



**JOONDALUP KINROSS JUNIOR
FOOTBALL CLUB
INCORPORATED**

“JETS”

BY-LAWS

CONTENTS

1.	INTRODUCTION	3
2.	CLUB OFFICIALS	3
3.	INSURANCE	3
4.	LOCATION	4
5.	COLOURS AND EMBLEM	4
6.	AFFILIATION	4
7.	MATCHES	4
8.	UNIFORM	4
9.	EQUIPMENT	5
10.	REGISTRATION	5
11.	MEMBERSHIP	6
12.	PLAYER PLACEMENT POLICY	7
13.	PROTECTIVE GEAR	7
14.	REPORTED PLAYERS	7
15.	TROPHY VOTING	7
16.	VOTE COUNTING	8
17.	GAME TROPHIES AND BADGES	8
18.	CLUB TROPHIES AND MEDALLIONS	8
19.	INELIGIBLE FOR CLUB TROPHIES	9
20.	PUBLIC STATEMENTS	9
21.	SPONSORSHIP	10
22.	HEALTHY CLUB POLICY	10
23.	MEMBER PROTECTION POLICY	10
24.	CLUB WEB SITE POLICY	10
25.	INTERPRETATION OF BY-LAWS	10
26.	ALTERATION OF BY-LAWS	10

APPENDIX

District Football Development Council Junior Competition Committee - Global
Competition BYLAWS

**JOONDALUP KINROSS JUNIOR FOOTBALL CLUB Inc.
BY-LAWS**

1. INTRODUCTION

These are the By-Laws as adopted by the Joondalup Kinross Junior Football Club Inc. (hereinafter known as the Club) and are to be used in conjunction with the Constitution of the Club, the *BY-LAWS OF THE WEST PERTH DISTRICT FOOTBALL DEVELOPMENT COUNCIL* (hereinafter known as the WPDFDC.) and the District Football Development Council Junior Competition Committee Global Competition BYLAWS

- 1.1. The JKJFC By-Laws are a working document that allows the Club to create new and/or amend old policies as seen fit by the Management Committee.
- 1.2. The Club is a Constituted, Incorporated body with a Committee duly elected to carry out all aspects of the Club's operating procedures.

2. CLUB OFFICIALS

- 2.1. The Club shall elect Administrators and officials who will be responsible for the effective and efficient operation of the club. (Constitution Parts 4 & 6). These officials must include;
 - 2.1.1. A Registrar who shall be responsible for the registration of players for that Club and shall keep a record of achievements of those players as may be required using the WPDFDC approved registration form.
 - 2.1.2. A Football Administrator (Vice President Football) who with the assistant of Coaching Coordinators (Open Rules, Modified's & AUSKICK) review and appoint team coaches.
- 2.2. The Club must prepare a "Duty of Care/Member Protection Policy" Policy relevant to Coaches, Administrators and Club Officials that provides for the Health, Safety and Protection of its members. Adults having responsibility of care for children must ensure the safety, health and protection of children.
- 2.3. A copy of the duty statements for the club can be found attached to these bylaws and marked as Addendum 1.

3. INSURANCE

- 3.1. The Club shall take out, for the current season, insurance policies sufficient to cover itself, its officials, umpires, coaches and players to the following minimum levels.
 - 3.1.1. Public Liability to \$20,000,000.
 - 3.1.2. Club Liability to \$10,000,000.
 - 3.1.3. Death and Disability cover to \$100,000. for Adults and \$20,000. for children.

3.1.4. The minimum are included in the Bronze level cover provided under the AFL National Risk Protection Program. Silver, Gold & Platinum cover is available. This cover is at the clubs discretion.

4. LOCATION

4.1. The Clubrooms and home ground shall be situated at Windermere Reserve, Candlewood Blvd, Joondalup or at any ground made available by the City of Joondalup.

4.2. The Club shall have jurisdiction over one or more suburbs as zoned by the *DISTRICT FOOTBALL DEVELOPMENT COUNCIL (hereinafter known as the DFDC)* and be required to promote and develop Australian Rules Football in that zone.

