- Ensure the water bottles are full & enough ice is available.
- Take any message to Coach/Runner if a player requires assistance.
- Assist the medical trainers if a player requires assistance to leave the oval.
- Refrain from giving advice to players or barracking on field.

Skills and Attributes:

- Organisational skills.
- Ability to take directions and listen well.
- Reasonable level of fitness.

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

POSITION: Junior Team Trainer
REPORTS TO: Football Sub-Committee
DIRECT REPORTS: Team Water Runners
STATUS: Volunteer: Part-time

Introduction:

St Mary's Football Sporting and Social Club formed as a not-for-profit entity in 1952 and is a member of the Northern Territory Football League. The club is regarded as the 'most successful sporting club' in the Northern Territory.

This position is required to assist with the 16s team, with the management of player injuries and provide support to the Head Trainer to ensure the efficient operation of the Club, especially the implementation of the player injury and rehabilitation policy.

Duties and Responsibilities:

- Be available for all training and game days.
- Assess, diagnose and treat player injuries, call for doctor/ambulance if required.
- Manage player injuries and treatment to ensure that lost time due to injury is minimised.
- Register any injuries to players in Grade.
- Refer injured players to Head Trainer regarding access to insurance claims including scope of the likely benefit.

Skills and Attributes:

- Sound knowledge of sports injuries and human anatomy.
- Ability to remain calm when under pressure.
- Excellent communication skills.
- Enthusiasm.
- Caring.
- Sports trainer qualifications (Level 1 minimum).

Benefits of the Role:

- Use of club facilities.
- Flexible working arrangements.
- Opportunities for training relevant to the position.

Signed (Supervisor): _____

Signed (Employee): _____

PLAYER OPERATIONS PROCEDURES

Being involved as a player of St Mary's Football, Sporting and Social Club means being part of a long established tradition. A successful tradition based on a hard work ethic both on and off the field to achieve the results expected of players within the SMFSSC teams.

Debits

All players over the age of 18 years of age are required to pay membership (currently \$10). This may be deducted from match payments. Other debits may also be deducted from accumulated match payments. No advance payments will be made unless approved on application to the Club Committee. Each player is levied a sum of \$5.00 per season for gifts and trophies presented at the presentation award night.

During the season there will be some functions that are designated compulsory attendance. Non-attendance will attract a fine. The amount will be determined at the beginning of each season by the senior squad.

Uniform

SMFSSC shorts and socks must be worn when taking the field at all times. These can be purchased at The Cricket and Football Shop Bishop Street (see Graeme or Daniel). It is the player's responsibility to ensure that they have the correct attire on match day. The cost is at the player's expense, however please tell them you play for SMFSSC to obtain a discount.

Training

Senior Grades (including U/18s): 5.30p.m sharp on Tuesdays & Thursdays (unless otherwise notified by coaches).

U/16s, U/14s & U/13s: 4.30p.m Tuesdays & Thursdays.

Venue: Marrara No 1 or 2 Oval (unless otherwise notified by coaches).

Seniors Team Selection Process:

The match committee selects the three Senior Sides. The selection committee comprises of:

- Senior Coach
- Assistant Senior Coaches
- Assistant Senior & Reserves Coach
- U/18's coach.

Teams are picked on 3 major criteria:

1. Players current form, ie. if you are playing well it helps at selection.
2. Training attendance / performance, ie. if you are training well and attending this helps at selection.
3. Team Balance, ie. 6 wingmen cannot be included if 2 wingmen are needed.

The match committee endeavours to contact any player who is omitted from the side. If players wish to know the reason for their omission please direct enquiries to the Senior Coach, who will be available to discuss ways to help all our players improve and become more consistent.

Any decisions made by the match committee are done without bias and with the best interest of the club and the individual. Any decision made should not be taken personally. It is better for all if a decision is made regardless of how hard it is, than if the hard decisions are never confronted.

Thursday Selection Nights (Seniors Players)

Every Thursday night following training, with meals at the players expense (unless otherwise advised), will be available at the club to coincide with team selection which will be announced at 8p.m. All players are encouraged to attend and show some team spirit by bonding together after training.

Game Days

- Players to be available at least 1 hour before scheduled game time.
- Players to have shoes, sock and shorts (see Cricket & Football Shop if you don't).
- Sponsored League players are supplied with one pair of shorts any others are their responsibility.
- Respect ALL personnel as you will be respected in return.
- Injured personnel to report to Medical Staff.

After Match Presentations (Except Juniors)

After every game player's attendance back at the club is important. On game day/night following the conclusion of the Senior game, match awards will be presented at the club.

Meals are available from the kitchen, so players are encouraged to bring partners/friends and families back to the club to hopefully celebrate being victorious on the day.

