



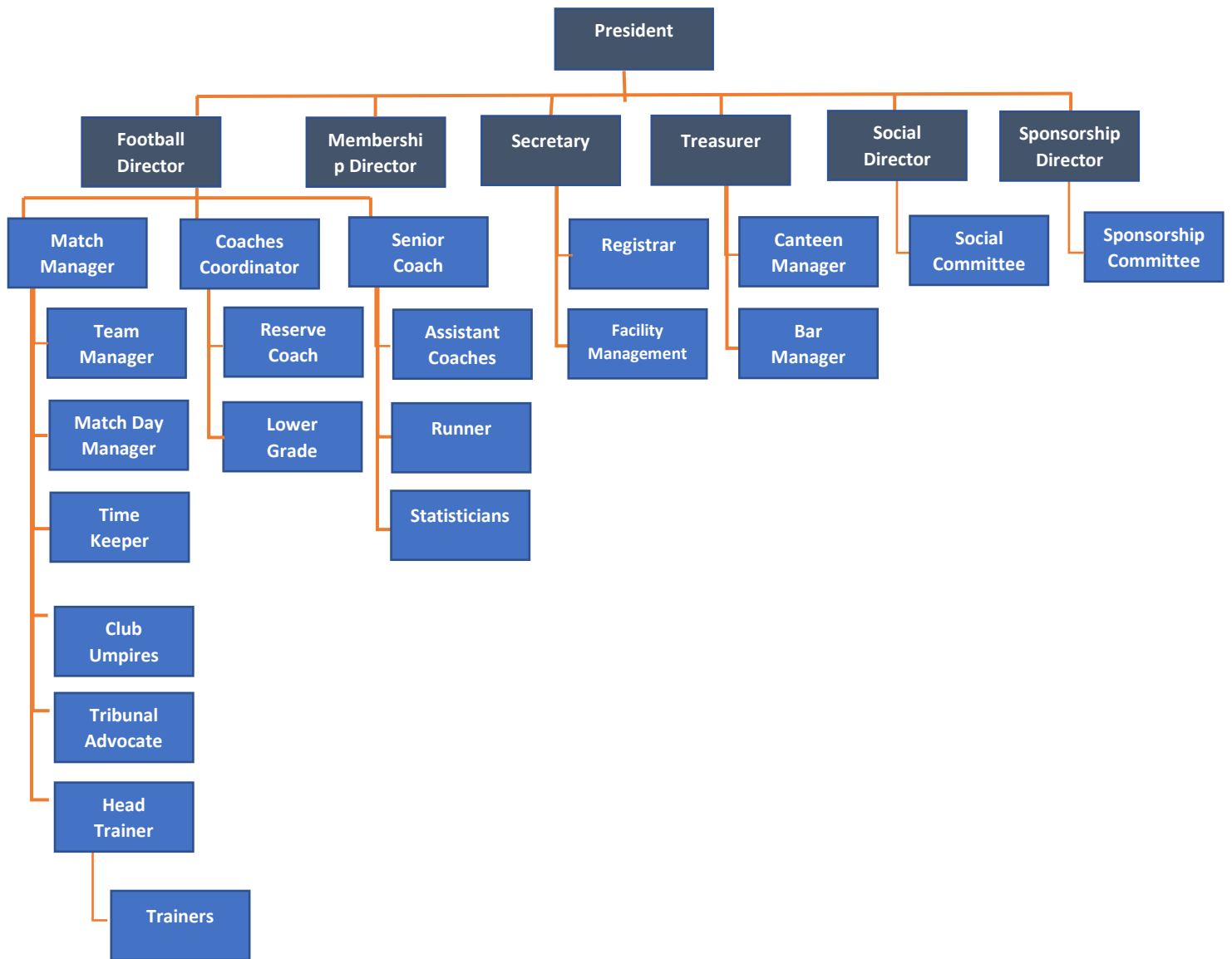
CLUB ROLES

ROLES WITHIN OUR CLUB

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ORGANISATIONAL STRUCTURE



COMMITTEE STRUCTURE

Having an effective football club structure is important to become a successful club. You should have already established a management committee when you set up your club. The committee is a team responsible for managing your club on behalf of its members. The committee should:

- Conduct the club's long-term planning (see [Club Planning](#))
- Develop policies and procedures (see [Club Policies & Guidelines](#))
- Manage external relationships, e.g., with local council (see Working with Council)
- Follow up on member recommendations.
- Conduct appraisals on the club's performance and key personnel (e.g., coach)

Tips

- Management committee members must understand they do not have individual authority: a committee is a collective, and individuals must represent the view of the collective.
- Utilise skilled people within your club by encouraging them to join the management committee e.g., accountants, lawyers, marketers, or successful businesspeople.
- Unless you want to burn out your volunteer committee, stop them trying to be 'everything to everyone'.
- Make a point of positively recognising your volunteer committee, i.e., recognise and thank them publicly.

Get further information on how to [Start a Club](#) or contact your relevant state body.

COMMITTEE STRUCTURE

The size and structure of a committee will vary according to the size of your club. The traditional structure includes the formalised tasks and roles of the chairperson/president, vice president, treasurer, and secretary.

View job descriptions of the typical roles that make up the Club Executive:

- [Chairperson/President](#)
- [Vice President](#)
- [Treasurer](#)
- [Secretary](#)

WHAT MAKES AN EFFECTIVE COMMITTEE MEMBER?

A committee should operate as a team and work towards common goals by drawing on the skills and talents of each other. It is important to recognise these skills and talents but also establish the types of skills that may be required, so in future you can identify potential committee members. The key elements you should pay attention to when recruiting committee members are:

- A commitment to your club.
- Sufficient time to devote to your club.
- An understanding of the role of the committee.

