

Tahmoor Soccer Club

Job Descriptions 2012 DRAFT

(Updated 1 January 2012)

Below are the positions are outlined in 2011. Descriptions are to be reviewed and ratified by 2012 Committee.

In red are the positions that are vacant.

Title	Description
President:	<ul style="list-style-type: none">• Chairs the general meetings each month• Give a report at the general meeting,• Assist the Social Secretary organise and co-ordinate sponsorship deals on be-half of the Club• Assist any of the other committee members in their role as needed.• Assist at the Tahmoor grounds on game days as needed.
Vice President:	<ul style="list-style-type: none">• Grading co-ordinator.• Responsible for all the arrangements for the pre-season trial games and gala days etc.• Assist the president and social secretary as required.• Fill in for the president if need.• Give a report at each monthly meeting.• Assist at the Tahmoor grounds on game days as needed.
Treasurer	<ul style="list-style-type: none">• Responsible for the collecting of mail.• Prepares monthly reports for the monthly meetings• Organise payments for referees on game days• Looks after all accounts and payments from players and sponsors• Assist at the Tahmoor grounds on game days as needed.
Secretary:	<ul style="list-style-type: none">• Has the club phone for enquiries.• Receives all emails from Macarthur about the draws, any changes and any notifications from Macarthur District Soccer Football Association (MSDFA).• Relay in a prompt manner any information back to committee members, coaches and managers as relevant.• Gives a report at monthly meetings and undertakes any secretary work as discussed at each meeting.• Assist at the Tahmoor grounds on game days as needed.

Title	Description
Match Recorder: VACANT	<ul style="list-style-type: none"> • Reports to judiciary committee any red cards obtained by players during games. • Records scores on website. Keep record for Club. • Organises for match cards to be delivered to Campbelltown by Wednesday • Give a report at each monthly meeting. • Assist at the Tahmoor grounds on game days as needed.
Assistant Secretary:	<ul style="list-style-type: none"> • Take the minutes for the monthly meetings and give them to the web manager to put on the website. • Monitor attendance of Manager/Coach/Delegate for each team to the monthly meetings.
Registrar: VACANT	<ul style="list-style-type: none"> • To be clarified with 2012 registration procedures • The amount of work reduces midway through season as MDSFA cut-off dates for registration are brought in. • Give a report at each monthly meeting.
Publicity Officer / Social Secretary: VACANT	<ul style="list-style-type: none"> • Responsible for obtaining new sponsorships and maintaining existing ones. • Responsible for applying for grants for the club and any fundraising. • Give a report at each monthly meeting.
Web Manager:	<ul style="list-style-type: none"> • Enhance and maintain the club's website with up to date information as requested by committee members.
Canteen Manager:	<ul style="list-style-type: none"> • Work out rosters for all teams to fairly participate in assisting on their team duty day. • Take charge of all ordering and purchasing of products, maintaining stock control, keeping the canteen in a clean state. • Supervise the team helpers on game days (Sat and Sun). • Maintain money float and banking of takings. • Give a report at each monthly meeting. • It is anticipated that 4 people (or more) could fill the role: <ul style="list-style-type: none"> • 2 x Supervisors (Sat/Sun – as agreed between them) • 1 x Co-ordinator (rostering and coordination) • 1 x Stock Ordering / Stocking of shelves
Public Officer: VACANT	<ul style="list-style-type: none"> • Acts on behalf of the players at Tahmoor Soccer Club. • Is an independent person. • Assist at the Tahmoor grounds on game days as needed (Optional)

Title	Description
Macarthur Delegates (2 needed)	<ul style="list-style-type: none"> • Attend monthly MDSFA meetings. • Act on behalf of Tahmoor Soccer Club's by reporting back to monthly club meetings. • Also required to pass concerns from Tahmoor Soccer Club to the MDSFA.
Sportsground Representative (2 needed) 1 position Vacant	<ul style="list-style-type: none"> • Act on behalf of Tahmoor Soccer Club at the Sportsground committee monthly meeting. • The Sportsground committee is basically all the user groups at Tahmoor Sportsground. Issues are discussed from all user groups and there is a representative from Council also attending as it is council grounds. • Give a report at each monthly meeting.
Groundsperson: Vacant	<ul style="list-style-type: none"> • Responsible for line marking the fields on a regular basis • Co-ordinate others to help in the maintenance of grounds surface (divots, holes etc).
Equipment Officer:	<ul style="list-style-type: none"> • Ordering of any equipment such as balls, shirts, club strips, jackets, hoodies, mini goals, flags and official vests, etc. • Distribute the kit bags to coaches and keys to appropriate people. • Maintain club equipment in good order. • Ensure all kits are returned and check at end of season.
Club Coach:	<ul style="list-style-type: none"> • Helping any coaches with queries or expertise in managing young teams and any helpful coaching tips. • Make books and resources available for any coach to borrow and learn from. Keep a log of where resources are being borrowed. • Assist at the Tahmoor grounds on game days as needed (Optional)
Ground Officials: VACANT	<ul style="list-style-type: none"> • We need 2 x people to be a Ground Official. It is anticipated that this would include 1 x volunteer and 1 x committee member • We require volunteers for 20 weeks, both days of the weekends – 40 days equivalent.
Team Coach:	<ul style="list-style-type: none"> • train the players to the best of his/her ability • encourage a good sporting attitude and an understanding of the rules • bear in mind that all registered players in the team must be given an equal opportunity to play. • given the above, provide a team environment that encourages players to return next year. • with the Manager, organise the Team Official, a representative for club Coach/Manager's meetings and parent helpers for the team's Duty Day

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Team Manager:	<ul style="list-style-type: none"> • ensure players are fully registered before taking the field. • keep the team involved of playing times and activities of the club. • fill in the Match Card for team - before and after game (check score written on card for competition age-groups). • check opposition team's IDs and Match Card details. • keep a record of the team's results for competition age groups/divisions (ie not U6 - U9). Compare these with the official results on the MDSFA site. Sometimes there can be a difference between your records and Macarthur's. If this occurs, contact the club to follow up. • make payment for the attending official referees at Away matches, keep the receipt and return it to the club (Treasurer). • inform the club's Secretary of any red/yellow cards by Sunday night 6.30pm • keep a record of red/yellow cards, and where suspension occurs, keep a record of stood down matches (players name must be written in "stood down" section of Match Card). • organise the Team Official each game day • with the Coach, organise a representative for club meetings (if neither Coach or Manager can attend on the night) • organise parent helpers for the team's Duty Day.