

# **Miranda Magpies Football Club Inc.**

**P.O BOX 391  
Miranda NSW 1490**

**ABN: 29 335 956 301  
Ph: 9524 3907**

**Email: [info@mirandamagpies.com](mailto:info@mirandamagpies.com)**



## **ROLES AND RESPONSIBILITIES OF THE PRESIDENT**

1. Act as chairperson for all MMFC meetings attended.
2. Liaise with the secretary and other members of the committee in relation to the day to day running of the club.
3. Attending to SSFA association duties, such as general meetings, AGM, judicial meetings (on request), any other meetings requiring club representation.
4. Attend presentation nights for all age groups.
5. To lead and direct the club's management encompassing all facets of operations, competition, player development, registration, communications and administration.
6. To oversee, lead and guide the club, its management committee and sub committees, to meet the club's charter as laid out in the club's constitution, including:
  - A. Understanding, participating and encouraging the development of soccer at Miranda Magpies FC Inc
  - B. Establishment and participation in active competition.
  - C. Appointment of office bearers, coaches, managers and committee to the club.
  - D. Financial assistance.
  - E. Represent the club and its management committee externally and internally.

**Keys** - Orange, Black and White, Bar.

**Attendance:** - 75% of general meetings and all Executive meetings as required.

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## **ROLES AND RESPONSIBILITIES OF THE SENIOR VICE PRESIDENT**

1. To liaise with and assist the president and act on the presidents behalf if he/she is unavailable.
2. To liaise with and support all members of the committee.
3. Liaise with ground control and duty officer to ensure all equipment and facilities (including posts, flags, nets, line markers, keys, etc.) Are maintained and in good order.
4. Training Field allocations and timetable.
- 5 To liaise and be first point of contact with representatives of Sutherland Shire Council.

**Keys** - Orange, Black and White, Bar.

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## ROLES AND RESPONSIBILITIES OF THE JUNOR VICE PRESIDENTS

1. To liaise with and assist the president and senior vice president.
2. To liaise with and support all members of the committee.
3. To purchase and coordinate the equipment necessary and provide to teams at the start and during the season.
4. To liaise with and assist the secretary in relation to other competitions, i.e., state, Robertson, amateur cup, Bill Cullinan cup, champion of champions and gala days.
5. Hall booking coordination for wet weather training.
6. Coordinate team photo days.
7. Liaise and apply to OLGR for Liquor License.
8. Liase with ground control and duty officer to ensure all equipment and facilities (including posts, flags, nets, line markers, keys, etc.) Are maintained and in good order.
9. Coordinate club sponsorship by maintaining existing relationships and explore further opportunities.

### **NOTE**

These roles will be shared or split amongst the JVP's

The carrying out of the above duties may be done directly by a Junior Vice President or, the task can allocated to a member of the club deemed suitable to carry out the duties.

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## ROLES AND RESPONSIBILITIES OF THE SECRETARY

1. Point of contact for general enquiries – refer enquiries to appropriate person.
2. To distribute all correspondence received to appropriate members.
3. To reply to inward correspondence, as required and to submit correspondence, on behalf of the club, as required.
4. To compile agenda of business for management, general and annual general meetings.
5. Arrange annual timetable for meetings and events.
6. Organise stationery requirements for official purposes.
7. Book appropriate venues for functions, as required.
8. Support the president and vice presidents – attending meetings with external bodies, either with or on behalf of them.
9. Liaise with the IT officer in relation to information to be put on the web site.
10. To publish the weekly club match draw and ground reports provided by the SSFA association.
11. To publish the draw amendments provided by the SSFA association.
12. Allocate and manage the weekly canteen and ground control duty roster.
13. Prepare weekly match sheets for all Saturday and Sunday home games.
14. Distribute insurance claim forms, when requested.
15. Liaise with SSFA association re: draw, amendments, infringements, judiciary committee rulings, etc.
16. Attend SSFA association meetings, when required.
17. Revise and amend constitution and membership criteria from time to time.
18. Act as bank signatory.

**Keys** – Orange, Black and White.

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## ROLES AND RESPONSIBILITIES OF THE ASSISTANT SECRETARY

1. To liaise with and assist the secretary.
2. Takes minutes at all meetings and record keeping.
3. Follow up with communication, correspondence and activities, as requested by the secretary.
4. Manage the allocation and return of the alternate strips.
5. Print SSF referee roster weekly and put on notice board by Friday afternoon.
6. Print match listings weekly and put on notice board by Friday afternoon.
7. Organise paperwork etc from association prior to registration days.
8. Maintain and update key register.

**Keys** – Orange, Black and White. Safe combination

**Attendance** :- 50% of general meetings.

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## **ROLES AND RESPONSIBILITIES OF THE TREASURER**

1. Spending and receiving of all moneys.
2. Banking all moneys on a regular basis.
3. Payment of all accounts.
4. Dealing with the SSFA association.
5. Attending all registration days to collect moneys (or issue refunds).
6. Organising floats.
7. Responsible for maintaining the club's financials and accounts, including reporting of GST, tax, etc, and presentation of same to the club's management committee meetings.
8. Responsible for overseeing banking, accounts payable, revenue collection and investing moneys.
9. Co-ordination through the management committee, the setting of club's fees, levies and charges.
10. For safe keeping of the combination to the clubs safe and updating combination as required.

