

## **Exeter Soccer Clubs (ESC) Roles**

### **Club President:**

Chairs ESC committee meetings, develops club policy in liaison with other committee members, delegates duties to other members, liaises with Highlands Soccer Association (HSA); Club members (Seniors and Juniors); Council and other community groups as required, attends monthly HSA meetings and local community meetings when required. Oversees player disciplinary matters i.e. yellow/red cards. Conduct risk assessment of playing field at home matches (can be delegated).

Approx average time input:

Playing season: 2-3 hours per week

Off-season: 1 hour per week

### **Vice President:**

Able to chair meetings and represent the Club in the absence of the President. Works with President assists over all administrative areas. Attend monthly HSA meetings.

#### **Approx average time input:**

Playing Season: 2-3 hours per week

Off-season: 1 hour per week

### **Treasurer:**

Maintains the Financial Accounts of the Club, including banking, issuing of cheques, paying invoices, presenting timely and accurate reports and Budgets to the Committee. Providing cash float for canteen, cashing-up and banking.

#### **Approx average time input:**

Playing Season: 2-3 hours per week

Off-season: 1 hour per week

### **Secretary**

Collects Club mail, Manages club email inbox takes minutes of meetings, attends HSA meetings in the absence of President and or Vice President, Liaises with HSA, maintains a register of mail/correspondence and distributes correspondence within club and externally as required. Presents correspondence reports to club committee.

Oversees running of the club along with President & Vice President.

#### **Approx average time input:**

Playing Season: 1-2 hours per week

Off-season: 1 hour per week

### **Registrar**

Manages registrations for all players and coaches via the Play Football System. Primary contact for new members.

Establishes team packages at commencement of registrations, opens registrations, works alongside treasurer to track and reconcile payments. Completes manual registrations where a player is unable to use the online system. Advises Committee on setting of appropriate fees for the year. Attends training to assist with registrations at beginning of season. Completes working with children checks.

#### **Approx average time input:**

Playing Season: 3-4 hours per week (generally only at the beginning of season)

Off-season: half to one hour per week

Note: Assistant registrars role would be helpful – someone else able to use the system.

### **Club Coaching Coordinator**

Attend training, supervisory and support role. Support team coaches at training, provide training resources such as drill sheets. Meet with coaches to discuss developing players' skills and related matters. Assist coaches at training. Advise on training available to coaches. Order and manage playing equipment. Liaise with Junior Team Coordinator to ensure players are placed in appropriate teams. Liaise with HSA to arrange any player assessments for playing up etc.

#### **Approx average time input:**

Playing Season: 1-2 hours per week in season

Off-season: half to one hour per week off-season

### **Senior Team Manager – One manager per team i.e. 2<sup>nd</sup> Grade Manager, 3<sup>rd</sup> Grade Manager**

Manages all aspects of the team for which they are responsible for. Including training (yes training), ensuring enough players are available, notifying HSA and ESC Committee of any forfeits, arranging referees, completing team sheets and games and entering results into system post game. Issuing of uniforms to players and ensuring that shirts are returned at end of season. Attending Club Committee Meetings to represent their team. Dealing with issues such as yellow/red cards. Coordinating end of year votes for awards and assisting with arrangements for presentation evening – other committee members will also assist.

#### **Approx average time input:**

1-2 hours per week

### **Junior Teams Manager**

Train new Team Managers in Team Manager Role, support Team Managers and liaise with Committee as required. Liaise with Coaching Coordinator to organise teams at beginning of season. Manages Team App for Junior Teams. Sets up teams and players in app, adds games times and locations, handles any queries relating to game locations and times, advises teams of cancellations to games and/or training. Ensures yellow sheets for junior games are completed and sent to HSA. Represents junior teams at committee meetings

#### **Approx average time input:**

2 hour per week during playing season.

### **Team Coaches**

Attend training and coach team to develop fitness, skills, game awareness as appropriate to age group. Support provided by Club Coaching Coordinator. Attend matches with team and coach in line with the game rules for age group.

#### **Approx average time input:**

Playing Season: 2 hours per week in season

### **Canteen Manager**

Manages ordering and selling of food and drink stock, together, with a committee of volunteers.

Ensuring gas for BBQ is filled.

Establishes roster for canteen volunteers for home games.

#### **Approx average time input:**

Playing Season: 1-2 hours per week for home games

Off-season: None

### **Marketing/Fundraising co-coordinator**

Markets the Club to maintain its high profile in the community and actively seeks and promotes critical fundraising opportunities.

#### **Approx average time input:**

1-2 hours per week

### **Sponsorship Coordinator**

Identifies new sponsors, identifies value proposition for sponsors, develops sponsor information, signs up sponsors, coordinates logos for banners and shirts, orders banners. Liaises with sponsors throughout season to advise of events etc, ensures funds are received.

#### **Approx average time input:**

Kit Sponsors are signed up for three years.

Time commitment is approx 10-20 hours per year

### **Grants Coordinator**

Identifies grant funding opportunities. Prepare and submit grant applications, track progress and report to committee.

Manage any on-going commitments to grant providers such as Australian Sports Council.

#### **Approx average time input:**

Around 4 hours per month

### **Uniform Coordinator**

Manages purchasing of team uniforms, distribution of uniforms to each team/player.

Selling of socks/short. Issuing shirts – register with player parents signature when shirt is issued and returned. End of season stock check.

#### **Approx average time input:**

Pre-season: 4 hours total time

Beginning of season: 2 hours per week

Off-season: 2-3 hours total

### **Website / Newsletter / Social Media Editor**

Maintains club website, produces club newsletter as required and manages social media i.e. facebook.

#### **Approx average time input:**

1-2 hour per week

### **Ground Coordinator**

Responsible of general management of pitches and area around canteen. Mowing pitches and line marking, liaising with council to book oval for playing season, putting up / taking down nets.

Note: Role could be delegated to senior teams.

Approx average time input:

2-3 hours prior to home games

1-2 hours for nets once a year

Liaising with council – 2 hours per year

### **Team Managers (Juniors)**

Manage team to ensure players/parents are aware of game locations and times. Deal with any issues during the season and liaise with Club Junior Teams Manager. Ensure enough players are available on match days and Advise Junior Team Manager in the event of any forfeits in line with HAS requirements. Provide overall support to team coach.

**Approx average time input:**

Playing Season: 1-2 hours per week in season