- A skillset match.
- Enthusiastic and interested in the club.
- Good communication skills.
- Leadership and listening skills.
- Honesty.

ELECTION OF COMMITTEES

Most football club committees are elected at the annual general meeting (AGM). Nominations should be called for and made in writing well in advance of the AGM. For more information see:

- [Administration – Meetings](#)
- [Download example Committee Nomination Form](#)

MAKE SURE YOU:

- Make members aware of the importance of the election well in advance.
- Send out a newsletter outlining the positions available and the responsibilities.
- Target individuals that seem suitable for the position.
- Invite members to attend committee meetings to gain an understanding.
- Allow members to nominate themselves.
- Keep track of nominations in case you need to approach someone that has not nominated.
- Allow candidates to talk at the AGM to cover what they might offer the club.

PRESIDENT ROLE DESCRIPTION

OBJECTIVE

- To provide strong, efficient, and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the senior football teams at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the Club.
- Ensure the Club is run efficiently administratively, financially and socially to support the on-field activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

RESPONSIBILITIES

- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Club Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

RELATIONSHIPS

- Reports to the Members and General Committee of the Club.
- Acts as or ensure his/her delegate acts in the best interests of the Club at League, or Delegates Meetings.
- Supports all Managers, Committee Members, and football staff.

ACCOUNTABILITY

- The President is accountable to the Members and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

VICE PRESIDENT ROLE DESCRIPTION

OBJECTIVE

- To oversee all football related matters across the Club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

RESPONSIBILITIES

- Ensure the effective and efficient operation of the Executive and all football operations.
- Preside over meetings in the absence of the President.
- Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximised.
- Oversee the football development program so that participation at junior and senior levels is maximised.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Oversee recruitment of coaches and players according to policies outlined by the Club Committee.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

RELATIONSHIPS

- Reports to the Club President and General Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

ACCOUNTABILITY

- The Vice President is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

SECRETARY ROLE DESCRIPTION

OBJECTIVE

- To ensure that appropriate administrative support is provided to the President, General Committee, and sub committees.
- To provide a “whole of Club” planning focus to ensure the overall efficient management of club functions.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

RESPONSIBILITIES

- Establish a planning calendar for the year.
- Provide a coordinating and support role for Club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a complete record of all activities of the Club.
- Be familiar with the rules of the Club, League, State Body, AFL and any other body that has governance to give advice to the President and Committee as required.
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
- Receive all correspondence directed to the Club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

RELATIONSHIPS

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with sub committees.

ACCOUNTABILITY

- The Secretary is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

TREASURER ROLE DESCRIPTION

OBJECTIVE

- To ensure that a financial management system and reporting system is put in place and operable, so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.

RESPONSIBILITIES

- The treasurer is responsible for the financial management of the club including reporting on what has happened to the club's funds and devising the most effective methods of using all available funds.
- Prepare the annual budget of the Club for presentation at the February Committee meeting (the draft budget having earlier been formulated by the Club Executive).
- Ensure all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report monthly to the Club Committee on budget performance.
- Present all accounts for payment for approval.
- Prioritise payment of accounts.
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Manage any overdraft facility held by the Club.
- Ensure any surpluses are invested wisely after approval by the Committee.
- Ensure all taxation commitments are met by the Club.
- Issue tax certificates to employees as required under the Act.
- Ensure the Club finances are correctly audited.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Maintain and complete all salary cap reporting requirements.

RELATIONSHIPS

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

ACCOUNTABILITY

- The Treasurer is accountable to the President and the General Committee.
- The Treasurer shall seek ratification from the General Committee of a Club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approve.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

BAR OPERATIONS ROLE DESCRIPTION

OBJECTIVE

- Provide bar facilities to Club members & visitors on match days and functions.
- To ensure a safe and comfortable environment for club members through the implementation of the Responsible Management of Alcohol policy.
- Ensure that bar operations are managed efficiently to meet budget requirements.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

RESPONSIBILITIES

- Provide bar services for all functions and events as required by the Committee.
- Coordinate bar staffing for all bar operations.
- Ensure appropriate licences are held by Club and displayed as required.
- Manage the sale of liquor in accordance with the provisions of the Liquor Control Commission licence as held by the Club.
- To account for all purchases and sales of liquor.
- Ensure sufficient supplies of liquor is available to meet the needs of all Club members and visitors.
- Implement the Club Responsible Management of Alcohol policy.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

RELATIONSHIPS

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

ACCOUNTABILITY

- Accountable to the Club Executive & Committee.
- Provide a report on any aspect of the portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

CANTEEN OPERATIONS ROLE DESCRIPTION

OBJECTIVE

- To provide an appropriate canteen service at all home games and at other times as agreed.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

RESPONSIBILITIES

- Ensure that an adequate food safety plan is in place for canteen operations.
- Ensure that adequate equipment is available for providing the canteen services.
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from canteen.
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible.
- Ensure that the canteen is open for business from the commencement of the first game at home games.
- Account for all purchases and receipts
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee

RELATIONSHIPS

- Reports to the Club Committee
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders.

ACCOUNTABILITY

- Accountable to the Club Executive & Committee
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

REGISTRAR ROLE DESCRIPTION

OBJECTIVE

- To ensure all players are registered or transferred in accordance with the league rules and regulations.

RESPONSIBILITIES

- Register all new players within the league guidelines.
- Register copy of injury reports.
- Process insurance claims.
- Security of all teams' players votes.
- Number of games played by player.
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees.
- Pass onto club Secretary all player contact details to ensure club database is always accurate.

