



Board

MANAGEMENT Board

The Management Board of the "Club" shall consist of (not withstanding that a position is vacant);

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar / Recorder
6. Equipment / Grounds Officer
7. Canteen Coordinator
8. Member Protection

Club Coaching Coordinator Officer * to assume position on committee after appointment by Management Board.

EXECUTIVE Board:

The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer of the "Club".

The aim of the Executive board shall be to ensure the effective coordination of all "Club" activities, the Management board and to deal with all matters of urgency.

No person may hold more than one Executive position.

Other Committees may be appointed by the Management Board or elected by a General Meeting as required for such purpose and periods as considered necessary.

General Committee – These positions are to assist members of the Management board and the club in general.

DUTIES AND FUNCTIONS OF THE MANAGEMENT BOARD

The duties and functions of the Management board shall include the following;

- A. to ensure the smooth and effective operation of the "Club",
- B. admission or rejection of applications by persons for registration as players, coaches and managers,
- C. approval or rejection of player transfers,
- D. the suspension or expulsion of any player from participating in any competition or matches in the name of the "Club",
- E. arrange for delegates to any Clubs, Associations and Councils as needed.



- F. The Management Board shall also be responsible for the control and management of all finances of the "Club" and the control and management of all trial games, competitions and matches conducted by the "Club".

Individual Responsibilities of the Management Board shall be as follows;

PRESIDENT

The President shall;

- A. have a broad knowledge of all facets of the "Club's" operations, such as Finance, correspondence, Association matters and bylaws, Fundraising, Registration and Insurance
- B. carry out duties of "Home Ground Duty Officer" on rotation,
- C. arrange for the duties to be carried out of any member of the Executive who may be temporarily absent.
- D. as delegate, attend "Governing Soccer Body" meetings
- E. be Chairperson at all meetings and shall conduct such meetings in accordance with the constitution of the "Club". Shall have a casting vote only at all meetings,
- F. ensure the effective co-ordination of the roles of all other board positions through effective communication,
- G. at all times ensure that the "Club" is represented in the proper manner at meetings, through correspondence and in the behaviour of all "Members",
- H. act as an authorised signatory for the "Club's" bank account and be responsible for approving "Club" expenditure in consultation with the Management Board.

VICE PRESIDENT

The Vice president shall;

- A. in the absence of the President, carry out his/her duties,
- B. as delegate, attend "Governing Soccer Body" meetings,
- C. organise events promoted by the "Governing Soccer Body" e.g. ball boy's at matches.
- D. Act as an authorised signatory for the "Club's" bank account and be responsible for approving "Club" expenditure in consultation with the Management Board.
- E. carry out duties of "Home Ground Duty Officer" on rotation.
- F. organise Club trial games.
- G. coordinate annual Mini & Junior teams award presentations

SECRETARY

The Secretary shall;

- A. be responsible for the accurate recording and administration requirements of the "Club's" records including Insurance's, Incorporation, minutes of various "Club" meetings and reports provided or obtained by the Management board



- B. maintain a record of all Executive board decisions and actions taken by the Executive board between monthly "Club" meetings and advise the Management board at the next Management board meeting.
- C. Be the point of contact between MDSFA and Club Fixtures upon receipt of notification of ground closures and/or competition draw changes
- D. be a delegate to the "Governing Soccer Body", attend meetings and keep the "Club" Executive board informed on proceedings of the same,
- E. be the custodian of the "Club's" Constitution and the Governing Soccer Body's" rules and by laws at all times,
- F. act as an authorised signatory for the "Club's" bank account and be responsible for approving "Club" expenditure in consultation with the Management board.
- G. keep an official record book of membership attendance at "Club" meetings. Also maintain an up-to-date "Club" membership register which shall include the name, address and date,
- H. carry out the duties of "Home Ground Duty Officer" on rotation,
- I. be responsible for keeping copies of all inward and outward correspondence to, for and on behalf of the "Club" and to present copies of that correspondence at monthly meetings,
- J. be the Public Officer of the Incorporated Association
- K. Set and do rosters for team duties each week

TREASURER

The Treasurer shall;

