



# Randwick City Football Club

## Committee & Club Positions

### 2025

#### **Background**

As set out in the RCFC Constitution, the total number of Committee members is to be at least 7 but up to a maximum of 9. The office-bearers of the association are:

a) President b) Vice-president c) Treasurer d) Secretary

The Constitution also provides for the elected Committee of the Club to “..perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the association.”

This document sets out the roles of the Club as defined by the Constitution and includes additional Committee and Club roles that are required to ensure effective and efficient operation of the Club as approved by the Committee. Additional roles may be developed throughout the year and will be approved by the Committee

#### **President**

**OBJECTIVE:** To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially, socially and equitably to support all on-field and off-field activities

#### **DUTIES:**

- Drive the strategic planning for the club
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club and its Objects
- Ensure that all sub-committees are accountable and responsible
- Approve the agenda and papers, and Chair the monthly Committee meetings
- Approve the agenda and papers, and Chair club's AGM
- Provide an annual report to club members
- Be available to manage or assist in the management of any disputes within the club or with external stakeholders
- Liaise with relevant stakeholders including local Council on non-competition matters
- Ensure representation of RCFC club at Football NSW and EFSA forums
- Communicate regularly to the members through various channels
- Establish and maintain cordial relationships with other clubs
- Risk assessments and management to ensure physical, mental and cultural safety of members and participants in the club and to maintain operational viability of the club

## **Vice President**

OBJECTIVE: To support the President in their responsibilities and act as an alternate as required. To help drive strategy and improvements for the club and help ensure operational management and club interests have accountable owners and are successfully implemented.

### DUTIES:

- Work with President to discuss and agree delegation and support duties for each year
- Supports strategic planning and major decision consultation with key stakeholders
- Attend regular committee and planning meetings, input ideas and champion plans with the rest of the club members
- Be a consultation point as required for team managers/senior players and key volunteers for major risk or issue mitigation discussions
- Establish and maintain relationships with key local leaders and key stakeholders outside of the club.

## **Treasurer**

OBJECTIVE: To provide the Committee with timely and accurate financial information to enable them to make decisions on all financial matters relating to the club.

### DUTIES:

- Prepare an annual budget, in consultation with the committee
- Maintain accurate financial records
- Report to each Committee meeting on financial status including an updated cashflow
- Coordinate all banking activities
- Finalise annual financial statement for presentation to the Committee and members at the AGM

## **Secretary**

OBJECTIVE: To support RCFC by coordinating and maintaining governance requirements for the club

### DUTIES:

- Ensure all governance requirements of the club are met including annual reporting
- In consultation with the President, prepare agendas, papers and coordinate regular Committee meetings
- In consultation with the President, prepare agendas, papers and coordinate the AGM
- Receive all nominations for appointment of office bearers and members of the committee
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately
- Compilation of the annual report for AGM
- Submission of annual report to Office of Fair Trading (A12-T2)
- Maintain club records
- Develop and ensure implementation of club policies

## **Registrar**

OBJECTIVE: To manage and administer the club's membership in an effective and efficient manner

DUTIES:

- Liaising with Football NSW and ESFA on registration systems and requirements
- Process registrations via playfootball as required for members (players, volunteers, coaches)
- Maintain member details as required by playfootball and furnish Club Secretary
- Provide status reports on registrations and payments to committee as requested
- Support team managers to ensure an efficient registration process
- De-register players as required
- Manage Dribl system for the club and support team managers where required
- Update club database with new players

## **Website Manager**

OBJECTIVE: To maintain the Club website and ensure the domain and hosting is renewed when necessary

DUTIES:

- Manage the hosting provider subscription renewal
- Manage the Domain name(s) subscription renewal
- Manage the Club email addresses and redirects (e.g. [info@rcfc.org.au](mailto:info@rcfc.org.au), [president@rcfc.org.au](mailto:president@rcfc.org.au), etc.)
- Manage the Joomla content management system (CMS) updates when required
- Update the articles and photos on the website where required
- Direct enquiries submitted through the web form to the relevant team co-ordinators (although this could be considered part of the Registrar's role)
- Address any issues with the hosting platform

## **Non-Office Bearer Committee Member (Ordinary Director)**

OBJECTIVE: to assist the Office Bearers in the execution of their roles

DUTIES:

- Assist the Office bearers of the Committee in the execution of their duties
- Attend and actively participate in monthly Committee meetings
- Actively assist the promotion and hosting of Club events

### **Competition Secretary**

OBJECTIVE: To effectively manage all competition requirements for RCFC before season and during season

DUTIES:

- Book pre-season fields: Coral Sea, Getiela, Heffron
- Book Chifley and Paine for training and Matches
- Lodge EOI for ESFA competitions including MPL
- Lodge **preliminary** team nominations, ground allocations and special time requests
- Lodge **final** team nominations, ground allocations and special time requests
- Liaise with FNSW in relation to FFA Cup and other state competition
- Arrange trial matches
- If hosting preseason games, lodges trial match requests (+ FNSW Sanction Form for non ESFA teams) and referee requests with ESFA
- Notify Treasurer to send invoices to all visiting trial match teams for half share of referees and field hire
- Reschedule wash out games
- Keep abreast of new competition rules and ensure they are communicated effectively throughout the club