4.3. The Club's business address is PO Box 449, JOONDALUP WA 6919.

5. COLOURS AND EMBLEM

5.1. The Club colours are Emerald Green, Gold and Black.

5.2. The Club emblem is a Jet.

5.3. The Club song is The Pride.

6. AFFILIATION

6.1. The Club shall be affiliated with the WPDFDC and be bound by all laws and regulations associated with that WPDFDC.

7. MATCHES

7.1. The Club shall nominate as many teams as possible to participate in inter-club competitions as arranged by the WPDFDC in the age groups specified by the WPDFDC.

7.2. In accordance with the laws set down by the Australian Football League, The Club shall co-ordinate as Auskick Centre for children in Pre-primary to Year 3..

8. UNIFORM

8.1. The jumper will be Emerald Green with Gold right hand breast panel and Black left hand breast panel with the club emblem fixed to the left breast panel.

8.1.1. Year 11 & Year 12 teams have the option to wear the Club Senior Jumper design.

- 8.2.** Numbers are to be Gold and fixed to the back of the jumper.
- 8.3.** The shorts shall be the club football shorts.
- 8.4.** Socks shall be Emerald Green with a Gold band at the top.
- 8.5.** All Modified and Open team members representing The Club shall wear the playing uniform adopted by the Club.
- 8.6.** Teams must not at any time change the club colours or adopt any emblem other than those of the Club.
- 8.7.** In the event of 2 club teams playing a fixture match against each other – the team rostered as the Away team will wear the alternate club playing uniform.
- 8.8.** Sponsors names and or logo's attached to uniforms, shall be only those approved by the Club.
- 8.9.** All Modified and Open Players are not permitted to wear any additional apparel under the club jumper that can be seen protruding outside of the jumper. Exemptions based on medical reasons can be approved by the Executive Committee.

9. EQUIPMENT

- 9.1.** All equipment must be signed for by the receiving member/s when collected from the Property Manager.
- 9.2.** Damaged or worn out equipment will only be replaced on a one for one basis.
- 9.3.** All damages and losses must be reported immediately to the Property Manager. Equipment that is damaged maliciously or through negligence by a member may be required to replace the equipment at a cost to be determined by the committee.
- 9.4.** Equipment must be returned to the Property Manager on the date specified by him/her, or by no later than two weeks after the season has concluded.
- 9.5.** Equipment that is loaned to members and is not returned to the Property Manager by the date specified will be considered to be a debt due to the Club by the member and that member may be required to replace the equipment at a cost to be determined by the committee.

10. REGISTRATION

- 10.1.** No players shall be eligible to take part in any match under the control of the Club until formerly registered with the Club and a clearance obtained from the player's previous club if required.
- 10.2.** The registration form shall be the one approved by the WPDFDC and will show the following details:

- 10.2.1.** Name of the club with which the player desires to register.
 - 10.2.2.** Full names, address, telephone number and date of birth of the player to be registered.
 - 10.2.3.** Birth registration number and state or country of birth which shall be witnessed and confirmed by the club registrar.
 - 10.2.4.** A liability disclaimer signed/or acknowledged online by the parent or guardian of the player to be registered and verifying registration details are correct.
 - 10.2.5.** An indication from the player that he would be willing/not willing to be trained as an umpire of lower age groups.
- 10.3.** Once the Club has accepted the player's registration, the Club registrar shall submit the registration with the WPDFDC
- 10.4.** A player's registration with the Club shall remain valid until the player receives a clearance from the Club.

11. MEMBERSHIP

- 11.1.** Membership shall be obtained upon payment of an annual fee as set by the committee for the current season. Payment (or Provision of payment) must be made to the Club Treasurer by the nominated date as set by the committee.
- 11.2.** Any player that has not paid his or her membership fee, or a portion of the fee as determined by the current committee shall not be entitled to play any further games with the Club until payment is made and will not be eligible to receive any milestone game awards.
- 11.3.** Payment of the fee entitles all players, players' parents, or guardians' full financial membership and benefits as provided by the Club.
- 11.4.** Ordinary membership can be gained by paying a nominal fee as set by the committee.
- 11.5.** The Club may appoint a Life Member in recognition of service to the Club; no fee applies to a Life Member.
- 11.6.** Membership is valid for twelve (12) months from 1st March.

