

# Wentworth Falls Football Club



Committee Member Handbook  
(last updated October 2024)

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# COMMITTEE POSITION STRUCTURE

## The Executive Committee

Club President  
Club Vice President  
Club Secretary  
Club Treasurer  
Summer Subcommittee representative  
Winter Subcommittee representative

## The Teams Committee

Miniroos Coordinator (U6-U7)  
Club Registrars  
Competition Secretary  
Female Football Representative  
Club Coaching Coordinator

## The Operating Committee

Property/Grounds Coordinator  
Canteen Coordinator  
Equipment Officer  
Sponsorship Coordinator  
Competition Communications  
Media Officer  
Website Coordinator  
Club photographer  
Unity Cup Officer  
General Committee member

## Non-committee

Member Protection Information Officer

## Governing Bodies

Wentworth Falls Football Club (WFFC)  
Nepean Football Association (NFA)  
Blue Mountains City Council (BMCC)  
Football Federation Australia (FFA)  
Football New South Wales (FNSW)

## The Wentworth Falls Football Club (WFFC) Committee

Wentworth Falls Football Club members elect the Committee Members at the club's Annual General Meeting (AGM). This committee is made up of six (6) Executive Committee members, four (5) Teams Committee members and ten (10) Operating Committee members. The club's committee meets formally on a monthly basis and has overall responsibility for the organisation and running of the club. All requests for change must be presented to the WFFC Committee who then will consider the information and make their decisions.

## Sub-Committees

Sub-committees may be formed and perpetuated or disbanded at the discretion of the WFFC Committee. Sub-committees should appoint a chairperson to attend WFFC Committee meetings. A Sub-committee chairperson should report activities of the sub-committee to the WFFC Committee at the monthly Committee meeting. Minutes of any meetings of sub-committees should be kept and be available upon request.

# WFFC COMMITTEE POSITION DESCRIPTIONS

## THE EXECUTIVE COMMITTEE

The Executive Committee consists of six (6) members: the President; Vice President; Secretary; Treasurer; Summer Subcommittee representative and Winter committee representative. The following are some of the activities that are conducted by a clubs Executive Committee:

1. Allocation of jobs and responsibilities: Job allocation must be determined as soon as possible after the AGM each year and before the first Meeting of the club committee.
2. Coordination of activities: This refers to all sub-committees and committee members with specific responsibilities.
3. Calendar of events: Maintenance of a diary of all activities & events that involve the club as whole and / or individual teams within the club.
4. Disciplinary matters: Investigation of all disciplinary matters and determination of penalties to be imposed upon members who are deemed to have acted contrary to the best interest of the club.

The following will briefly describe the job of each of the six (6) Executive Committee members.

## CLUB PRESIDENT

The President is responsible for the general supervision and operation of WFFC and ensuring the best interests of all members are addressed.

The President sets the overall annual WFFC agenda (consistent with the views of the members), helps the WFFC Committee prioritise goals and ensures they remain on track, working within the overall guidelines of the club and governing Associations. The President's role is one of governance, compliance and advocacy.

Responsibilities:

- To provide strong, efficient and effective leadership for the Club.
- Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- To provide support to the Executive Committee, Teams Committee and Operating 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.
- Ensure Sub Committees fulfil their responsibilities to the Club.
- Preside at all meetings of the WFFC Committee.
- Report activities of the portfolio to the membership at the AGM.
- To represent WFFC, as required and appropriate at external functions, meetings and events.
- To promote WFFC to local Council, Government representatives and agencies, other local sporting bodies and general community to ensure WFFC is seen as a strong supporter of the local community and receives appropriate and adequate representation on decisions impacting Club members.
- Ensure that planning and budgeting for the future is carried out in accordance with accepted accounting and business management practices.
- Act as a leader/spokesperson for WFFC with respect to compliance, governance and administrative issues.
- Assist with activities and events associated to WFFC - Presentation Day, Open Day etc.
- Be well-informed of all club activities, particularly those of all subcommittees
- Have a good working knowledge of the constitution, club rules and by-laws, policies and procedures, as well as the duties of all office holders
- Have a strong understanding of the legal and compliance obligations of running the club

### **Governance**

Key governance responsibilities include ensuring the club:

1. Defines and documents its club culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers
2. Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
3. Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
4. Committee receives regular and accurate financial reporting, including budgets and cash flow projections
5. Meets its compliance and legislative obligations
6. Promotes and protects the health and safety of all club participants
7. Investigates and responds to all complaints and disputes in a timely manner, according to club policies and procedures
8. Regularly reviews all club positions, roles and subcommittees position descriptions or terms of reference
9. Documents all club activities in operations manuals, policies and procedures
10. Provides training and support for volunteers throughout the year to undertake their roles successfully

### **Meetings, communication and key relationships**

Running meetings and communicating to stakeholders are core responsibilities of a Club President including:

1. Setting the agenda for each committee and general meeting, including the club's annual general meeting
2. Chairing all committee meetings
3. Chairing the annual general meeting if an impartial chairman is not available.
4. Acting as a spokesperson for the club and represent it locally, regionally and nationally as required
5. Regularly liaising with subcommittees to ensure they receive assistance and support as and when they need it
6. Ensuring that all subcommittees are regularly reporting to the committee.
7. Liaising with all relevant stakeholders
8. Ensuring committee members, team manager and coaches fulfil their responsibilities to the club.
9. Ensuring the key stakeholder relationships of the club are maintained and nurtured

#### **End of year hand over**

1. Updating key documents
2. At the end of each year a key activity of the President will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the AGM each year.
3. Induction of the incoming President
4. An important responsibility of an outgoing President is to train, mentor and support the incoming President.