RELATIONSHIPS

- Liaises with the Club Secretary and Treasurer.
- Liaises with all club members.

ACCOUNTABILITY

- Reports to President and General Committee

FOOTBALL DIRECTOR ROLE DESCRIPTION

OBJECTIVE

- To co-ordinate all off field football activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

RESPONSIBILITIES

- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

PRE-SEASON

- Coordinate formulation of the Football Operational Plan.
- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Club Executive prior to the Club being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, 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.

DURING SEASON

- Coordinate delivery of the Football Operational Plan.
- Provide documentation in consultation with the Treasurer, 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 – includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Ensure that a Field Umpire is supplied where required.
- 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.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.

RELATIONSHIPS

- Reports to the President and Executive.
- Supports the senior coach, match committee, football support staff including team managers, trainers, runners, boundary umpires and timekeepers.
- Liaises with official Club suppliers & other key stakeholders.

ACCOUNTABILITY

- The Football Director is accountable to the President and Executive.
- The Football Director 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 portfolio operations to the monthly Committee meeting.

MATCH MANAGER ROLE DESCRIPTION

OBJECTIVE

- To ensure all home match day operations are conducted smoothly throughout the season.

RESPONSIBILITIES

- To ensure the ground and surrounding areas are safe for the day's activities.
- To have gate keepers organised and in position at the correct time.
- To ensure the Team Managers are organised and well equipped for match days.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

RELATIONSHIPS

- Reports to the Football Manager.
- Liaises with the Executive.

ACCOUNTABILITY

- Accountable to the club Executive via the Football Manager.

COACH COORDINATOR ROLE DESCRIPTION

OBJECTIVE

- To coordinate, educate and evaluate all coaches at training and on match days.

RESPONSIBILITIES

- Assist with the development of all coaches.
- Oversee training drills and skills.
- Check coach's accreditation.
- Offer assistance for training skills and drills.
- Arrange BBQ's, education nights etc for coaches and team ages groups as required.
- Recommend new equipment where required.
- Assist advocates.
- Liaise with all coaches, providing regular feedback on training and match days.

RELATIONSHIPS

- Reports to Football Manager or designated person on club committee.

ACCOUNTABILITY

- Accountable to the Football Manager or designated person on club committee.

SENIOR COACH ROLE DESCRIPTION

OBJECTIVE

- To provide coaching expertise and leadership for the Club senior football team which helps to achieve the overall aims and objectives of the Club.

RESPONSIBILITIES

- Develop/revise code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- 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.
- Liaise with the Club Executive to recruit Assistant Coaches and other Grade Coaches. (i.e., Reserves, C Grade)
- Liaise with Club Executive regarding appointment of junior grade coaches.
- Manage the recruitment of players in consultation with the Executive.
- Provide recommendation to the Executive on suitable members of the Match Committee.
- Develop and establish an appropriate pre-season training program.
- Provide recommendations to the Club Executive on the recruitment of appropriate football support staff.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- Liaise with junior grade coaches & Club Executive to establish a consistent coaching policy throughout the Club.
- Assist with junior development where possible or appropriate.
- Act as Chairman of the Selection Committee or liaise with the Club Executive to recruit / appoint an appropriate skilled and qualified person to the position.
- Provide game day coaching expertise and leadership.
- Attend Club functions as agreed.
- Provide regular reports to the General Committee throughout the season.

RELATIONSHIPS

- Liaises with the Club Executive.

ACCOUNTABILITY

- Accountable to the Club Executive

RESERVES COACH ROLE DESCRIPTION

OBJECTIVE

- To provide coaching expertise and leadership for the Reserves football team of the Club.

RESPONSIBILITIES

- In conjunction with Senior Coach develop/revise code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- 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 Senior Coach assist recruitment of players in consultation with the Club Executive.
- In conjunction with Senior Coach develop and establish an appropriate pre-season training program.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- In conjunction with Senior Coach liaise with junior grade coaches to establish a consistent coaching policy throughout the Club.
- In conjunction with Senior Coach assist with junior development where possible and appropriate.
- Provide game day coaching expertise.
- Attend Club functions as agreed to.

RELATIONSHIPS

- Reports to the President.
- Liaises with the Football Executive.

ACCOUNTABILITY

- Accountable to the Football Executive.

JUNIOR COACH ROLE DESCRIPTION

OBJECTIVE

- To provide the highest standard of coaching and development to the players of the appointed grade of competition.

RESPONSIBILITIES

- Coach in accordance with the AFL Next Generation Australian Football Match Policy for the conduct of the game for players 5-18 years of age.
- Promote the importance of club members adhering to the AFL Kids First Policy.
- Apply the code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- 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.
- Provide recommendations to the Football Executive on the recruitment of appropriate football support staff.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- Liaise with other junior grade coaches to establish a consistent coaching policy throughout the Club.
- Assist with junior development outside the Club where possible or appropriate.
- Provide game day coaching expertise.
- Attend Club functions as agreed to
- Provide regular reports as required throughout the season.

RELATIONSHIPS

- Reports to the Club Executive.

ACCOUNTABILITY

- Accountable to the Club Executive.

JUNIOR DEVELOPMENT OFFICER ROLE DESCRIPTION

INTRODUCTION

The objective of the Junior Development Officer (JDO) is to ensure the continued development, promotion and advancement of junior football and players within the club.

A key aim of the JDO is to maximise the opportunities for young people to play football and be involved in the game to the maximum of their potential and enjoyment.

The JDO must be committed to ensuring that football development programs are conducted to maximise the numbers participating and supporting football and enable young footballers to achieve their highest potential. This may be at either Club level, or higher competitions such as major league or TAC competitions.