12. PLAYER PLACEMENT POLICY

- 12.1.** The club shall not limit the number of players of a particular age group wishing to register with the club, however prior to the season commencing, the club (either through the committee or Coach) shall advise all players within an age group where the numbers exceed those stated above that a roster system shall be employed to ensure all players get equal game time.
- 12.2.** Where a team has more players than the minimum number of players as stated above, the team coach and manager shall employ the clubs *team roster system* to ensure every player is given equal playing time at each game.
- 12.3.** During finals, where a team has more than the maximum number of players as stated above, the team coach and manager shall employ the clubs *finals selection policy*, when choosing players whom will miss out on the game.
- 12.4.** The Club and its membership shall adopt and abide by the JKJFC Registration & Player Placement Policy.

13. PROTECTIVE GEAR

- 13.1.** The Club strongly advocates the wearing of protective mouth guards by all players registered with the club.
- 13.2.** Players wishing to wear spectacles during matches and training must wear spectacles with plastic frames and plastic lenses and must be held on securely by a band.

14. REPORTED PLAYERS

- 14.1.** A player against who any charge has been proved at a hearing of the P&D Board (or is offered and accepts a prescribed penalty) during the current season or any player who has received an automatic suspension as a result of having been sent from the ground three (3) times (with a yellow card) during the season or two (2) times during a single game shall be disqualified from participating in the voting for fairest and best awards.
- 14.2.** Any player who receives a yellow card and is then given a club suspension after investigation by the VP Football and President will also be deemed disqualified from participating in the voting for fairest and best awards.

15. TROPHY VOTING

- 15.1.** The team manager is responsible for issuing three (3) voting slips to the coach, another team official and a spectator. The slips are to be filled out voting on a 3, 2, 1 basis. E.g., 3 votes for the best player, 2 votes for the second best, 1 vote for third best.
- 15.2.** The three cards are then to be sealed in an envelope showing:

- 15.2.1.** The team e.g. Year 8 Raptors

- 15.2.2. The match date
- 15.2.3. The name of the opposition
- 15.2.4. The name and signature of the person voting

15.3. The envelope is to be given to the Club Registrar by 6.00pm on the day the game is played.

15.4. In the event that items 15.1, 15.2 or 15.3 have not been adhered to then the Executive Committee have the ability to find a resolution in the best interest of the club and the player group.

16. VOTE COUNTING

16.1. Vote counting will be conducted by the President, Vice President and Registrar at their earliest convenience after the completion of the home and away fixtures.

17. GAME TROPHIES AND BADGES

17.1. During the season, the club will award:

- 17.1.1. Certificate and club polo shirt to players who achieve 50, games for the club.
- 17.1.2. Plaque and club jumper to all players who achieve 100 games for the club and name placed on the Clubs 100 Game honor board.
- 17.1.3. Club game record holder to be recognized on Honor Board at the end of the players final year of junior football.
- 17.1.4. Coaches may make weekly awards, in addition to any club provided awards, (e.g. Free passes, drinks etc) at their discretion. The cost is to be borne by the team. Not the club.

18. CLUB TROPHIES AND MEDALLIONS

18.1. At the end of the season, the Club will award trophies to:

18.1.1. All players who played for junior teams. (Participation Trophy for Year 7's).

18.1.2 In each open rules team Fairest and Best
 Runner Up Fairest and Best
 Most consistent
 Most Improved
 Encouragement Award

18.1.3 The first two (2) of the above trophies will be decided by votes cast at each weeks games throughout the season.

18.1.4 The final three (3) awards are Coach choices and are not awarded on votes polled.

18.1.5 The option is available to re-name the award of Most Improved & Encouragement Award. This request must be submitted by the Coach and Manager to the Vice President Football for approval. In the absence of the Vice President Football the request can be approved by an executive committee member.

18.2 If two (2) or more players should tie for the Fairest and Best Award, there will be NO count back system. All winners shall receive a trophy.

19. INELIGIBLE FOR FAIREST & BEST TROPHIES AND PLAYER OF THE YEAR AWARD

19.1. Players ineligible to receive Club trophies or awards are:

19.1.1. Any player found guilty of an offence and suspended (or is offered and accepts a prescribed penalty) by the WPDFDC Protest & Disputes Board, or given a suspended sentence.