#### **The President is expected to:**

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer "working with children" check

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

#### **Essential skills and attributes:**

- Effective communicator
- Well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Aware of the future directions and plans of members
- Good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Supportive leader for all Club members.
- Capable of chairing committee or executive meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

The estimated time commitment required as the President is 1 hour per day.

## CLUB VICE-PRESIDENT

The Vice-President works in conjunction with the President in setting the overall annual WFFC agenda (consistent with the views of the members), helps the Operating Committee prioritise it's goals and ensures the Operating and Teams Committees remain on track, working within the overall guidelines of the Club and governing Associations.

### **Knowledge**

To successfully undertake the role of Vice President, a person should:

1. Be well informed of all club activities, especially those of all sub committees
2. Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
3. Have a strong understanding of the legal and compliance obligations of running the club.

### **Governance**

The Vice President will assist the President to meet the club's key governance responsibilities, which include ensuring the club:

1. Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
2. Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
3. Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
4. Has strong financial knowledge, including reporting, budgets and cash flow projections
5. Complies with all legislative obligations
6. Promotes and protects the health and safety of all club participants
7. Investigates and responds to all complaints and disputes in a timely manner, according to club policies and procedures
8. Regularly reviews all club position, role and subcommittee position descriptions or terms of reference
9. Documents all club activities in operations manuals, policies and procedures
10. Provides training and support for volunteers throughout the year to undertake their roles successfully
11. **Meetings, communication and key relationships**
12. The Vice President will:
13. Assist the President to set the agenda for each committee meeting and general meeting, including the club's annual general meeting
14. In the absence of the President, the Vice President will: Chair committee meetings, Chair the annual general meeting and act as a spokesperson for the club and represent it at locally, regionally and nationally as required.
15. Ensure all responsibilities of the President are undertaken
16. Ensuring any matters raised by the Club members receive appropriate attention by the relevant Committee and Committee members.
17. Assist with activities and events associated to WFFC - Presentation Day, Open Day etc

### **End of year hand over**

#### **Updating key documents**

At the end of each year a key activity of the Vice President will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

#### **Induction of the incoming Vice President**

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

#### **Requirements**

The Vice President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

- Hold or willing to apply for a current volunteer “working with children” check

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

**Essential Skills and attributes:**

- Effective communicator
- Well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Aware of the future directions and plans of members
- Good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Supportive leader for all Club members.
- Capable of chairing committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

The estimated time commitment required as the Vice President is 1 hour per day.



## CLUB SECRETARY

The Club Secretary is primarily responsible for WFFC Committee administration duties and provides the coordinating link between Club members and WFFC Committee members.

The key responsibilities of the Secretary are to understand the Club constitution, Club Rules, By Laws, Policies and Procedures, legal and compliance obligations with governance bodies such as Nepean Football Association and Football NSW, and ensure the club is run according to these core requirements at all times.

The Club Secretary is generally the club's nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

### Responsibilities

The Secretary is responsible for the administrative tasks of the club including:

#### Legislative responsibilities

- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- Maintaining the club's membership database including life members and sponsors
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Ensure all licenses required by the club are current.
- Ensure all insurances required by the club are current.
- Process Insurance claim forms for members by completing relevant section of claim form and forwarding to insurance company.
- To ensure, with other members of WFFC Committee, that the requirements of any funding or other agreement that the Club has entered into, are met.
- Maintain all legal documents and ensure any changes to Constitution or By Laws and end of year financial statements are lodged with Department of Fair Trading.

#### Meetings

- In conjunction with the President, schedule all WFFC committee meetings (including the annual general meeting) as early as possible
- Provide secretarial support to the WFFC Committee, including preparing agendas in consultation with the WFFC Committee members.
- Prepare and circulate, at least 7 days prior to each committee meeting the agenda, proposals and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people and file.
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.
- Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are a true and correct reflection of the meeting
- Ensure annual report is published in accordance with requirements of Constitution and Dept of Fair Trading. A copy of the Wentworth Falls Football Club Constitution can be found in the WFFC webpage.

## **Communication**

- Handle all general club correspondence, responding to any correspondence as required. This may include follow up and distribution to appropriate member(s).
- Be the club's point of contact for key stakeholders including, local council, local association and peak sports bodies.
- Set up WhatsApp group for WFFC Committee communications.

## **Knowledge Management**

- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws, position descriptions, subcommittee terms of reference, coach and player development plans etc.
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

## **Succession planning**

A key responsibility of the club secretary is to ensure that at the end of their term a new secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

## **Requirements**

The Secretary is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty
- Assist with activities and events associated to WFFC - Presentation Day, Open Day etc.
- Hold or be willing to apply for a current volunteer's "working with children" check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

## **End of year hand over**

### **Updating key documents**

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

### **Induction of the incoming Secretary**

An important responsibility of outgoing Secretary is to train, mentor and support the incoming Secretary.

***The estimated time commitment required as the Secretary is less than 1 hour per day during the season.***

## CLUB TREASURER

The Treasurer is responsible for all financial matters of the Club. In general, this will require authorisation and issue of payments, collection of debts, reconciliation and monitoring accounts and reporting and managing the overall financial position of the Wentworth Falls Football Club. The Treasurer is elected by WFFC members at an AGM and is responsible for representing the views of all members.