AIM OF JUNIOR FOOTBALL DEVELOPMENT

The aim of Junior Development should be:

- to seek to provide the best and safest environment for junior players.
- to be committed to ensuring the continued development of junior players and the junior football components of the Club from Auskick through to 3rd eighteen.
- to promote the Club's junior coaching development philosophy to all coaches and personnel involved in junior teams from Auskick through to 3rd eighteen.
- to provide all juniors with the best possible opportunity to develop their skills.
- to foster a sense of team spirit and responsibility in junior player
- to co-ordinate the provision of training and coaching resources to junior coaches and teams
- assist with the provision of advice, support and guidance for junior players that may require additional assistance beyond the "average" player.
- identify those juniors that require specific skill training to assist in their development.
- identify and assist those players of outstanding potential in furthering their careers.

SPECIFIC ROLES AND RESPONSIBILITIES

The JDO shall be responsible for:

1. Conduct of the Club Primary School Clinics
2. Oversee the Auskick Program and provide support and assistance to the Auskick Coordinator, as necessary.
3. Liaise with FV regional staff to ensure all development and promotional opportunities for the Club are realised.
4. Coordinate the attendance at junior (under 10 to 18) teams training and matches of senior grade players to assist junior coaches and ensure the maintenance of a high profile and level of support for the junior players.
5. To promote the Club's junior coaching developmental philosophy to all coaches and key personnel involved in the under 10 to 18 teams and Auskick Program.
6. Coordinate the provision of training and coaching resources (such as videos and other instructional / educational information) to the junior coaches and teams.
7. Assist with the provision of advice, support, and guidance (possibly referrals) for junior players that may require additional assistance beyond the 'average player'. This may relate to player welfare issues such as schooling / family / life that may adversely impact on the player.
8. Coordinating attendance by Club personnel at coaching courses run by the FV.
9. Advise the Club Committee on all matters relating to junior development matters.

KEY RELATIONSHIPS

1. The JDO reports directly to the Vice President.
2. A close relationship is also maintained with the Club Executive and the Junior Committee and Coaches on football operational matters.
3. The JDO will liaise with the League Development Coordinator to ensure the Club's responsibilities for the identification of talented players are met.
4. A close working relationship with the Auskick Program Coordinator is required to ensure the Program is run professionally and successfully.

PREFERRED QUALIFICATIONS AND EXPERIENCE

The JDO should:

1. Maintain a minimum of level 1 coaching qualifications, and preferably advance to level 2.
2. Have a background of coaching at a junior level.
3. Have a background as a senior player of the Club or be a current senior player.
4. Understand the structure of football development within the Region.

AUSKICK LIAISON OFFICER ROLE DESCRIPTION

OBJECTIVE

- To create and maintain a good working partnership between the Senior and Junior Clubs and the Auskick Centre.

RESPONSIBILITIES

- Roster senior players to attend and assist with drills at Auskick each week.
- Coordinate grid games to be played at half time of Senior home games.
- Create new initiatives to continually foster and develop Auskick and junior participation.

RELATIONSHIPS

- Liaise with the Auskick Coordinator.
- Liaise with the Senior Football Manager.
- Liaise with the Junior Club President.

ACCOUNTABILITY

- Reports to the Senior Club Football Manager.

RUNNER ROLE DESCRIPTION

OBJECTIVE

- To assist coach on match day by delivering messages to players during the match.

RESPONSIBILITIES

- 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.
- The runner must be correctly attired in accordance with league requirements.

RELATIONSHIPS

- Liaise with Coaches, Coaching Staff and Team Manager.

ACCOUNTABILITY

- Reports to the team coach.

HEAD MEDICAL TRAINER ROLE DESCRIPTION

OBJECTIVE

- To coordinate the Club trainers.
- To manage the Club insurance program.
- To oversee the management of player injuries.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

RESPONSIBILITIES

- 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.
- 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.

RELATIONSHIPS

- Reports to the Vice President and Club Executive.
- Liaises with any injured player and medical/training staff.
- Liaises with the Secretary.
- Liaises with official Club suppliers & other key stakeholders.

ACCOUNTABILITY

- Accountable to the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

MEDICAL TRAINER ROLE DESCRIPTION

OBJECTIVE

- To provide medical treatment and advice to the Coach and players for the team allocated to his/her care.

RESPONSIBILITIES

- Maintain a current First Aid and Sports Injury certificate.
- Develop/revise code of conduct regarding injury treatment for coaching staff and players.
- Provide recommendations to the Club Executive on the recruitment of appropriate football support staff.
- Ensure adequate supplies of strapping tape and medical supplies are available in accordance with Club policy.
- Instruct the players placed under their care, in the treatment of any injury.
- Be in attendance on team training nights as arranged by the Committee member responsible for Trainers.
- Wear appropriate attire as required by the Club.
- Be in attendance in the change rooms prior to the game at a time agreed upon with the team coach.
- Provide game day medical support to all players.
- Provide post game treatment of any injuries to players.
- Provide regular reports to the relevant coaches on the state of any injury to any player.

RELATIONSHIPS

- Reports to the Coach Committee member responsible for Trainers.
- Liaises with the Secretary & Coaches.

ACCOUNTABILITY

- Accountable to the Vice President and Club Executive.

TEAM MANAGER ROLE DESCRIPTION

OBJECTIVE

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach and any football staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

RESPONSIBILITIES

- 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.
- Ensure all players are either currently registered with the League or has an approved clearance from previous Club or permits are in place.
- Provide the Secretary or Football Director with a list, in jumper number order, of all players and keep all players lists updated as every change is made.
- Check jumpers are always in good order and have appropriate sponsors logos attached if required.
- Ensure other support staff has been appointed and are in attendance as required.
- Ensure the integrity of best and fairest voting in accordance with Club policy.