- A. be responsible for reconciliation and administration of the "Club's" financial records and also to prepare and submit, to the Management Board, monthly statements reflecting the financial dealings of the "Club".
- B. receive all monies e.g. match fees, canteen takings, sponsorship and any income what-so-ever, giving an official receipt where needed in return, and bank same in the "Club's" Bank Account,
- C. be responsible for management and control of the "Club's" bank account.
- D. be a signatory for the "Club's" bank account,
- E. be responsible for approving "Club" expenditure in consultation with the Management board,
- F. make available on request, the "Club's" bank books at each Executive, Management board and General meeting,
- G. pay all claims and expense accounts when duly authorised to do so by the "Club" Executive or Management board,
- H. arrange for "Club" auditor (as appointed in consultation with the Management Board) to review books and submit an audited financial statement at the Annual General Meeting,
- I. carry out duties of "Home Ground Duty Officer" on rotation,
- J. prepare end of year statements based on the "Club's" financial year which shall end on December each year.



REGISTRAR/ RECORDER

The Register/ recorder shall;

- A. attend to the registration of all players, coaches and managers which includes ensuring all registration are completed & liaise with the "Governing Soccer Body",
- B. ensure that all registered players, coaches and managers names and addresses are forwarded to the Secretary,
- C. maintain a service record for all players who have continuous service with the "Club",
- D. hold all the "Club's" registration on play football
- E. receive all applications for coaches and managers and refer to the Management board,
- F. carry out the duties of "Home Ground Duty Officer" on rotation.
- G. manage teams on Squadi

EQUIPMENT/ GROUNDS OFFICER

The Equipment/ grounds officer shall;

- A. ensure that the "Club's" equipment and uniform needs are identified, produced and maintained and that appropriate plans are developed to allow for scheduled purchasing and maintenance of equipment and uniforms.
- B. ensure the ground equipment (that game day accessories) are in good order and available before each match day,
- C. re-order replacement equipment accordingly. Any purchases or sales of equipment of a significant amount, as stipulated by the Management Board each year, should be made with the approval of the Management board,
- D. at the beginning of each season issue all teams with equipment (a register of all equipment issued is to be kept) and at the end of the season ensure the return of all equipment from the "Club's" teams.
- E. carry out the duties of "Home Ground Duty Officer" on rotation.
- F. arrange for the setting out and line marking of fields before the commencement of each season.
- G. inspect and maintain line marking as required throughout the season.

CANTEEN COORDINATOR

The canteen Coordinator shall;

- A. order adequate supplies/stocks at commencement of season, monitor canteen sales and ensure that sufficient supplies are available for sale on home match days,
- B. pass canteen takings to the Treasurer, takings to be verified/checked by two persons prior to handing to the Treasurer,
- C. ensure strict levels of hygiene are maintained in the canteen at all times.



- D. Ensure all canteen equipment is safe and in good working order.
- E. be present for game days when canteen is open.

MEMBER PROTECTION OFFICER

The member protection officer;

- A. To Coordinate the Clubs response to member protection.
- B. Administer the record keeping associated with the Prohibited Employment Declarations.
- C. Ensure the Working with Children Check process is followed.
- D. Promotes awareness and ensure children and adults have someone to go to if they have a concern or need information on child protection.
- E. carry out the duties of "Home Ground Duty Officer" on rotation.

CLUB COACHING COORDINATOR

(Desirable) Minimum 5 years coaching/playing experience, level 2 or equivalent coaching qualifications.

(Essential) Current level one (1) coaching certificate or junior license.

The Club Coaching Coordinator shall;

- A. assess the players (of a competitive age) and assist with their selection into teams; this would require him/ her to view the teams at home and away throughout the season and in consultation with the team coach, suggest movement of players into teams with similar capability IN THE FOLLOWING SEASON,
- B. implement the grading policy of the "Club"
- C. assist coaches where required
- D. perform relevant/related duties when called upon,
- E. attend all Management Board Meetings and provide written interim reports as required,
- F. liaise with the Governing Soccer Body Club Coaching Co-Coordinator and advise coaches of forthcoming training/practical sessions,
- G. must make every endeavour to keep up to date with the FIFA rules of the game.
- H. maintain and develop clubs coaching accessories
- I. Organise and distribute information relating to training camps.