### Responsibilities

- Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
- Ensure the planning and budgeting for the future is carried out in accordance with accepted accounting and business management practices.
- Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities.
- Compare actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner.
- Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting).
- Provide a list of payments for the previous month to the committee each committee meeting.
- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting.
- Make recommendation as to membership and other fees required to meet that budget, for the forthcoming year.
- Arrange for any changes in bank account signatories, etc. to be effected following any change in office bearers (eg after AGM).
- Prepare a reconciliation between the Association's MYOB and the bank's records on a monthly basis.
- To maintain an accurate register of assets (equipment) and other stock (eg merchandise) held by WFFC, and to conduct or arrange, at least annually, a physical audit/stock-take of those assets to confirm their existence and continued usefulness.
- To be responsible for the receipt of all moneys paid to or received by, or on behalf of WFFC and issue receipts for each of those moneys in the name of WFFC were appropriate.
- Reconcile monies received to cash register and canteen on a regular basis not less than weekly.
- To prepare and present to the monthly WFFC Committee meetings, or whenever directed to do so by the President, financial reports (including financial statements of performance and position) as required, and to ensure that those reports are understood.
- To maintain safe custody of all user names, PINs for phone and internet banking, securities, books and documents of a financial nature and accounting records of WFFC.
- To develop an Annual Financial Statement of the activities of the club and, once approved by the Committee, presents this to the AGM.
- To prepare and submit accounts to external accountants. To ensure the lodgement of quarterly Business Activity Statements (income tax and GST), end of financial year Non-for profit review and other statutory reporting required.
- To oversee payroll for canteen staff and pay superannuation.
- To ensure, with other members of the Management Committee, that the requirements of any funding or other agreement that WFFC has entered into, are met.
- Assist with activities and events associated to WFFC – Presentation Day, Open Day etc.

### Protect the club's assets, cash and the volunteers who manage them

- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Control the club bank account(s), ensuring only those authorised are bank account signatories
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made, one signatory always being the treasurer)

- Ensure as much revenue as possible is collected using online payments
- Ensure all approved expenditure is paid as when it falls due
- Ensure all moneys due to the club are collected

### **Financial reporting**

- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the AGM
- Produce the financial report to members to be presented at the AGM
- Undertake all legislatively required reporting and submissions to ensure the lodgment of quarterly Business Activity Statements (income tax and GST), end of financial year Non-for profit review and other statutory reporting required.
- To ensure, with other members of the Management Committee, that the requirements of any funding or other agreement that WFFC has entered into, are met.

### **Essential Skills**

- Enthusiastic and well organised.
- Ability to keep concise financial records in the clubs accounting system.
- Ability to allocate regular time periods to maintain the financial records of the club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or bookkeeping experience preferred.
- Computer skills.

### **Requirements**

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers “working with children” check

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

### **End of year hand over**

- Updating key documents
- At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the AGM each year.
- Induction of the incoming Treasurer. An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

The estimated time commitment required as the Treasurer is up to 1 hour per day.

## **WINTER COMMITTEE REPRESENTATIVE**

- Attend club related events and functions such as Council of clubs and then reports back to the club committee relevant information.
- Have input into the operations of the club.
- Promotes and protects the reputation of WFFC
- Act in the best interest of WFFC

## **SUMMER SUBCOMMITTEE REPRESENTATIVE**

1. Report to club committee of Summer Football and have input into the operations of the club.
2. Liaise with the club on common issues such as timing of seasons, overlapping activities between seasons, field maintenance issues and assisting the successful operation of the club year round.
3. Have a collegiate approach to the sub-committee that organises and runs the Summer Football Competition. At present, there is a small committee of Co-ordinator of Summer Football, Operations Manager and Summer Planner.
  - Planning and organising the competition each season, including structure, approvals, referees
  - Organising the Judiciary and Appeals Committee
  - Review Summer finances and Signatory on Summer Football Accounts
  - Reviewing the season at each end of competition
4. Assist the Operations Manager, as required, in any activities to ensure the smooth operations of the games on match days

# THE TEAMS COMMITTEE

The Teams Committee consists of eight (5) members. The following are a description of members roles that can be included on the clubs committee:

## REGISTRARS

The Registrar will manage and administer the club's membership (players, coaches, managers and committee) in an effective and efficient manner. This includes close liaison with NFA, FFA and FNSW through the PlayFootball registration systems. The primary purpose of the Registrar is to ensure that registrations for players, teams, coaches, manager and Committee meet critical deadlines imposed by the governing bodies.

***Football NSW will be coming out to train clubs and association staff on Thursday 21<sup>st</sup> November, 2024. Details regarding Play Football Training are as follows:***

***Date: Thursday 21<sup>st</sup> November***

***Location: Penrith RSL Club, Hornseywood Hall***

***Time: 6:30pm – 8:30pm***

***In preparation for the training, clubs can review the training guides & videos on the Play Football website.***

***<https://support.playfootball.com.au/support/solutions/folders/22000180380>***

- Understand PlayFootball and DRIBL systems and attend 'System Training' session(s) prior to the commencement of the season or as required by FNSW, NFA or the club.
- Ensure all necessary registration policies, procedures and paperwork is available for release in advance of registration days.
- Coordinate the registration process and ensure that all registrations are processed and completed within the required timeframe.
- Provide updated age group lists of registered players to the Team Formation Committee and Grading Committee to allow grading days to commence without delay and teams to be allocated.
- Announce team list allocations to coaches, managers and players via email. This task should only to be carried out by the Registrars from Wentworth Falls Football Club Administration.
- Ensure that all team coaches and managers are registered online as volunteers through PlayFootball and assist where necessary.
- Ensure that team coaches and managers are Working with Children Check (WWCC) compliant and assist where necessary.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the AGM.
- Attend WFFC Committee meetings during the period of registration as stipulated.

