



## Committee Positions

i)

(1) President

(2) Vice-President

(3) Secretary

(4) Treasurer

(5) Referee Director

(6) Coaching Director

(7) Registrar

(8) Representative Co-ordinator

(10) Recorder

(11) Publicity Officer

(12) Equipment Officer

(13) Junior Co-ordinator

(14) Hearings Officer

(15) First Aid Officer

(16) Canteen Co-ordinator

(17) Three (3) additional Committee Members

ii) No person shall be elected to more than two positions on the Executive Committee (a position may be shared, however only 1 vote applies).

iii) Regular Executive Committee Meetings shall be held on dates determined by the Executive Committee at the first Executive Committee Meeting after the Annual General Meeting.

iv) Should it be necessary to call additional meetings, all Executive Committee members shall be notified at least forty-eight (48) hours prior to the meeting being held.

v) Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time.

vi) Any member of the Executive Committee who, without leave of the Executive Committee, has failed to attend three (3) consecutive meetings shall be deemed to have resigned and shall be replaced in accordance.

vii) The first duty of a member of the Executive Committee shall be an Association function as opposed to a club function.

## DUTIES

### a) DUTIES OF EXECUTIVE COMMITTEE MEMBERS

i) The PRESIDENT shall:



- 1) Preside at meetings of the Association and direct where necessary;
  - 2) Develop and lead the Association in matters of policy;
  - 3) Make presentations as appropriate and promote Touch Football within local region;
  - 4) Provide safe custody of keys to all Association premises;
  - 5) Maintain register of keys loaned to members and provide copy to the Association as requested;
  - 6) Provide copies of any correspondence to Secretary;
  - 7) Prepare and present Annual Report at AGM;
  - 8) Act as delegate to Mudgee Sports Council;
  - 9) Oversee responsibilities of Executive Committee;
  - 10) Attend Touch Football NSW meetings;
  - 11) Order end of season trophies and arrange presentation days/evenings;
  - 12) Arrange and/or conduct the pre-season information night for coaches/managers
  - 13) Supervise/co-ordinate Member Protection Policy; and
  - 14) Rostered Club House duty on Tuesday/Thursdays.
- ii) The VICE PRESIDENT shall:
- 1) Assist the President and perform such other duties as directed by Council;
  - 2) Maintain and update association constitution and policies;
  - 3) Assist with tasks to aid in the growth and control of local competition;
  - 4) Assist with all housekeeping at Association grounds;
  - 5) Be an active/supportive committee member; and
  - 6) Rostered Club House duty on Tuesdays/Thursdays.
- iii) The SECRETARY shall:
- 1) Attend council and committee meetings;
  - 2) Maintain a register of Life Members;
  - 3) Maintain a register of Council and Proxy delegates' names and addresses;
  - 4) Be responsible for correspondence and issue notices as required;
  - 5) Prepare a report for presentation at the Annual General Meeting;
  - 6) Circularise all nominations for Life Membership and accompanying qualifications to Affiliated Clubs;
  - 7) Arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise;
  - 8) Be responsible for the presentation of the Executive Committee report to Council;
  - 9) Conduct such other business as directed by Council;
  - 10) Issue an official order to any person authorised to purchase on behalf of the Association;



- 11) Prepare and submit applications for State or other grants;
  - 12) Rostered Club House duty on Tuesdays/Thursdays;
  - 13) Be an active/supportive committee member;
  - 14) Supervise/co-ordinate Member Protection Policy
- iv) The TREASURER shall:
- 1) Be responsible for all funds that may be established by the Association;
  - 2) Keep a record of all assets, liabilities, and properties of the Association;
  - 3) Keep necessary books of account and produce them on the instruction of Council;
  - 4) Receive all monies payable to the Association and issue receipts as required;
  - 5) Bank all monies within seven (7) days of receipt;
  - 6) Pay accounts passed for payment;
  - 7) Pay other accounts as necessary and have these ratified at the next meeting;
  - 8) Send accounts as required;
  - 9) Submit a written financial report to each Council meeting;
  - 10) Pay the annual Touch Football Association Ltd. fees by the due date;
  - 11) Assist with the organization/running of registration day. ; Registrar
  - 12) Be the Public Officer of the Association;
  - 13) Rostered Club House duty on Tuesdays/Thursdays;
  - 14) Be an active/supportive committee member; and
  - 15) Be responsible and able to produce books/reports for all monies received/payable in relation to Representative teams of the Association.
- v) The REFEREE DIRECTOR shall:
- 1) Be the holder of a Level 1 Accreditation;
  - 2) Organise and arrange the coaching and grading of referees where necessary;
  - 3) Keep a record of Section 1 and Section 2 theory results for a period of six (6) years;
  - 4) Keep a record of National badged referees within the Association;
  - 5) Be responsible for the allocation of referees for carnivals and competitions organised by the Association, whether club or representative;
  - 6) Research and institute methods of encouraging and improving refereeing within the Association;
  - 7) Arrange refereeing assistance to clubs as requested;
  - 8) Be responsible for the distribution of relevant information regarding refereeing;
  - 9) Be responsible for the ordering of all refereeing equipment, including (but not limited to) rule books, whistles and referee manuals;



10) Be responsible for the organisation of referee courses to be conducted at the Association;

11) Be an active/supportive committee member; and

12) Rostered Club House duty on Tuesdays/Thursdays

vi) The COACHING DIRECTOR shall:

1) Be the holder of at least a Foundation Coaching Accreditation;

2) Research and institute methods of encouraging and improving coaching within the Association;

3) Arrange coaching assistance to clubs as requested;

4) Be responsible for the distribution of relevant information regarding coaching;

5) Be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals;

6) Be responsible for the organisation of coaching courses to be conducted by the Association;

7) Publicise and recruit participants for Touch Football NSW camps and coaching days;

8) Maintain a register of accredited coaches;

9) Identify talented players for Representative teams;

10) Rostered Club House duty on Tuesdays/Thursdays; and

11) Be an active/supportive committee member.

vii) The REGISTRAR shall:

On an annual basis:

1) Preparation of all forms required for registration for online registration of both teams and individual players;

2) Maintain a register of Registered Members;

3) Maintain a register of Affiliated Teams;

4) Maintain a register of team names and uniform colours to avoid duplication;

5) Be responsible for the compilation of the membership reports sent to Touch Football NSW

6) Rostered Club House duty on Tuesdays/Thursdays.

On a weekly basis:

1) Accept individual registrations and include them on team registration forms; and

2) Delete from the registration form the names of those players who have been granted Association permission to deregister from a team.

viii) The REPRESENTATIVE CO-ORDINATOR shall:

1) Be responsible for all aspects of marketing and purchasing for Representative Teams;

2) Be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel;

3) Advise the President of all such arrangements;

4) Enter all Association representative teams into carnivals by closing dates;



- 5) Prepare and submit a written report for each committee meeting and Annual General Meeting;
  - 6) Rostered Club House duty on Tuesdays/Thursdays;
  - 7) Be an active/supportive committee member.
- ix) The RECORDER shall:
- 1) Ensure that all score sheets are completed with the time, date, court and names of both teams and referees are available for collection before the first timeslot;
  - 2) Be responsible for the collection of score sheets on each playing day;
  - 3) Check all score sheets to ensure that they meet the Association requirements;
  - 4) Forward any disputed score sheets to the Hearings Officer within forty-eight (48) hours;
  - 5) Deduct points for; a) Teams fielding any unregistered player; and b) Failure to meet team requirements with regards to completion of the score sheets or other duties as required;
  - 6) Maintain a record of results of competitions conducted;
  - 7) Place progressive point scores on the website weekly and provide the Referee Director with same;
  - 8) Maintain an annual record of results of all competitions conducted by the Association;
  - 9) Attend all council meetings of the association;
  - 10) Rostered Club House duty on Tuesdays/Thursdays; and
  - 11) Be an active/supportive committee member.
- x) The PUBLICITY OFFICER shall:
- 1) Arrange for fixtures to be published as required;
  - 2) Handle promotion of the sport within the boundaries of the Association;
  - 3) Facilitate knowledge and understanding of the sport in the community at large;
  - 4) Prepare and disseminate press releases where necessary;
  - 5) Be responsible for all aspects of marketing and purchasing for the Association;
  - 6) Be responsible for the ordering, receipt and distribution of publications (except refereeing and coaching publications) on behalf of the association;
  - 7) Be responsible for the organisation of all fundraising activities for the Association;
  - 8) Attend all council and committee meetings;
  - 9) Organize weekly report for local radio station and any live reports as necessary;
  - 10) Liaise with Secretary, Recorder, Referee Director and President for specific events/results to highlight;
  - 11) Rostered Club House duty on Tuesdays/Thursdays; and
  - 12) Be an active/supportive committee member;
- xi) The EQUIPMENT OFFICER shall
- 1) Attend committee meetings;



- 2) Maintain a record of property and equipment of the Association;
- 3) Purchase equipment as directed by council;
- 4) Organize maintenance for all electrical equipment, ie PA system, timers, hooters, balls, etc
- 5) Liaise with President as to ordering trophies for end of season presentation days/evenings;
- 6) Assist with housekeeping at Association grounds;
- 7) Rostered Club House duty on Tuesdays/Thursdays; and
- 8) Be an active/supportive committee member

xii) The JUNIOR CO-ORDINATOR shall

- 1) Attend committee meetings;
- 2) Develop and lead the Association in matters of policy;
- 3) Allocate members to designated teams;
- 4) Order end of season trophies and arrange presentation days/evenings;
- 5) Arrange and/or conduct the pre-season information night for coaches/managers;
- 6) Assist with housekeeping at Association grounds;
- 7) Rostered Club House duty on Tuesdays/Thursdays; and
- 8) Be an active/supportive committee member

xiii) The HEARINGS OFFICER shall

- 1) Be Convenor of the Appeals Tribunal;
- 2) Attend committee meetings; and
- 3) Be an active/supportive committee member

xiv) The FIRST AID OFFICER shall

- 1) Control and organise first aid supplies for all Association Representative Teams;
- 2) Control and organise first aid supplies for Association;
- 3) Be an active/supportive committee member; and
- 4) Attend committee members

xv) The Canteen Co-ordinator shall

- 1) Organise the week to week running of canteen
- 2) Organise the canteen at representative tournaments
- 3) Control and organise canteen supplies

xvi) Three (3) additional Executive Committee Members shall

- 1) Carry out such duties as President may direct;
- 2) Assist in housekeeping duties at Association grounds;

- 3) Attend committee meetings;
- 4) Rostered Club House duty on Tuesdays/Thursdays; and
- 5) Be an active/supportive committee member.