All sponsored players are required to wear their club team polo shirts to and from games and at all organised functions. Non sponsored players are requested to do likewise.

Shirts may be purchased from the club office during the week. Cost for non-sponsored players and team officials is \$20.00.

VOLUNTEERS MANAGEMENT PROCEDURES

Volunteer Rights

Volunteers have the right to:

- An orientation to the club.
- A clear job description.
- Job satisfaction.
- Support and respect from the club and co-workers.
- Guidance from someone who is experienced and well informed.
- Be involved in decision making.
- Have access to training if needed.
- Insurance and safety.
- Know who they are accountable to and have clearly defined channels of communication open to them.
- Know what tasks they will be expected to perform and say “no” to tasks they are unable to do or do not want to do.

Volunteer Responsibilities

Volunteers have the responsibility to:

- Be sure they have the time to take on the position/task.
- Be loyal – offer suggestions, but don’t “knock” other people’s ideas.
- Be willing to learn – training is essential to any job well done.
- Keep on learning – know all you can about your organisation and your job.
- Welcome supervision – you will do a better job and enjoy it more.
- Speak up – ask about things you don’t understand.
- Be dependable – do what you agree to do.
- Be a team player – respect the function of other staff and treat them fairly.
- Provide feedback on the work being done.

Volunteer Orientation

Orientation is vital for all new club recruits. It is a socialisation process where volunteers get to know the club and its key people. When providing an orientation session for new volunteers, make sure they know when and where to meet for the session. The relevant club representative is to meet with them and introduce them to the other club members. The volunteer will need to feel welcome from the beginning. If not, they may choose not to come back. Volunteers are to have access to advice and any other necessary club information.

Upon orientation, volunteers should:

- Be familiar with the club.
- Understand their role in the club.
- Be aware of their rights and responsibilities.
- Be made to feel welcome and needed.

Training for volunteers

Training is an essential part of any organisation if it is to perform efficiently and effectively. This is no different for a football club. The quality and availability of training can be directly linked to volunteer retention. Training is a key factor in any club or organisation’s environment. It is generally linked to job satisfaction and will therefore influence volunteer retention. Volunteers are likely to find their job easier if adequate training is provided. Remember that one of the reasons people volunteer is to gain new skills and experience. A training plan for the club is essential if it is to function effectively.

A question that you might ask is “*where can we find training?*”, or “*what sort of training is available for our volunteers?*”

There are many training methods that the club can use to educate volunteers in their role within the club. These include:

- Mentoring.
- Workshops.
- Training manuals – such as the AFL club management program.
- Guest speakers.
- Role plays.
- Demonstrations.
- Small group exercises.
- Courses.
- Training videos.
- Internet-based learning.

Many local organisations offer a variety of training programs, and our volunteers should be encouraged and supported to take up as many opportunities as possible. A good place to start is by contacting Darwin City Council and AFLNT.

When looking around for relevant training courses and information for volunteers, consider the following ideas:

- Explore our members – you may have highly skilled members who can help train others.
- Look at the training offered by other local organisations, such as local councils, sport and recreation organizations and community centres.
- Join with other clubs to plan a training event.
- Encourage members to grasp any occupational training offered to them.
- Try approaching local training organisations for sponsored places on courses.
- Contact national/state sporting organisations such as the Australian Sports Commission, which provides training programs and/or manuals for training coaches, umpires, officials and administrators.

Recognising and Rewarding Volunteers

Recognising and rewarding volunteers is essential if they are to stay involved in our club. The act of recognising and rewarding volunteers will ensure that their efforts will not go unnoticed. Volunteers' motivation for continuing their involvement depends on their feeling of value and accomplishment.

So how do clubs go about finding ways to recognise their volunteers? Ask them! By involving volunteers in programs, they are given some ownership in the process. For some, simply being asked for input is recognition.

Volunteer recognition should be:

- Immediate – recognise efforts as soon as possible.
- Specific – give personal recognition rather than general if possible.
- Consistent – recognise everyone's achievements and avoid favoritism.
- Sincere – mean what you say, be genuine.
- Enthusiastic – be positive and upbeat.

When recognising and rewarding volunteers, the club must remember to consider the differences in individual needs and benefits that are sought by volunteers. Some volunteers seek opportunities for public recognition and praise, however others may feel uncomfortable under such circumstances. It will mean more to each volunteer if to be personally recognised for their efforts, rather than just treating everyone in the same manner.