### **Purple Hearts Manager**

OBJECTIVE: To build a club environment of inclusiveness and diversity through the development, promotion and management of the Purple Hearts team

DUTIES:

- Oversee recruitment of the purple hearts
- Oversee training and games
- Liaise and ensure effective communications with players and care givers
- Application for grants
- Management and acquittal of grants
- Operational management of financial payments
- Oversight of communications and promotion of the purple hearts

### **Juniors Manager**

OBJECTIVE: To build and run an inclusive and engaging juniors program for the Club

DUTIES:

- Maintain accurate player, coach, and team records; manage registrations and communication; and ensure compliance with governing body and relevant policies.
- Manage uniform and gear orders
- Promote juniors' program on social media, school newsletters and other relevant channels
- Identify sources of sponsorship and maintain relationship with sponsor/donors
- Support coaches and help implement training programs focused on skill development

- Serve as the primary contact for parents, coaches, league officials, and other stakeholders, keeping everyone informed about schedules and events

### **Gear Steward**

OBJECTIVE: To manage all club gear purchasing, use and storage in an efficient and effective manner

DUTIES:

- Undertake a stock take of gear at the beginning and end of each season (liaising with team managers)
- Assess club needs for additional gear and provide recommendation for purchasing (including estimated costs) to the Committee pre-season
- Order a re-stock of items (shorts, socks, soccer balls kitbags etc) during off season in time for start of following season
- Ensure gear is stored in a safe and orderly manner with appropriate access managed
- Issue gear to team managers
- Source & liaise with suppliers for all gear including player jerseys and training equipment
- Source & liaise with suppliers for club merchandise
- Provide reports on club merchandise sales to the Committee
- Liaise with the Treasurer in relation to formulating budget for kits and equipment and staying within budget.

### **First Aid Supervisor**

OBJECTIVE: To create and maintain a safe environment for players and supporters

DUTIES:

- Ensure the First Aid Kit is fully stocked and that teams are aware of where it is kept at Chifley
- Ensure each team has basic First Aid Kits for use at Away games
- During the pre-season and playing season, ensure the club defibrillator is “Rescue Ready” at all times and accessible to club members
- Bring any health and safety risks to the attention of the Committee with a risk management plan
- Maintain a register of members with first aid credentials

### **Fundraising Manager**

OBJECTIVE: To oversee all fundraising activity for the club relating to sponsors and events

DUTIES:

- Develop an annual fundraising strategy and present to the committee for sign-off, factoring in business plan ideas generated from the strategic working group.
- Provide updates to fundraising targets throughout the season
- Maintain a sponsorship package that can be utilised by club members to source new sponsorships
- Oversee all sponsor relations
- Seek additional club sponsors
- Develop an annual events schedule
- Oversee the Bunnings BBQ fundraising and relationship with Bunnings
- Oversight of all club events including the annual RCFC presentation and awards nights
- Liaison with team managers and the committee for club awards and organisation of trophies
- Engage with team managers to assist with events
- Engage with the communications manager to ensure sponsorship requirements are met and events are well communicated
- Engage with the gear steward to ensure sponsorship requirements on gear is met

### **Communications Manager**

OBJECTIVE: To promote timely, accurate and positive club information to club members and to the wider community.

DUTIES:

- Create an annual marketing and communications plan and present to the Committee, factoring in business plan ideas generated from the strategic working group.
- Be the point of contact for all publicity and media related issues
- In conjunction with the fundraising manager, manage all marketing relating to sponsors

- Manage and promote all communications relating to recruitment and events
- Engage the club members through regular updates on social media channels
- Support the President with newsletter or other communications content
- Ensure the website is updated regularly
- Liaise with the team managers and committee members for story and promotional content.
- In consultation with the committee engage with external media outlets to provide positive club stories
- Regular and consistent monitoring of social media and manage negative content

### **Team Managers**

OBJECTIVE: To ensure teams are informed and well-coordinated and create an inclusive and supportive environment at training, during games and at all club activities.

DUTIES:

- Communicate directly with potential players around trials and pre-season games
- Complete team sheets before every game
- Maintain a copy of player ID cards and present them when required;
- Assist the coach by communicating to players about training times, games times, ground set up duties, etc
- Maintain a record of jersey issues to players, provide this to the gear steward and collect all jerseys at season end
- Ensure players are informed and encouraged to attend all club events
- Coordinate team social events
- Provide content to the Communications Manager about team updates

### **Team Coaches**

OBJECTIVE: To ensure teams are competitive and play within the spirit and rules of the game, maintaining the reputation of the Club.

DUTIES:

- Attend, plan and direct all trainings and games, including pre season
- Lead by example by being punctual, respecting all players, opposition and match officials
- Participate in any Coaching workshops organised by the Club or Association
- Assist the manager communicating to players about training times, games times, ground set up duties, and Club functions
- Be prepared to upgrade qualifications or undertake coaching courses

### **Other Key Club Duties**

1. Line Marking is required every fortnight at Chifley and Paine Reserve