GAME DAY RESPONSIBILITIES

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each Saturday. Duties may be varied to reflect an individual's time commitment or the role as negotiated with the team Coach.

MATCH DAY OFFICIAL

- Ensure that the Match Day Official(s) are wearing MDO Vests.
- Ensure that MDO's are compliant with their responsibilities.

TIMEKEEPER

- Ensure timekeeper is in position.
- Ensure a suitable siren or horn is provided at home matches.

TIME SHEETS

- Complete, sign and give to umpire in accordance with league rules.
- Complete, sign and give a copy to opposition Team Manager in accordance with league rules.
- Ensure all players named on team sheet including runner and trainers and water boys are registered.
- Full names are required, first and surname.

GOAL KICKERS

- Ensure tally is kept during match.
- Goal kickers are to be recorded on the days running sheet.
- Goal kickers are to be entered into PlayHQ by each competing club.

CLUB BEST & FAIREST

- Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be entered into Play HQ by each competing club.

(Check League rules) Adelaide Footy League 2023 Rules & Regulations.

PLAYERS PROPERTY

- Ensure players property is collected prior to each game and safely secured during matches.

UMPIRES

- Field, Boundary, and goal umpires are to be arranged as required.
- All club umpires are to be correctly attired according to league regulations.

DRINKS

- Ensure player's drinks are always on hand (liaise with trainers on the provision of drinks) – check league rules & regulations on water runners and the current restrictions for the season.

TRAINER'S EQUIPMENT

- Liaise with trainers to ensure sufficient equipment including towels are on hand.

FOOTBALLS

- Prior to home matches, a suitable Sherrin ball is to be given to the umpire for inspection.
- Ensure ball is returned after the completion of the match.

SCORES REPORTING

- Check league rules & regulations for this. Adelaide Footy League 2023 Rules & Regulations

STATISTICIAN

- Statistician to be provided for the senior team (if required by the coach).

SCOREBOARD

- Team manager responsible for the organisation of scoreboard attendant at all home matches.

TRANSPORT OF GEAR

- Team managers are responsible for the organisation of transport of gear to away matches.

AWARDS

- Determine, with appropriate football staff, best player awards for the team side.
- Prepare awards for distribution.

UMPIRES

- Check with umpires within 1- minutes of finish of game that there were no reports ("all Clear").
- If there are reports, collect report and return to Secretary or Football Director, and advise any player involved that he will be required to attend the Tribunal.

RELATIONSHIPS

- Reports to the Secretary or Football Director or Senior Coach.
- Supports the coaches and match committee and other football staff as appropriate.

ACCOUNTABILITY

- The Team manager is accountable to the Secretary, Football Director or Senior Coach of the team which they manage.

MATCH DAY OFFICIAL ROLE DESCRIPTION

OBJECTIVE

- To ensure the safety of umpires.
- To monitor the behaviour of your club officials and spectators.

RESPONSIBILITIES

- Shall wear the official Match Day official attire as prescribed by The League for the duration of the match being played.
- Attend the Umpire(s) Room twenty (20) minutes prior to the commencement of the match and introduce themselves to the officiating umpires.
- Escort the umpires from their change rooms to the centre of the field prior to the start of each match.
- Escort the umpires from their assembly point on the field to their change rooms at half time.
- Escort the umpires from their change rooms to the centre of the field after the half time break.
- Escort the umpires from their assembly point on the field to their change rooms at the conclusion of the match.
- Stand with the umpires during the quarter and three-quarter time intervals and ensure a Match Day Official, or the Captain of the team in the match being played, are the only persons who approach an umpire(s) at quarter, half, or three-quarter time breaks in regard to any issue their Member Club would like addressed.
- Ensure that water is provided to the umpires at the breaks (check rules & regulations).
- Record A Match Day Official shall record on the Interchange Card:
 - Category “A” and/or Category “B” report(s).
 - an interchange breach.
- a player removed from the playing field by stretcher or ambulance.
- Advise the opposing Member Club Match Day official that The League may be notified of any persons connected with their Club for bad language, abusive, aggressive, or threatening behaviour towards another person(s).
- Ensure that spectators are kept behind the spectator defined line or fence.
- Ensure that Member Club coaches and officials keep within their defined area.
- Ensure alcohol is not consumed in the defined non-alcohol consumption areas.
- Ensure no alcohol or any drinks in glass are taken onto the playing field at any time.
- Ensure no Member Club officials, players or supporters enter the umpire’s rooms without the umpire’s permission.
- For all major round matches each Member Club participating shall be responsible for supplying two (2) match day officials.
- The League may impose a fine to a Member Club found guilty of breaching their responsibilities in relation to the Match Day Officials responsibilities.
- Ensure that the conduct and the behaviour of any official, Timekeeper, Club member, player, supporter, or any other person associated with their Member Club (“Associated Person(s)”) at matches in which their teams are participating.

RELATIONSHIPS

- Reports to the Team Manager.

TIMEKEEPER ROLE DESCRIPTION

OBJECTIVE

- To act as the official keeper of time for the duration of the match.

RESPONSIBILITIES

- Keep time for each quarter of the match.
- Record on timecards the time taken to play each quarter.
- Lodge completed timecards 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.
- Ensure a suitable siren or horn is supplied for home matches.

RELATIONSHIPS

- Reports to the Team Manager.
- Liaises with the umpires and the timekeeper from the opposition team.

ACCOUNTABILITY

- The Timekeeper is accountable to the Field Umpires officiating the game and the Team Manager.