## COMPETITION SECRETARY

The Competition Secretary is responsible for all secretarial work for all aspects of any football competition involving teams of Wentworth Falls Football Club (WFFC). The Competition Secretary is the first point of contact between WFFC and the Nepean Football Association or Football NSW to communicate all competition matter. The Competition Secretary is responsible for ensuring fixture lists / draws are drafted for any in-house competitions run by WFFC.

- Preparation/Knowledge of all team fixtures for all teams. These fixtures must be distributed to all parties involved in running the club. Notice should also be given to advise all parties to review DRIBL app weekly for changes to fixtures.
- Assist on Club registration days.
- Ensure the appropriate use of the fields for training, games and other club activities in line with club policies and council rules, regulations and policies.
- Organise Pre-season friendly matches & apply for relevant sanctions.
- Receive and process match fixture information in a timely manner.
- Process and distribute team sheets.
- Collect and report results.
- Account for & ensure the delivery of completed team sheets to the NFA Office by the set deadline as required by the NFA or Football NSW.
- Communicate all relevant football information to the Coaches, Managers, Age Coordinators and Committee as required e.g.: field closures, fixture changes;
- Deal with competition enquires from the Nepean Football Association, club members, other clubs and fellow committee members; and assist Coaches, Managers, Mlniroos Coordinators and Committee in managing player upgrades.
- Be available in the weeks leading up to the Football season.
- Be available to assist with ground control/events on a voluntary basis;
- Attend WFFC Committee meetings.
- Assist if required on disciplinary matters within teams or with Coaches, Managers and Members.
- Ensure that all Coaches and Managers have a clear understanding of the correct completion of the Match Sheet to minimise financial impacts to the Club.
- Try to avoid team forfeits by working with Coaches, Managers and players to have fixtures moved / changed.

## MINIROOS COORDINATOR - U6 & U7

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role.

The purpose of this position involves the coordination of all coaches and teams within the MiniRoos Under 6 to Under 7 Non Competitive age groups, including:

- Liaison with the Club Coaching Coordinator with regard to the selection of candidates for MiniRoos coaching positions. Coaches will need MiniRoos coaching accreditation. Coaching candidates should be informed of MiniRoos coaching accreditation dates.
- Making sure that all MiniRoos coaches and players are registered with Wentworth Falls Football Club through Playfootball and are an active member on DRIBL together with registrar.
- Ensure that all MiniRoos Coaches have filled out a Working with Children's Check as is an obligation in regard to the State Government's Working with Children Check legislation.
- Attend any Teams Committee meetings as required.
- Prior to start of season, liaise with the Equipment Officer to ensure that all teams have sufficient equipment, including jerseys, kitbags, balls and cones.
- Carry out all decisions made by the WFFC Committee at meetings, ensuring any information is relayed to coaches/players and/or parents in a timely manner.
- Correspond with all MiniRoos players/parents, informing them of upcoming events, important dates and other information deemed necessary.
- Ensure team coaches understand the rules of competition and match day requirements that they will play under throughout the season. This will include putting up and taking down of goals and where to find them or return them to. A 'Coaches and Managers Handbook' should be provided to each team prior to the commencement of the season that should provide relevant information to help team Coaches.
- Please note: Team Announcements are made by the WFFC Registrars only. WFFC Registrars are registered Club Body Administrators and will announce team allocation via the DRIBL admin system.
- Assist with activities and events associated to WFFC Presentation Day as required.



## FEMALE FOOTBALL REPRESENTATIVE

The Female Football Representative will be a representative of all WFFC female teams (Youth, Women's and Senior Women's teams).

They will:

1. Be an active member of the Committee, as a vital communication between the clubs female teams players and the Committee.
2. Liaise with their respective Female teams coaches, managers and players, or parents of players in any matters of concern occurring during a match, training or any other approved activity.
3. Assist the teams in matters relating to the day-to-day operations of football-related activities of the Club.
4. Maintain a sound knowledge and understanding of the Rules of Competition, Grievances, Disciplinary and Tribunal By-Law.
5. Carry out all decisions made by the WFFC Committee at meetings, ensuring any information is relayed to female team coaches/managers/players and/or parents in a timely manner.
8. Be actively involved with any sub-committees set up for female football social activities.
9. Increase the opportunities for females to get involved and stay involved in football as a player, coach, volunteer, administrator and or committee member.
9. To actively promote the benefits of playing football to females.
10. To seek equality where necessary for female participants in football.
11. To create opportunities for girls and women to participate in football.
12. To actively promote and support female mentors.
13. To establish and sustain effective partnerships to create more opportunities for girls and women.
14. To ensure the increased recruitment and development of female players, coaches, volunteers, administrators and committee members
15. To identify, organize and promote appropriate training opportunities to support the development of female football.
16. To support any female initiatives / events to promote female participation driven by local and Australian football
17. To establish a relationship with local schools to promote girls and women's football.
18. To complete a progress report to enable the effective monitoring and evaluation of girls and women's development.
19. To assertively challenge prejudice and discrimination.
20. Responding to female related emails
21. To organize female only events and clinics to encourage participation in football (e.g. MiniTillies clinics, Unity Cup, educational series).