All volunteers should feel that the amount of effort they put into the club is equal to the amount of recognition that they receive. A feeling of unfairness may arise if volunteers feel that there is no significant recognition system in place. These problems may be compounded when a volunteer feels as

though other volunteers who have put in less effort are rewarded equally. Recognition and reward programs do not need to be complex to establish or manage. They are an essential part of ensuring everyone feels valued for their efforts and, as a result, volunteers will be more inclined to contribute their time again.

There are many ways that our club can recognise volunteers. Consider the following ideas:

- Special awards for volunteers: volunteer of the month and of the year – presented at monthly meetings and the AGM.
- Articles on individual volunteers published in the club newsletter.
- Articles in the local paper.
- Providing volunteers with identification badges, pins, caps and T-shirts.
- Get volunteers to train other volunteers.
- Get teams to write thank-you notes to every volunteer.
- Award life membership to exceptional volunteers.
- Nominate volunteers for local and state awards, e.g. AFL Volunteer of the Year.
- Hold social events at the beginning and end of each season for all volunteers.
- Name an event or a new facility/building after a volunteer.
- Reimburse volunteers for all 'out of pocket' expenses.
- Provide recognition certificates to every volunteer.
- Acknowledge volunteers at all club meetings.
- Provide letters of reference to volunteers.
- Send birthday cards to volunteers or get-well cards when they are sick.
- Hold a lunch or breakfast to formally recognise the efforts of every volunteer.
- Participate in the ASC's Thanks Coach or Thanks Official Programs (adapt to other administrative positions around club).
- Participate in the AFL Volunteer Recognition Program and any state/territory football recognition programs.
- Reduce club membership fees for volunteers, depending on their level of involvement.
- Pay for any coach/umpire/administration courses, providing that in return, coaches, umpires and other volunteers make a commitment to the club.
- Recognise long service to the club by awarding volunteers with life membership.
- Thank-you letters from the executive committee.

In 2001, the AFL launched its Volunteer Recognition Program as part of the International Year of the Volunteer. The AFL Volunteer Recognition Program recognises the importance and valuable contribution of volunteers to community clubs and leagues. Community football bodies which take advantage of this service will automatically receive Recognition Certificates for volunteers who reach key milestones at:

- 1 year service
- 5 years
- 10 years
- 15 years
- 25 years

To enter the clubs volunteer details please visit: <http://www.aflvolunteers.afl.com.au/>.

This is a free service. All it takes is a little of a club official's time to enter the details. For more information about the AFL Volunteers Recognition Program contact Jack Arnold at AFL Northern Territory.

APPENDICES

1. *Loss of Income Upgrade Option Form – available from Football Manager*
2. *AFL personal accident claim form - available from Football Manager*
3. *Club History – see website: <http://xrl.us/StMarysFC>*
4. *Team Management Plan template - attached*
5. *SMFSSC Social Club Calendar*
6. *Sponsors List*

APPENDIX FOUR – TEAM MANGEMENT PLAN FORM

Each team should have an agreed volunteer plan based on the following example:

Team Name: _____

Team Manager: _____

TASK	VOLUNTEER RESPONSIBLE
Interchange steward	
Fundraising	
Uniforms	
Open rooms training nights	
Nutrition	
Best Player Votes	
Boundary Umpire	
Canteen roster (helpers)	
Close rooms training nights	
Timekeeper	
Games records / stats	
Goalpost pads	
Ground marking	