FIELD UMPIRE (CLUB) ROLE DESCRIPTION

OBJECTIVE

- To umpire matches in accordance with the Laws of the Game

RESPONSIBILITIES

- Apply the laws and their interpretations according to the spirit of the laws.
- Attend to the administrative requirements necessary for the successful staging of the game.
- Be aware of any modified rules pending the age group umpiring.

RELATIONSHIPS

- Liaise with all other umpires officiating in the match.

ACCOUNTABILITY

- Reports to Football Manager.

BOUNDARY UMPIRE (CLUB) ROLE DESCRIPTION

OBJECTIVE

- To umpire matches in accordance with the Laws of the Game.

RESPONSIBILITIES

- Determining whether a football is out of bounds or out of bounds on the full and signalling to the field umpire when that has occurred.
- Throwing the football back into play if it has gone out of bounds, when directed to do so by a field umpire.
- Determine whether a player has incorrectly entered the centre square (as indicated in the association/league rules and regulations)
- Bringing the football back to the centre square after a goal has been scored.
- Reporting a player or official who commits a reportable offence.

RELATIONSHIPS

- Liaises with all other umpires officiating in the match.

ACCOUNTABILITY

- Reports to the Field Umpire during the match.
- Accountable to the Team Manager.

GOAL UMPIRE (CLUB) ROLE DESCRIPTION

OBJECTIVE

- To umpire matches in accordance with the Laws of the Game.

RESPONSIBILITIES

- Determining whether a goal or behind has been scored.
- Signal that a goal or behind has been scored after being given the “all clear” or “touched all clear” by a field umpire.
- Record all goals and behinds scored by each team during a match.
- Report any player or official who commits a reportable offence.
- At the end of each quarter and at the end of each match, both goal umpires shall compare the score they have recorded.

RELATIONSHIPS

- Liaises with all other umpires officiating in the match.

ACCOUNTABILITY

- Reports to the Field Umpire during the match.
- Accountable to the Team Manager.

TRIBUNAL ADVOCATE ROLE DESCRIPTION

OBJECTIVE

- To provide advocacy support to any player required to attend the League Independent Tribunal either for clearance appeals, charged player or players called as witnesses to a charge.

RESPONSIBILITIES

- Ensure that he/she is familiar with all league Rules pertinent to clearances and umpires charges arising from on field incidents.
- Ensure that he/she is familiar with all league Playing Rules.
- Ensure that he/she is familiar with procedures at tribunal hearings.
- Where an alleged charge is laid against a player or an opposition player is charged with an alleged offence against a Club player obtain all documents relevant to that charge from the Secretary.
- Meet with player and develop case and brief player regarding the tribunal appearance.
- Attend the tribunal with player at the time and date set down by the League.
- Report outcomes of any hearing to the Secretary and appropriate Coach as soon as practicable after the conclusion of the hearing.

RELATIONSHIPS

- Reports to the Vice President.
- Liaises with players required to appear before Tribunal.
- Liaises with the Secretary.
- Liaises with Coaches.

ACCOUNTABILITY

- Accountable to the Vice President.

FACILITY MANAGEMENT ROLE DESCRIPTION

OBJECTIVE

- To manage the Club physical facilities (buildings, grounds, and ovals) to ensure a high standard of safety and presentation for matches, training, events and other activities conducted from time to time.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

RESPONSIBILITIES

- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Ensure the following cleaning works are completed:

A. CHANGE ROOMS

Cleaning is required:

1. The Thursday prior to a home match, following the completion of training.
2. After a home match.

The rostered team is required to:

1. Sweep all floors, remove rubbish.
2. Wash out both change rooms, both showers and the visitor's trainer's room
3. Restock toilet paper & soap from cleaners' cupboard in trainer's room.
4. Empty bins into green bins and replace all bin liners, all areas.
5. Remove lost property and place in designated area.
6. Using a cloth and spray & wipe, clean all mud / marks from change room, trainers, and shower room walls.
7. Place any dirty towels, bandages, or ice bags in the appropriate area.

B. OVAL RUBBISH COLLECTION

Rubbish collection is required following the completion of all home matches. Gloves are available for use and are located on the shelf in the switch room adjacent the office.

The rostered team is required to:

1. Pick up loose rubbish and place in large green rubbish bins from all areas of the Reserve, ensure playground and other areas are also completed.

C. SOCIAL ROOM CLEANING

Cleaning is required (also includes toilets, kitchen, and umpires' rooms):

1. The Thursday prior to a home match, following the completion of training & team selection.
2. After a home match

The rostered team is required to:

1. Empty all rubbish bins and replace bin liners, as necessary.
2. Empty and clean butt tray outside front social rooms door.
3. Wipe clean front and rear entry glass doors.
4. Wipe down all tabletops.
5. Wipe down all window ledges.
6. Sweep and mop all vinyl areas, including behind bar, use disinfectant.
7. Return all glasses to bar sink for washing.
8. Return any crockery or cutlery to kitchen sink for washing.
9. Set up all tables, chairs, and couches ready for next use.
10. Clean marks off front of bar servery to floor level.
11. Polished floor area is to be mopped using mineral turpentine only.
12. Bagged rubbish is to be placed in large green outside bins.
13. All cleaning requisites are kept in the cleaning cupboard in the passage.
14. Vacuum all carpets.
15. Replace used stocks of toilet paper.
16. Clean hand basins and toilets.
17. Sweep and mop all tiled floors.
18. Clean & tidy tea and coffee facilities in umpires & social rooms.
19. Turn off: lights, hot water services (kitchen & bar), and gas heater.

D. LINE MARKING

Ovals are to be marked the Friday prior all practice matches and home & away matches.