19.1.2. Any player who has been sent from the field three (3) times (with a yellow card) by the Umpires during the current home and away season or twice in the same game.

20. CLUB AWARDS

20.1. The Club has four (4) club awards that are presented at the end of each season, the awards all have set criteria and are voted on by a selection panel from the Executive and Management Committee.

20.1.1. Club Person of the year

20.1.2. Auskick Coach of the year

20.1.3. Modified Coach of the year

20.1.4. Opens Coach of the year

20.1.5. Manager of the year

20.1.6. Parent Umpire of the year

20.1.7. Player of the Year – this is awarded to the Open Rules player who has polled the highest number of votes combined from club and district vote counts.

21. PUBLIC STATEMENTS

21.1. No statements are to be made on behalf of the Club other than by the Club President or his authorized delegate.

22. SPONSORSHIP

22.1. The club and its membership shall adopt and abide by the JKJFC Sponsorship Policy, when selecting, engaging and managing Sponsors.

22.2. Club members are encouraged to actively seek sponsorship for the Club however, all sponsorships have to be approved by the Executive Committee or designated officer.

23. HEALTHY CLUB POLICY

23.1. The club and its membership shall adopt and abide by the JKJFC Healthy Club Policy, including the Clubs Canteen Policy, in regards to;

- Smoking
- Alcohol
- Drugs
- Sun Protection
- Sports Safety
- Healthy food choices.

24. MEMBER PROTECTION POLICY

24.1. The club and its membership shall adopt and abide by the JKJFC Member Protection Policy.

25. CLUB WEB SITE POLICY

25.1. The club and its membership shall adopt and abide by the JKJFC Club Web Site Policy.

26. INTERPRETATION OF BY-LAWS

26.1. Interpretation of these by-laws shall be at the sole determination of the Management Committee whose decision shall, unless and until set aside by the Annual General meeting or Special meeting, be binding upon all members.

27. ALTERATION OF BY-LAWS

27.1. The Management Committee shall have the power to repeal or amend or add to the By-laws by a motion carried by seventy five percent majority of all members of the Management Committee.

27.2. All alterations shall be ratified by seventy five percent of all members at the Annual General Meeting or special meeting duly convened for that purpose. The procedure shall apply as specified in Part 17 of the Constitution.

Addendum Number 1: Duty Statements



**Joondalup Kinross Junior
Football Club Inc.**

**Management Committee
Job Descriptions**

October 2013

The Joondalup Kinross Junior Football Club Inc Management Committee shall consist of:

- President – Delegate
- Vice President – Football
- Vice President – Administration
- Secretary
- Treasurer
- Volunteers Coordinator
- Registrar – Modified & Open Rules
- Registrar – Auskick
- Coaching Coordinator – Open Rules
- Coaching Coordinator – Modified Rules
- Coaching Coordinator – Auskick
- Team Managers Coordinator - Modified Rules & Open Rules
- Auskick Coordinator
- Auskick Administrator
- Property Manager
- Canteen Manager
- Fundraising Officer
- Social Convenor
- Sponsorship Coordinator
- Merchandise Officer
- Communications Officer
- Information Technology Officer
- General committee members

Joondalup Kinross Junior Football Club Inc

Management Committee

Code of Conduct

This Code of Conduct applies to all Management Committee members.

- Be punctual to and participate fully at all meetings and club functions.
- Recognise that all Management Committee members and Team Officials are volunteers and the valuable contribution they make to the Club.
- Be reasonable in your expectations of volunteers and recognise that all volunteers are contributing to the best of their ability.
- Never publicly ridicule or denounce volunteers or members of the Club.
- Treat all Club members fairly and do not take advantage of another member.
- Promote good fellowship, true sportsmanship and good citizenship among junior footballers and people involved in the Club.
- Uphold the Club's Constitution, By-Laws and Policies at all times.
- Keep up to date and informed on all aspects of your duties.
- Be communicative and encourage involvement of members to assist where required.
- Ensure the tone and content of all verbal and written communications (including letters, emails, newsletters etc) to all volunteers and Club members is precise, respectful and non-antagonist.
- Actively support decisions as agreed to at meetings whether you personally agree or disagree with the decision. Your opportunity to debate the decision is at the meeting. Never publicly ridicule or denounce a decision made by the Management Committee.
- Speak positively about and co-operate willingly with other Management Committee members and Team Officials.
- Ensure your actions are for the good of the Club as a whole and not for your personal benefit.
- Actively seek assistance or training where required to enhance the skills for your position.
- Demonstrate exemplary social behaviour, conduct oneself in an orderly and professional manner, and refrain from inappropriate language (swearing or verbal abuse) at all times whilst at games, around the Club House or at any Club event or activity.
- Condemn the use of violence in any form and by any person.
- Actively discourage racial vilification and verbal abuse by members of the Club.
- Promote respect for all Club members, opponents and condemn unsporting behaviour.
- Condemn the use of drugs and promote the Drug Free message throughout the Club.