## CLUB COACHING COORDINATOR

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role.

Since the holder of this position has to deal directly with coaches, a person with a strong football background and coaching experience at all levels would be most desirable. The Coaching Coordinator is responsible for:

1. Liaison with the Teams Committee with regard to the selection of qualified candidates for coaching positions and that all coaches have completed a Working with Children's Check (WWCC).
2. Liaison with the Teams Committee with regard to the selection of qualified candidates for manager positions and that all coaches have completed a Working with Children's Check (WWCC).
3. Provide a list of suitable coaches to the Committee for approval prior to the commencement of a team training.
4. Monitoring the activities and performance of all coaches to ensure the implementation of club policies regarding team composition and playing time as well as the maintenance of the clubs standards of fair play.
5. Ensure coaches attend approved coaching courses to gain relevant accreditation for the age group they are coaching.
6. Organise special coaching clinics during the season where appropriate to improve the level and understanding of coaches.
7. Acquisition and maintenance of training aids (Videos, books, etc).
8. Development of in-house training program for club coaches where considered necessary.
9. Ensure club coaches are aware of the codes of conduct and rules of competition for the age group they are coaching.
10. Carry out all decisions made by the WFFC Committee at meetings, ensuring any information is relayed to coaches in a timely manner.
11. Where possible have a meeting with coaches at the end of the season to provide relevant positive and negative feedback to the Committee from the coach's point of view.

The Coaching Coordinator has a pivotal role in the junior development of the club. The following are just some ideas to ensure the success of this role:

- I. Review Rules of Competition in regards to what are the coach's accreditation requirements at each age group level.
- II. Encourage all coaches to be continually improving their knowledge via coaching courses and seminars.
- III. Look at possible outside the club help to improve coach's understanding of the game or to improve game styles and knowledge.
- IV. Be a good listener and sounding board for coaches throughout a season.
- V. The Coach Co-ordinator oversees the grading process at the club, and may appoint a grading co-ordinator to assist with this process.

# THE OPERATING COMMITTEE

## GROUNDS COORDINATOR

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub- committee to assist in any of the responsibilities of this role.

This position is responsible for:

### Grounds:

1. Marking out all pitches prior to the start of the season, throughout the season according to competition guidelines. If the grounds have to be prepared prior to the beginning of the season, the Grounds Manager should liaise the council and determine the earliest date that the ground preparation can commence.
2. Marking of pitches/ovals for all other users upon request or for special events.
3. Maintenance of all outdoor fixed equipment.
4. Maintenance of adequate supplies of line marking material throughout the season.
5. Cleaning of grounds after match days. All rubbish must be removed from the ground and the area around the clubhouse must be kept clean. Rubbish bins to be moved to \*\*....be emptied (when?) and put back before the next lot of games commence.
6. Liaison with the Council, either directly or through the Secretary, with regard to all matters relating to ground maintenance.
7. Ensure that first WFFC teams playing at home sets the pitch they are playing on and the last WFFC team using the pitch puts equipment away after the game.

## EQUIPMENT OFFICER

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub- committee to assist in any of the responsibilities of this role.

This position is responsible for:

1. Acquisition, maintenance and distribution of all jerseys, and replacement of missing jerseys as necessary.
2. Purchase, maintenance and distribution of team practice balls, cones, jerseys and bibs. It is advised that a log book/sign in book is used as a record for those using equipment.
3. Purchase and maintenance of match balls for junior and senior competition teams. \*\*(?)
4. The acquisition, maintenance of first aid kits. It is advised that every year the Equipment Officer \*\*(? ) should organise first aid course for key member(s). Each kit should contain at least the following items: Ice pack, Band aids, Scissors, Betadine 100mls, Cotton Buds, Bandages x 2 Disposable Gloves, Eye pads x 2, Tape, Medi wipes x 6, Meloline: x 3 (Non absorbent dressing) Butterfly closures, Eyestream. (\*\*?) NB: It is imperative that the MiniRoos, Junior Non Comp and Junior Comp Coordinators have medical forms from all children and distribute relevant copies to the Team Managers. This is to ensure that when administering first aid all medical conditions are taken into consideration.
5. The Equipment Officer needs to keep a continual stock take of the items in the first aid kits.
6. Ensure all teams return playing equipment including kit bags, keys, jerseys, first aid kits, balls, cones etc at the end of the season.

## SPONSORSHIP COORDINATOR

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub- committee to assist in any of the responsibilities of these roles.

They are responsible for:

### Sponsorship:

- Manage the sourcing of individuals and organisations that are willing to sponsor the club and/or teams. Oversee the negotiations of new sponsorship packages.
- Ensure all sponsorship arrangements are formally recorded, filed and signed off. Details recorded should include contact details and terms of sponsorship. All sponsorship packages should be noted at Committee meetings.
- Liaison with current sponsors to ensure the Club is carrying out all aspects of their sponsorship.
- Ensure sponsors are invited to and encouraged to attend relevant club events.
- Liaison with the Equipment Officer with regards to the printing of sponsor details and logos on team shirts.
- Manufacture of advertising signs in conjunction with each sponsor.
- Liaise with the Treasurer on raising invoices for the collection of money from sponsors.
- Follow up any outstanding invoices with sponsors to collect payment.
- Discussion and agreement with the Committee of sponsorship package details, providing for all levels of support.
- Provide material and logos to the Media Officer for Facebook page promotion of Sponsors and their services.