RELATIONSHIPS

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with official Club suppliers & stakeholders.
- Liaise with the Roster Coordinator and players to undertake change room clean cleaning, social room cleaning and rubbish collection.

ACCOUNTABILITY

- Accountable to the Club Executive & Committee.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.
- Provide a report on portfolio operations to the monthly Committee meeting.

COUNCIL LIAISON OFFICER ROLE DESCRIPTION

OBJECTIVE

- To establish and maintain a strong and healthy working partnership with local government.
- To ensure clubrooms and oval always remain at the highest possible standard.

RESPONSIBILITIES

- Manage the maintenance of all facilities at club.
- Organise any repairs to the facilities.
- Coordinate the handover of keys and the facility at the end of each season in line with council requirements.
- Plan continuous upgrading of facilities.
- Inform club of council grants and capital works when they become available and assist with the preparation of any applications to receive funding.
- Attend council workshops and forums where required.
- To be the club contact for all council dealings.

RELATIONSHIPS

- Liaise with Council Recreation Officer & Manager.
- Liaise with Council Parks & Gardens Manager.
- Liaise with local Councillor.

ACCOUNTABILITY

- Reports to Club President & General Committee.

FUNCTIONS & EVENTS COORDINATOR ROLE DESCRIPTION

OBJECTIVE

- To establish a broad social calendar for the season and end of season to provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

RESPONSIBILITIES

- Appoint a subcommittee to program and organise social events for the Club.
- Prepare a calendar of social events that will attract the widest involvement from all members of the Club prior to the commencement of the season.
- Ensure that all social events held are at least cost neutral to the Club.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

RELATIONSHIPS

- Reports to the President and General Committee.
- Liaises with all relevant committee members and any person responsible for and or running any social event under the Club umbrella.
- Liaises with official Club suppliers & other key stakeholders.

ACCOUNTABILITY

- The Functions & Events Coordinator is accountable to the President and the General Committee.
- The Functions & Events Coordinator shall seek ratification from the General Committee of the social calendar including financial arrangements and shall thereafter have the authority to act within the limits of that arrangement.
- Provide a report on portfolio operations to the monthly Committee meeting.

SPONSORSHIP COORDINATOR ROLE DESCRIPTION

OBJECTIVE

- To maximise the number of sponsors supporting the Club and to maximise revenue from the sponsorship base.
- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long-term basis.
- To provide support to the Executive and Committee members to ensure the efficient management of Club sponsorship activities.

RESPONSIBILITIES

- Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible.
- Co-ordinate all sponsorship for all areas of the club.
- Meet the sponsorship budget target set as part of the annual financial planning process.
- Ensure all existing sponsors are contacted three months prior to the season commencement.
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season.
- Arrange a sponsors dinner (as part of the annual luncheon) at an appropriate time of the year.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all Club sponsors.

RELATIONSHIPS

- Reports to the President & Club Secretary.
- Liaises with the Club Committee.
- Liaises with Sponsors.
- Supports Sponsorship coordinators and any person responsible for providing services associated with sponsorships.

ACCOUNTABILITY

- Sponsorship Coordinator is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting as required.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.
- The Sponsorship Coordinator shall seek ratification from the General Committee of sponsorship packages offered by the Club and shall thereafter have the authority to act within the limits of the packages without reference to the General Committee.

MARKETING / PROMOTIONS OFFICER ROLE DESCRIPTION

OBJECTIVE

- To promote and market the club in a positive light at all times.

RESPONSIBILITIES

- Develop / implement a promotional plan for the club.
- Submit club and individual team results to the newspaper.
- Write media release regarding any news items and upcoming events.
- Submit club and individual team results to association / league.
- Prepare club newsletters and reports.
- Assist with attracting and securing sponsorship.
- Placing sponsorship in newsletters.
- Main contact person for all media requirements.
- Assist committee with marketing and new business ideas.

RELATIONSHIPS

- Reports to the Club Executive.
- Liaises with the Club Committee.
- Liaises with all media outlets.

ACCOUNTABILITY

- Accountable to the Club Executive.

MEMBERSHIP COORDINATOR ROLE DESCRIPTION

OBJECTIVE

- To provide coordination of Club membership activities.

RESPONSIBILITIES

- Develop and maintain strategies for the ongoing expansion of the membership base of the Club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by Club Committee.
- Liaise with stakeholders to ensure membership fees reflect current opinions of various sections of the Club.
- Provide to the Committee as soon as possible after the completion of each season with recommendations for all membership types and fees for the ensuing year.
- Ensure that tickets and related membership data are prepared for distribution.
- Ensure Life Members receive their memberships prior to the commencement of the season. Life Member tickets are allocated in ascending order in accordance with the age of each member, i.e., the oldest Life Member has the lowest card number.
- Assist with the collection of membership fees from players and general members.
- Provide details of all members to the Club Secretary to maintain the Club data base of membership.

RELATIONSHIPS

- Reports to the Club Secretary.
- Liaises with the Club President and Secretary.

ACCOUNTABILITY

- Accountable to the Club Secretary.

PUBLICITY OFFICER ROLE DESCRIPTION

OBJECTIVE

- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- To maximise communication to Club stakeholders.
- To promote the Club through regular publications such as the Spectator & Newsletter.
- To promote the activities of the Club in the local media including radio, newspaper and other mediums where appropriate.

RESPONSIBILITIES

- Assist all Club personnel in promoting the Club in the local and wider community.
- Undertake publicity tasks at the request of the Executive and/or Committee, or sub committees where required.
- Manage any public comment concerning any situation or incident that may reflect on the public wellbeing of the Club.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

RELATIONSHIPS

- Reports to the President and Club Secretary.
- Liaises with the Club Committee.
- Liaises with key stakeholders.
- Liaises with all local media outlets.