I _____ hereby agree to uphold the Management Committee Code of Conduct as stated above at all times whilst a member of the Management Committee.

Signed: _____ Date: _____

**Joondalup Kinross Junior Football Club Inc
Management Committee
Job Description and Duty Statement**

President – Delegate

The President shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Act as Chairperson of all Annual General Meetings, Special Meetings and Management Committee, and Executive meetings, maintaining order and shall be responsible for the smooth running of the Club. Act as ex-officio member of all sub-committees. Be the Club all representative at ceremonial occasions.
- Have the same right to speak on any matter under discussion as any other member.
- Only vote in the event of equality of votes in which case he/she may exercise a casting vote only.
- Encourage discussion in an impartial manner and conduct the affairs of the Club with due decorum and in promotion of the objectives of the Club. Standard Rules of Debate shall be employed at all times.
- Ensure that all legal formalities are observed at Club meetings and functions
- Provide advice and assistance to the Vice Presidents to ensure the smooth running of the Club
- Liaise with the Secretary to prepare and issue at least four (4) days prior to the monthly meeting, an Agenda setting out the items to be discussed at the next meeting.
- Act as Spokesperson for the Club at all functions, in his/her absence nominate a representative to take his/her place. Persons acting on behalf of the President shall accept the duties and responsibilities pertaining to the position.
- Attend all Junior Football League meetings, functions and the like as required, or in his/her absence nominate a representative to take his/her place. He/she shall report to the Management Committee and any other relevant persons the business discussed at the Meeting.
- Liaise as required with other bodies coordinating football competitions.
- Promote the Club actively and, in conjunction with the Volunteers Coordinator, seek suitable persons to fill vacant positions within the Club.
- Ensure the Club is run by the Rules defined in the Constitution and By-laws and actively seek debate with Members in relation to its relevance and effect.
- Promote the Club and actively seek to grow and develop a quality junior football program which will make young people eager to play and support the game.
- Promote good fellowship, true sportsmanship and citizenship among junior footballers and people involved in junior football.
- The Common Seal of the Club engraved with the name of the Club shall be kept in the care of the President or his/her nominated representative.
- Provide a report of his/her activities at all Management Meetings and an Annual Report at the Annual General Meeting.

Skills Required:

- Must be familiar with the Rules of Chairing a Meeting, Standard Rules of Debate and the Club's Constitution and By-Laws.
- Be familiar with Duty Statements of all Management Committee positions
- Excellent interpersonal skills, written and verbal communication skills and conflict resolution skills.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Vice President – Football

The Vice President - Football reports to the President and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Assist the President at all times.
- In the absence of the President, shall carry out the duties of the President in regards to football related matters.
- Administer the football structure and recruiting techniques for players, Coaches and Assistants, essential for the long term success and stability of the Club.
- Pursue and implement programs that focus on player retention and player growth within the Club.
- Administer the football program across all age groups to ensure the Club complies with the policies and guidelines of the Association.
- Review the football program of the Club and undertake self-education to keep informed of policy changes within the Association as they may apply to the Club.
- Assist and review the Registrars for all programs especially in regards to team composition and upholding the Registration and Player Placement Policy
- Assist and review the Coaching Coordinators for all programs and Auskick Coordinator
- Assist the Team Managers Coordinator to coordinate the Team Managers. Ensure communication via players and parents through all teams is maintained to the highest level.
- Liaise with and assist the Property Manager in regards to equipment required for all programs.
- Attend Tribunal meetings and act as advocate for Club members called before the Tribunal.
- Promote the Club and actively seek to grow and develop a quality junior football program which will make young people eager to play and support the game.
- Promote good fellowship, true sportsmanship and citizenship among junior footballers and people involved in junior football.
- Provide a report of his/her activities at all Management Meetings.