### Fundraising/Social Events:

- Responsible for the planning and implementation of all fund raising activities and social events for both parents and players.
- Ensure at the start of the season a calendar of social events, functions and fundraisers is produced. This should then be available to all members. All planned events should be promptly reported to the Committee who need to approve them. The Media officer and Competition Communication must also be kept informed so that the social activities can be advertised .
- Where necessary create sub-committees to run each activity. Keep close liaison with each sub-committee and monitor progress of each event/function.
- Co-opt appropriately skilled volunteers to assist in the conduct of any event.
- Ensure each function/activity presents a final reconciliation of income and expenditure to the Committee, together with a report on the success and benefit of each function/activity.

## WEBSITE COORDINATOR

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role.

The key objectives of any communication plan should include the following:

1. Build the sense of belonging between your club and its members
2. Support the achievement of club goals and objectives

They are responsible for:

1. Uploading a copy of the Club Newsletter to the WFFC website.
2. Ensure that all pictures of juniors are approved by parents and/or Junior Coordinators before uploading onto the webpage.
3. Seek material and stories to upload onto website. This will include weekly results (scores should not be published), photos and any significant player achievements. Communicate and liaise with all team coaches / managers to provide information.
4. Upload a copy of all flyers for special functions and presentation days/nights as requested.
5. In conjunction with Sponsorship Coordinator ensure Sponsors logos are on Club webpage.
6. Carry out all decisions made by the General Committee at meetings.
7. Ensuring that the domain name of the Wentworth Falls Football Club webpage is owned by the Wentworth Falls Football Club for the period of its contract.
8. Ensure that the content of the webpage is appropriate, however, creativity is always encouraged to keep the webpage up to date, fresh and imaginative.
9. Creation and allocation of email addresses and passwords for committee members.

Induction of the incoming Website Coordinator

An important responsibility of the outgoing Website Coordinator is to train, mentor and support the incoming Website Coordinator.

The estimated time commitment required as the website and email newsletter Coordinator is 1 hours per week.

## CLUB PHOTOGRAPHER

The photographer captures and promotes the club's image, both on and off the field. Club photographer has to follow Clubs By Laws, Policies and Procedures, legal and compliance obligations with governance bodies such as Nepean Football Association and Football NSW

Their responsibilities include:

### 1. Match Day Photography

- Capture live-action shots of games, including key moments like goals, saves, and celebrations.
- Document the atmosphere, crowd, and team spirit, providing members with an immersive visual experience.
- Take high-quality images suitable for immediate posting on social media, club websites, and publications.

### 2. Training and Behind-the-Scenes Content

- Photograph training sessions to showcase the players' dedication, teamwork, and hard work.
- Capture candid shots behind the scenes, showing the personal side of players and coaching staff to build fan connection.

### 3. Committee Portraits

- Take individual committee members portraits for promotional materials, website profiles, , and social media.
- Ensure consistent, professional visuals that align with the club's branding and image standards.

### 4. Special Events Coverage

- Document club events such as Unity cup, presentation day, gala days, and clinic days.
- Capture moments that highlight the club's involvement in the community and commitment to members.

### 5. Content Creation for Social Media and Marketing

- Provide dynamic visuals that enhance social media engagement and support marketing campaigns.
- Work closely with the media officer and competition communication to ensure images align with club ethos.

### 6. Archiving and Cataloging

- Maintain an organized catalog of images for future use in marketing materials, publications, and historical records.
- Archive images in a way that makes it easy to access past visuals for anniversaries, special features, or media requests.

### 7. Creative Direction and Vision

- Collaborate with club stakeholders to develop a visual style that reflects the club's values and branding.
- Continuously look for fresh angles, styles, and trends to keep visuals engaging and relevant.
- In this role, the photographer helps enhance the club's brand identity and connects members with the Club through powerful visuals to improve our members experiences.

## **MEDIA OFFICER**

### **Role Overview:**

The Media Officer at Wentworth Falls Football Club (WFFC) is responsible for managing and coordinating the club's media presence across Facebook and the club's website. This role plays a vital part in promoting the club's brand, events, and achievements, ensuring clear and effective communication with members, supporters, and the broader community.

### **Key Responsibilities:**

- **Content Creation:** Develop and post engaging content for Facebook and the website based on information provided by relevant committee members. Requests will be sent via email with all necessary details for creating posts. (Look to creating a media request form)
- **Event Promotion:** Promote club events, manage event pages, and maximise attendance through effective online campaigns.
- **Community Engagement:** Foster a positive online community by monitoring and responding to social media interactions and inquiries promptly.

### **Time Commitment:**

This is a volunteer position with an expected commitment of approximately 3hrs per week, depending on club activities and events.



## COMPETITION COMMUNICATIONS

### Role Overview:

Competition Communications at Wentworth Falls Football Club (WFFC) is responsible for sharing all competition-related information directly to players and parents through WFFC WhatsApp Community and will hold the role of Community Admin.