ACCOUNTABILITY

- Publicity Officer is accountable to the President and the General Committee.
- Seek ratification prior to committing the Club to any statement on the local press other than the Spectator.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

ROSTER COORDINATOR ROLE DESCRIPTION

OBJECTIVE

- To provide support to the Executive and Committee members to ensure the efficient operation of the Club rosters.
- To maximise contribution by Club players to enable a spreading of the workload required to conduct key operations and to assist and support our volunteers.

RESPONSIBILITIES

- Prepare rosters for the completion of identified tasks through the season.
- Distribute rosters to all participants and ensure they are aware of their responsibilities to complete the tasks.
- Liaise with Team Captains to ensure all rostered tasks are completed as scheduled.
- Conduct an information session at the commencement of the season to ensure that Team Captains are familiar with the tasks to be completed and aware of their responsibilities as captains.

RELATIONSHIPS

- Reports to the President & Club Secretary.
- Liaises with the Club Committee.
- Liaises with Roster Team Captains and members.

ACCOUNTABILITY

- Roster Coordinator is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting as required.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

VOLUNTEER COORDINATOR ROLE DESCRIPTION

OBJECTIVE

- To coordinate all club volunteers to fill all positions required to ensure the club operations always run smoothly.

RESPONSIBILITIES

- Attract and recruit new volunteers to the club.
- Develop clear job descriptions for all required tasks.
- Ensure the right person is found for each job.
- Identify ways of training volunteers if they do not have the required skills for the role.
- Supervise volunteers or allocate other members to supervise.
- Identify methods of recognising volunteers.
- Revise volunteer duties as needed.
- Communicate and liaise with committee members on a regular basis.

RELATIONSHIPS

- Liaises with Club Executive and General Committee.
- Liaises with all club volunteers.

ACCOUNTABILITY

- Reports to the club Secretary.

GETTING THE CULTURE RIGHT

What tends to get in the way of developing an effective football club is the committee becomes a 'talking shop' and individual members fail to follow through on agreed actions. This can be very demoralising for everyone involved.

To counter this tendency, it's important you create a conscious culture of 'getting things done'. You might want to set up some basic ground rules for the committee and incorporate these into your handbook or standing orders. Here are some examples of culture statements you could work by:

1. Committee members are expected to fulfil their roles between meetings; the purpose of the meetings is to check on progress.
2. Committee members have full authority to take all necessary actions to fulfil their allocated responsibilities within their allotted budgets.
3. All briefing papers will be read before the meeting, not at the meeting.
4. Each committee member shares collective responsibility and ownership of agreed decisions, irrespective of their personal view or vote on the matter.

KEEPING VOLUNTEERS ENTHUSIASTIC

No matter what your position is on the committee, it's vital you participate in enthusing and motivating your colleagues: it will help ensure the smooth running of the club, build trust and commitment and strengthen bonds between committee members to create a sense of camaraderie and kinship.

This will of course make being on the committee enjoyable and worthwhile and inspire members to sign up for another year or coax their friends and family to also join.

Four key elements to enthusing your committee members are:

1. Empower
2. Trust
3. Reward
4. Motivate

1. EMPOWER

Empowering fellow committee members to actively contribute will build their motivation and enthusiasm for participating. Most volunteers join committees to use their skills or learn new ones, so make sure they get to do that:

- Ensure each committee member has a real role with expected goals and outcomes.
- Ask members to report back at each meeting so they can demonstrate their achievements.
- Form relevant sub-committees with appointed leaders and specific agendas so members can work directly on a project and feel like they have real input and impact. Encourage innovation, new ideas and flexibility.
- If a committee member has a specific skill or profession that they're not necessarily using on the committee, approach them for advice and help when it's required. Defer to them as the expert in the area.
- Don't tell committee members how to do their job; provide advice and guidance, but let members find their own feet.

2. TRUST

- Trust committee members will do the tasks appointed to them; don't micromanage them.
- Listen to committee members when they speak up in meetings, respect their opinions and allow others to think differently.
- Facilitate an atmosphere of openness and accountability; don't confide in one or two committee members about matters that involve everyone.
- If someone makes a mistake, work to resolve it and find the lessons to be learned; don't blame, humiliate or remonstrate.
- Provide a sense of support to other members; make them feel they can trust others to take on their role or do extra tasks when they're absent.

3. REWARD

Most committees are rewarded at the end of the year for their hard work. But get the year off to a good start by rewarding committee members at the beginning and throughout the season:

- Make it easier to get to meetings: help figure out carpooling and childcare.
- Provide biscuits and tea and coffee at meetings.
- Arrange to do something social before or after the meeting such as a potluck dinner or drinks.
- Continually congratulate and thank all committee members for their hard work, especially at general club meetings.
- Recognise long-standing committee members – volunteers are always inspired when their co-workers receive praise for their commitment and hard work:
 - Make them a life member.
 - Reward them with a plaque or medallion and present it at a club meeting.
 - Include a feature on the person in the club newsletter or website.
- [Get more tips on rewarding volunteers.](#)

4. MOTIVATE

- Be enthusiastic yourself: it's catching.
- Be a good role model; enthuse others through your own actions and commitment.
- Adopt a positive, can-do attitude.
- Give regular pep talks about the importance of the work the committee does. Talk about the satisfaction you get from your committee role and share examples of inspiring stories: the dedicated kid who now plays at elite level; the family whose lives have been turned around through club involvement; the little girl who's built confidence and friends.
- Try to see the lighter side of things, especially when they go wrong.