APPENDIX FIVE – SOCIAL CALENDAR

ST MARY'S FOOTBALL CLUB SOCIAL CALENDAR 2009/2010

ROUND	DAY	DATE	EVENT	VENUE	ACTIVITY	COMMENTS
	Sat	3-Oct	Defence Force Carnival			
1	Sat	3-Oct	2:30pm v Tiwi Bombers	Nguiu Oval	Back to Club 6pm	No Food
2	Sat	10-Oct	6pm v Waratahs	TIO	Invite TAHS back	BBQ, Money Wheel, Music & Pressos
2	Sun	11-Oct			Duty Club	
3	Sat	17-Oct	3:30pm v Palmerston	TIO		Schnitzel Night - Kitchen
3	Sun	18-Oct			Duty Club	
4	Sat	24-Oct	7:30pm v Southern Districts	TIO	Pizza Night	Outside
5	Sat	31-Oct	6pm v Darwin	TIO		Casserole - Outside
6	Sat	7-Nov	2:30pm v Nightcliff	TIO	Function - Toga	Outside Kitchen
	Mon	9-Nov	Sponsors Night	Club		HALL - Buffet Food
7	Fri	13-Nov	7:30pm v Wanderers	TIO	Back to club	Outside - Pie Night
8	Fri	20-Nov	7:30pm v Tiwi Bombers	TIO	BBQ at club	Women's Round
	Sun	22-Nov		Shag's	Quiz Day / \$1000 draw	
9	Sat	28-Nov	4pm v Waratahs	Gardens	Night at the Races (Hall)	Community Round
10	Sat	5-Dec	3:30pm v Palmerston	TIO		Call to Arms Round
10	Sun	6-Dec			Duty Club	
11	Sat	12-Dec	3:30pm v Tiwi Bombers	TIO	So you think you can dance?	Hall / Kitchen
12	Sat	19-Dec	2:30pm v Darwin	TIO	Family Xmas Bash	Kitchen Open Lolly Bags
13	Sun	10-Jan	4pm v Nightcliff	Nightcliff Oval	Michaels Cup	Back to Nightcliff
14	Sun	17-Jan	4pm v Palmerston	Cazalys	Presso @ Palmerston	Back to Palmy
15	Sat	23-Jan	5pm v Southern Districts	TIO	Invite CROCS back	Outside - food casserole
15	Sat	23-Jan	5pm v Southern Districts	TIO	Corporate Box Day	
	Tues	26-Jan	Oz day at the club			
16	Sat	30-Jan	3:30pm v Wanderers	TIO	Green & Gold Ball	Hall: Band, Kitchen Catering
	Sun	31-Jan			Legends Day + \$1000 draw	Outside: Keg
	Tues	2-Feb	Club Training			
17	Sat	6-Feb	5pm v Darwin	TIO	Invite Buffs back	Hall: Kitchen Open
18	Sat	13-Feb	7:30pm v Waratahs	TIO		Outside: Pizza
18	Sun	14-Feb			Duty Club	
FINALS	Sat	20-Feb	3:30pm & 6:00pm	TIO		Elimination & Qualifying Finals
FINALS	Sat	27-Feb	3:30pm & 6:00pm	TIO	Junior Presso (TBA)	1st & 2nd Semi Finals
FINALS	Sat	6-Mar	6:00pm	TIO	Senior Presso (TBA)	Preliminary Final / Women's Final
FINALS	Sat	13-Mar	6:00pm	TIO		Grand Final

APPENDIX SIX – SPONORS LIST

PTM Homes	League (Major Sponsor)
Tower Office Equip.(NT) Pty Ltd	Reserves Jumper
North Lakes Medical Centre	League Women Jumper
Coleman's Printing	U18 Jumper
Murray Pest Control Darwin	U16 Jumper
Cricket & Football Shop	U15 Jumper
Insurance Advisernet Australia Pty Ltd	U14 Jumper
Sceney Electrical	U13 Gold Jumper
Shenannigans	League Corporate 1
Lowry's Accountants	League Corporate 2
J.G.A Concreting Pty Ltd	League Corporate 3
Palm Springs Water	League Corporate 4
DXH Electrical Services Pty Ltd	League Corporate 5
Sitzler Pty Ltd	League Corporate 6
Collins Anderson Management (TBC)	League Corporate 7
Auto Trend Winnellie	League Corporate 8
Straitline Blinds Pty Ltd	Women Corporate
Truman's Upholstery Shop & NT Foam	Women Corporate
Spa World Darwin & Johnno's Camper Trailers	Junior Corporate
Airlec	Junior Corporate
Tiwi Supermarket	Junior Corporate
De Silva Hebron	Coaches/Managers
T & M Concretors Pty Ltd	Short Sponsor - League, Reserves & Women
Murin Travel & Freight	Player Sponsor
Berrimah Radiators	Player Sponsor
Cricket & Football Shop	Player Sponsor
Michael & Rosanna Spadaccini	Player Sponsor
Straitline Blinds Pty Ltd	Player Sponsor
Fyfe JMA	Player Sponsor
Top End Pest Control	Player Sponsor
Ted Egan Enterprises	Player Sponsor
Darwin Lock & Key	Player Sponsor
Spa World Darwin & Johnno's Camper Trailers	Player Sponsor
Kitchen Concepts	Player Sponsor
Audio Technology NT P/L	Player Sponsor
North Lakes Medical Centre	Player Sponsor
Dr. Chieng Dentistry	Player Sponsor
Pure & Simple Wealth Solutions	Player Sponsor
Paul's Service Centre	Player Sponsor
Fishing & Outdoor World Pty Ltd	Player Sponsor
Bright Eyes Sunglasses	Player Sponsor
Airlec	Player Sponsor
Adam & Liz Cruse	Player Sponsor
De Silva Hebron	Weekly Player Awards - League
Ted Egan Enterprises	Weekly Player Awards - Women
Tiwi Supermarket	Weekly Player Awards - Junior
Aussie Signs	In Kind
Cazalys Palmerston Club	In Kind
Southern Cross Television	In Kind