### Key Responsibilities:

- **Information Distribution:** Share all relevant competition details via WhatsApp to players and parents. Eg. Round details, links to draws, ground closures, training schedules, NFA rules and regulations ...
- **Coordination:** Work closely with the Competition Secretary and other relevant coordinators to ensure all information shared is accurate and up-to-date.
- **Clarity and Timeliness:** Ensure that all communications are clear, concise, and delivered promptly to avoid any confusion among participants.
- **Feedback Handling:** Address any questions or concerns from players and parents regarding competition-related matters through WhatsApp, ensuring a smooth communication flow.

**Time Commitment:** This is a volunteer position with an expected commitment of approximately 2-3 hours per week, depending on the frequency of competition updates.

## UNITY CUP OFFICER

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a sub-committee to assist in any of the responsibilities of this role.

As the Event Organizer for the Unity Cup, you will be responsible for the end-to-end planning, organization, and execution of a successful female football tournament. This includes coordinating with participating clubs, dignitaries, managing logistics, and running a media campaign to enhance the visibility and reputation of the event and WFFC.

### Key Responsibilities

#### 1. Event Planning and Organization

- Develop a comprehensive event plan covering schedules, venues, team logistics, and tournament structure.
- Organize tournament fixtures, and scheduling that maximizes participation and spectator engagement.
- liaise and work with sponsorship coordinator to secure sponsorship for event

#### 2. Coordination with Participating Clubs and Stakeholders

- Act as the primary point of contact for all clubs and stakeholders involved in the Unity Cup.
- Manage communication to ensure all clubs are informed and engaged, addressing any issues promptly and professionally.

#### 3. Logistics and On-Site Management

- Oversee venue preparation, ensuring facilities are ready and meet required standards for the tournament.
- Manage on-site operations, including setup, player strips, and equipment needs.
- Organize volunteers and assign roles to ensure smooth operation on match days.

#### 4. Promotion and Media Campaign

- Develop and execute a media campaign to raise awareness of the Unity Cup, including social media, press releases, and partnerships.
- Work with local media outlets to secure coverage and promote the tournament's key messages and values.

#### 5. Brand and Reputation Management

- Uphold and enhance the reputation of the WFFC by delivering a professional, well-organized event.
- Actively engage with the community to promote WFFC's commitment to empowering women in sports and fostering inclusivity.

#### 6. Stakeholder and Public Relations

- Build and maintain positive relationships with sponsors, partners, community organizations, and government bodies involved in or supporting the event.
- Act as an ambassador of WFFC, representing the club's values and mission at all times.

#### 7. Post-Event Review and Reporting

- Conduct a post-event analysis, gathering feedback from players, clubs, sponsors, and spectators to assess successes and areas for improvement.
- Prepare a comprehensive report detailing the event's outcomes, key learnings, and recommendations for future tournaments.

### Essential Qualities

- **Professionalism:** Acts in the best interest of WFFC, upholding its values and reputation.
- **Strong Communication Skills:** Ensures smooth coordination with all involved parties and promotes the event effectively.
- **Attention to Detail:** Manages logistics and event details meticulously to deliver a high-quality experience.

- **Strategic Thinking:** Develops and executes promotional strategies to maximize tournament visibility and engagement.

## REFEREE COORDINATOR

The Referee Coordinator plays a vital role in ensuring the smooth operation of soccer matches by overseeing the recruitment, training, scheduling, and performance management of referees. This individual acts as the primary point of contact between the club, referees, and governing bodies, ensuring compliance.

### Referee Recruitment and Development

- Actively recruit referees, including youth and adults, to meet the club's needs.
- Organize training sessions and certification courses.
- Foster a positive environment to encourage referee retention and growth.

### Scheduling and Coordination

- Ensure appropriate referee coverage for all games, adjusting for cancellations or changes.
- Communicate match details, expectations, and updates to referees promptly.

### Performance Management

- Monitor referee performance and provide constructive feedback.
- Address complaints or issues involving referees in a fair and impartial manner.
- Recognize and reward outstanding referee contributions to build morale and engagement.

### Communication and Liaison

- Serve as the main point of contact for referees regarding club policies, match rules, and procedures.
- Liaise with Nepean Referees group (<https://nepeanrefereesgroup.com.au/>) to ensure referee compliance with updated rules and regulations.
- Act as a mediator in disputes involving referees, players, coaches, and spectators.
- Promote adherence to the club's code of conduct and fair play principles.

### Administrative Duties

- Maintain a database of active referees, certifications, and availability.
- Track referee payments and ensure timely disbursement.
- Provide periodic reports on referee program metrics, including retention and performance, to the club's leadership.

## VOLUNTEER COORDINATOR

The Volunteer Coordinator is responsible for the overall management of WFFC's volunteers. This includes recruiting, organizing, supporting, and retaining volunteers to ensure the smooth execution of club activities, events, and programs. The Volunteer Coordinator plays a key role in fostering a positive volunteer experience and promoting a culture of collaboration and community within the club.

### Volunteer Recruitment and Onboarding

- Develop and implement strategies to recruit volunteers for various club roles.
- Organize and conduct volunteer orientation sessions to introduce new recruits to the club's mission, values, and expectations.
- Match volunteers to roles that align with their skills, interests, and availability.