**Keys** – Orange, Black and White.

**Attendance** :- 75% of general meetings and all Executive meetings as required.

## **ROLES AND RESPONSIBILITIES OF THE ASSISTANT TREASURER**

1. To liaise with and assist the treasurer.

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## ROLES AND RESPONSIBILITIES OF THE COACHING COORDINATOR

1. To liaise with and assist the club's registrars, age controllers and all coaches.
2. To organise and co-ordinate coaching clinics for coaches.
3. To organise and co-ordinate coaching clinics for players.
4. To report at meetings and advise details of clinics arranged.
5. To seek coaching resources and to distribute throughout the club
6. To liaise with the SSFA association if required.
7. To liaise with head coaches of other clubs.

**Attendance** – 50% of general meetings.

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## **ROLES AND RESPONSIBILITIES OF CLUB REGISTRAR**

1. Maintain player data base for all registered players
2. Ensure that all players have completed necessary forms.
3. Attend and coordinate registration days.
4. Liaise with and assist age coordinators.
5. Maintain and improve systems and procedures for registrations.
6. Assist with late registration of players. Registrations close on the 31<sup>st</sup> may, each year.
7. Collect from the SSFA association, player cards and registration material that are provided by SSFA.
- 8 Attend grading sessions, where required

**Attendance** – Attend 50% monthly general committee meetings, attendance required January to May.  
- Attend strategic meetings for registration, grading and coach's and managers meeting.

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## **ROLES AND RESPONSIBILITIES OF THE AGE CO-ORDINATORS**

1. Attend pre-season registration meeting. Meet all other age coordinators and know who will be looking after each age group. Collect all information and forms necessary for the registration days.
2. Attend registration days. Meet and great all new players and their parents. Welcome back all existing players and their parents.
3. Hand out all relevant information on gradings, etc.
4. Follow up previous player's parents, to find out if a player will be returning to soccer.
5. Coordinate the registration of players for your age teams with registrar, secretary and assistant secretary.
6. Closely monitor the number of players registering in each age group. If sufficient players have registered in any age group, close off registrations and create a waiting list. If sufficient players register, another team would be created. Alternatively additional players could be placed in the next age group up.
7. Attend and assist in grading nights/days. Prepare a list of all players that are registered in your group(s) Ask for assistance from the previous year's coaches.
8. To recruit coaches and managers and discuss the importance of the positions with all parents. New coaches will be requested to sit the coaching course which is funded by MMFC.
9. Organise training days and times.
10. Retrieve ID cards from secretary, check details against team sheets and give to the managers, prior to commencement of competition.
- 11 Throughout the season you are the first point of contact for your coaches, managers & parents in your age group. Be available to answer questions or find answers for them. Send on important news and information forwarded from the club.
- 12 Liaise with coaches and managers the players names for trophies for presentation days.

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- Attend strategic meetings for registration, grading and coach's and managers meeting.

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## **ROLES & RESPONSIBILITIES OF THE REFEREES LIAISON OFFICER**

1. To attend at all SSFA referees meetings and discuss any aspects raised at committee meetings that requires attention.
2. To attend committee meetings and advise outcomes of matters raised at the referees meetings, and all general information.
3. Advise the club of all home games without an appointed referee.
4. Establish a list of people who are prepared to referee home games, when necessary.  
Contact the necessary referees and arrange for their assistance with games without appointed referees.

## **ROLES AND RESPONSIBILITIES OF THE ROO BALL REFEREES LIAISON OFFICER**

1. Prior to the commencement of the competition, collect the names of the candidates who will be refereeing for the season.
2. Arrange a meeting of all possible candidates and discuss availability and experience.
3. Organise a 'on hands' practice with the candidates to make sure every candidate is capable of meeting their responsibility to refereeing and dealing with interference and abuse.  
Also, give to every candidate a hand out of the rules together with any changes and make sure every candidate has full knowledge of all rules.  
To make sure any concerns are dealt with and give all candidates encouragement.  
Set up a roster for the season.
4. Advise all candidates on how to deal with child abuse and the immediate assistance available to them, should they have a problem.
5. Make sure all roo ball referees are prepared with shirt, whistle, stop watch, pen and paper.
6. To attend to committee meetings to advise on outcomes and discuss requirements, assistance and any other aspects required for the smooth running of the roo ball referees for the season.

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## **ROLES AND RESPONSIBILITIES OF THE UNIFORM / MERCHANDISE OFFICER**

1. Liaise with uniform and merchandise suppliers.
2. Order uniforms and merchandise when required
3. Attend all registration days
4. Maintain stock of merchandise ensuring that it style is up to date.
5. Keep stock take records and sales records of both uniforms and merchandise.
6. Organise the numbering process of jerseys.
7. Coordinate all merchandise sales drives.

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## **ROLES AND RESPONSIBILITIES OF THE GRADING COORDINATOR**

1. Oversee grading for all players, male and female, in SSF through to and including U18's.
2. Liaise with the age coordinators, for assistance with numbers of players and placement in a team.
3. Liaise with the club's committee to plan a grading blueprint, including grading policy, grading procedures, also including grading day calendar.
4. Coordinate all SSF and Junior grading sessions, where required.
5. Liaise with age coordinators, coaches and managers, players and parents on grading issues.
6. To oversee player assessment, from coaches and managers at the end of each season.

**Attendance** – Attend 50% monthly general committee meetings, attendance required January to May.

- Attend strategic meetings for registration, grading and coach's and managers meeting.

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## **ROLES AND RESPONSIBILITIES OF THE SOCIAL COORDINATOR**

1. Coordinate and help recruit members for social committee.
2. Organise social / fundraising events as necessary
3. Liaise with committee and report on progress of functions.
4. Coordinate the social committee for the staging of SSF, Junior and Senior Presentations.
5. Coordinate AGM after party including the organising of catering for the night.

**Attendance** – 50% of general meetings.