### Volunteer Training and Support

- Coordinate training programs to equip volunteers with the necessary skills and knowledge for their roles.
- Connect volunteers with the appropriate committee members.
- Act as a point of contact for volunteers, addressing questions, concerns, and feedback.
- Provide guidance and support to ensure volunteers feel valued and confident in their responsibilities.

### Recognition and Retention

- Develop and implement strategies to recognize and celebrate volunteer contributions (e.g., thank-you events, certificates, public acknowledgments).
- Create a positive and inclusive environment to encourage volunteer retention.
- Regularly gather feedback from volunteers to improve their experience and engagement.

#### **Administrative Duties**

- Maintain an up-to-date database of volunteers, including contact details, skills, availability, and hours contributed.
- Track volunteer hours and provide reports to club leadership.
- Ensure compliance with the club's policies and procedures, including safeguarding and health and safety regulations from regulatory bodies.

#### **Collaboration and Communication**

- Work closely with club leadership and department heads to identify volunteer needs and priorities.
- Act as a liaison between volunteers and the club's management to ensure alignment of goals and expectations.
- Promote volunteer opportunities through newsletters, social media, and community outreach.

## **GRANTS COORDINATOR**

The Grants Coordinator is responsible for identifying, applying for, and managing grants to secure grants that supports WFFC's operations, programs, and development initiatives. This role involves researching grant opportunities, preparing compelling applications, and ensuring compliance with funding requirements. The Grants Coordinator plays a key role in driving the financial sustainability and growth of the club.

#### **Grant Research and Identification**

- Research potential grant opportunities from local, state, federal, and private funding sources.
- Identify grants that align with the club's mission, programs, and strategic goals.
- Maintain a database of grant opportunities with deadlines, requirements, and application details.

#### **Grant Application and Submission**

- Prepare high-quality grant proposals, including gathering required documentation and drafting narratives.
- Collaborate with club leadership, and other relevant parties to gather relevant information for applications.
- Submit applications on time and ensure compliance with all submission guidelines.

#### **Grant Management and Reporting**

- Monitor awarded grants to ensure funds are used in accordance with the terms and conditions.
- Prepare and submit progress and final reports to funding organizations as required.
- Maintain accurate records of grant expenditures and outcomes.

#### **Collaboration and Communication**

- Work closely with club leadership to understand funding priorities and develop grant strategies.
- Act as a liaison between the club and funding organizations, maintaining positive relationships.
- Communicate grant opportunities and updates to relevant stakeholders within the club.

#### **Financial Planning Support**

- Assist in developing budgets for grant proposals that align with funding guidelines.
- Ensure alignment of grant funding with the club's overall financial strategy.

#### **Capacity Building**

- Stay informed about trends in sports funding, grant writing, and nonprofit fundraising.
- Provide training or resources to other club members to improve understanding of grant processes.
- Manage grant application subcommittee.

## **GENERAL COMMITTEE MEMBER**

The role of a general committee member is to provide support to the WFFC Committee to ensure the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

## **Responsibilities**

The responsibilities of General committee members are wide and varied depending on what is needed at any one particular time. It may range from painting lines on the field to welcoming players to being a grounds official. They provide an additional hand to the club and make themselves available to help with club activities.

### **Knowledge**

To successfully undertake the role of a General committee member they should:

- Be well informed of all club activities.
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders.
- Have an understanding of the legal and compliance obligations of running the club.

### **Governance**

Committee members generally contribute to the development, definition and delivery of the following club activities and responsibilities:

- Culture and behaviors
- Goals and objectives and documented strategies and implementation plans on how they will be achieved

### **Participating in Meetings**

- Attending and actively participating and contributing in committee meetings is a core function of a General committee member.

### **Essential Skills and Requirements**

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings
- Effective communicator
- Hold or willing to apply for a current volunteer "working with children" check

### **Requirements**

General Committee members are expected to:

- Act in the best interest of WFFC at all times
- Attend all Committee members
- Undertake the role in good faith and honesty

If at any stage the committee member becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the President of the conflict who will immediately inform all other committee members.

## **PROTECTION INFORMATION OFFICER**

A Member Protection Information Officer (MPIO) is the first point of call for any enquiries, concerns or complaints about harassment, abuse or other serious matters. An MPIO provides information about the rights,

responsibilities, and options available to an individual making a complaint. **They are independent of the WFFC committee and do not form part of the committee.**

The MPIO listens, provides moral support and acts as a sounding board but they do not investigate or get involved in the complaint. The position of MPIO at a Club helps to improve awareness of child protection and helps to provide a safe and enjoyable sporting environment.

1. Ensure the safety and welfare for Club Members by listening to complaints and concerns.
2. Assist in grievance and complaints resolution, by being available to provide support and information to members and respond to questions, complaints, concerns, or incidents.
3. Act as an impartial body, offering a sounding board to bounce ideas off, while providing support, information, and options to members.
4. Be accessible and approachable, while maintaining confidentiality.
5. Refer complaints and grievances to other bodies in conjunction with the complaints and grievance policy.
6. Awareness and understanding of Codes of Conduct, Policies, Child & Member Protection Policies, including creation and updating of these policies where necessary.
7. Liaise with members of the Club, President and Committee on issues as they arise.
8. Ensure and verify that the members who require a WWCC have provided their current number, expiry date and verification result.
9. Manage documents relating to Child Protection and the Working with Children Checks.
10. Attend Club meetings when necessary, assist and provide information to the Club Committee (if required).
11. Assist with annual risk assessment (if required).