Skills Required:

- Must be familiar with the Rules of Association By-Laws and the WAFL Junior Club Manual.
- Be familiar with Duty Statements of Management Committee positions under VP Football control
- Excellent interpersonal skills, written and verbal communication skills and conflict resolution skills

Joondalup Kinross Junior Football Club Inc

Management Committee

Job Description and Duty Statement

Vice President – Administration

The Vice President - Administration reports to the President and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Assist the President at all times.
- In the absence of the President, shall carry out the duties of the President in regards to administration related matters.
- Manage the administration structure of the Club and objectives essential for the long term success and stability of the Club.
- Liaise with Treasurer and all sub-committees in the preparation of budgets.
- In conjunction with the Treasurer, ensure Club insurance policies are maintained to ensure adequate coverage for players, public liability, management liability, contents insurance, and any other relevant insurances as deemed appropriate by the Management Committee.
- Be responsible for the ongoing review and succession planning of the administrative duties of the Club. Communicating with the membership and seek feedback on the direction of the Club.
- In conjunction with the President and VP Football, pursue and implement programs that focus on player retention and player growth within the Club.
- Promote the Club and seek revenue streams appropriate for a junior football club.
- Assist the Volunteer Coordinator in finding suitable persons to fill vacant positions within the Management Committee.
- Liaise with and assist all non-football related Management Committee members in regards to their portfolios.
- Arrange team photos and trophies for distribution at end of season Presentation functions.
- Liaise with the Management Committee to organise and manage Modified Rules & Auskick Team Allocation Day and end of season Presentation functions.
- Provide a report of his/her activities at all Management Meetings

Skills Required:

- Must be familiar with the Rules of Association By-Laws and the WAFL Junior Club Manual.
- Be familiar with Duty Statements of Management Committee positions under VP Admin control
- Excellent interpersonal skills, written and verbal communication skills and conflict resolution skills

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Secretary

The Secretary reports to the President and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Administer the correspondence inwards and outwards, through collection and delivery. Collection of the mail on a regular basis and distribute as soon as possible to appropriate recipient.
- Maintain a current copy of the Club's Constitution, By-laws and Policies.
- Keep a full and accurate record of the proceedings of all Management Committee, Executive, Annual General and Special General Meetings of the Club.
- Keep a list of the attendances of the members present at the Meetings of the Club.
- Send out required notices for calling of meetings as directed by the Management Committee.
- Prepare meeting agendas as directed by the President and issue to all Committee members, at least four (4) days prior to the monthly meeting.
- Take minutes and prepare a written record of Club meetings on a monthly basis or for any extraordinary meetings as directed by the President. On preparation of the minutes, issue a copy to all Committee members at least four (4) days prior to the meeting.
- Ensure all actions are identified at meetings and that responsible persons are appropriately recorded in the minutes.
- Arrange for the keeping of Club records and the updating and categorising of such reports.
- Maintain and update regularly the Calendar of Events for all Club related meetings and activities throughout the year.
- Carry out purchasing for administrative items required by the Club as directed by the President.
- Provide administrative and secretarial support as required

Skills Required:

- Must be familiar with MS Office Word and Outlook.
- Must be familiar with guidelines for record keeping and taking minutes of meetings
- Be familiar with Duty Statements of Management Committee positions
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc

Management Committee

Job Description and Duty Statement

Treasurer

The Treasurer reports to the President and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Be responsible for the management of the Club's financial matters and the recording of all transactions in approved suitable books of account.
- Be responsible for ensuring the bank account details and signatories are maintained correctly. The nominated signatories are the President, Vice President – Administration, Secretary and Treasurer. The method of operation of the bank accounts will be any two nominated signatories to sign.
- In consultation with the Vice President – Administration prepare the annual budget for the Club. The budget is to be prepared and submitted to the Management Committee for approval prior to the end of the calendar year.
- In conjunction with the Vice President – Administration, ensure Club insurance policies are maintained to ensure adequate coverage for players, public liability, management liability, contents insurance, and any other relevant insurances as deemed appropriate by the Management Committee.
- Ensure all payments as authorised by the Management Committee on behalf of the Club, are made in a timely manner and are signed in accordance with the bank account authority.
- Produce financial reports showing the surplus or deficit of the club accounts. Reports are to be submitted to the Management Committee at each monthly meeting. They shall identify income and expenses into various categories to match budget figures and have a Balance Sheet.
- Administer the issuing of all invoices on behalf of the Club.
- Collect and receive in person or by appointed deputy all monies due to the Club and issue receipts for same. To cause all said monies to be deposited into a bank account in the name of the Club.
- Present all accounts for payment to the Management Committee to be passed for payment.
- Maintain and keep all account books showing the Club's financial records and transactions.
- Arrange for review of the Club's accounts by the approved auditor.
- Liaise with financial bodies and government bodies as and when required in regards to all financial matters of the Club.
- Submit an Annual Report and Audited Financial Statements to the Annual General Meeting.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with MYOB AccountRight accounting software, MS Office Excel and Outlook.
- Must be familiar with bookkeeping and Accounting Standards for financial record keeping

- Be familiar with relevant taxation legislation especially regarding Goods & Services Tax
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Volunteers CoOrdinator

The Volunteers CoOrdinator reports to the President and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Recruit volunteers for the Club and implement a reward and recognition policy for all volunteers.
- Assess the human resource needs for the Club to ensure sufficient volunteers are available for general running and special events.
- Organise orientation and induction of volunteers.
- Promote good communication channels between volunteers and the members of the Club.
- Assist and support the volunteers through mediation of conflict situations and engage resolution procedures to ensure volunteer retention and the smooth running of the Club.
- Actively promote the benefits of volunteering and ensure that the Club addresses volunteering in the Club's development plan.
- Make volunteers feel supported by ensuring they have the necessary resources and/or training required to fulfil the duties of their position.
- Make volunteers feel recognised and appreciated by ensuring they are nominated for appropriate awards and volunteer recognition schemes such as Club Awards and Volunteer of the Year Awards.
- Promote good fellowship, true sportsmanship and good citizenship among junior footballers and people involved in junior football.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with the nature of volunteering and what motivates people to volunteer.
- Must be familiar with the role volunteers play in the Club and the principles of managing people.
- Be familiar with Duty Statements of all Management Committee positions.
- Excellent interpersonal skills, written and verbal communication skills and conflict resolution skills.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Registrar – Modified & Opens Rules

The Registrar - Modified & Opens Rules reports to the Vice President - Football and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Be responsible for the registration of all Modified & Opens Rules players for the Club.
- Administer the registration requirements of Club players/members in accordance with the Association and Club policies.
- Liaise with the Vice President – Football regarding team compositions and upholding the Registration and Player Placement Policy, determine the Modified & Opens Rules teams to be nominated by the Club and their grading, after registration day.
- Liaise with the Coaching Coordinator Modified & Opens Rules in regard to all league reporting duties as required.
- Notify the Association of any changes to the personal details of any players registered with the Club.
- Keep an up to date record of all Modified & Opens Rules players names, ages, addresses, phone numbers, milestones and medical conditions and advise Coaches and Committee members as required.
- Assist with vote counting and awarding of trophies in regards to statistics.
- Keep an up to date record of all transfers as required
- Provide VP Football with all Modified & Opens Rules player milestones at least two (2) weeks before the due occurrences.
- Ensure all Modified & Opens Rules players are registered.
- Liaise with the Association in regards to Club registrations. Attend Association meetings as and when required in consultation with the Vice President – Football.
- Arrange for fixtures to be distributed to the Vice President – Football and Coaching Coordinator Opens and teams sheets to the Modified & Opens Rules Team Managers during the season.
- Collect and administer the weekly "Match Paperwork" and send a copy of all the results to the Junior Football League as required.
- Provide a report of his/her activities at all Management meetings

Skills Required:

- Must be familiar with the Rules of Association By-Laws and the WAFL Junior Club Manual regarding player registration requirements
- Must be familiar with the appropriate sporting software required by the Association and WAFL

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Registrar – Auskick

The Registrar - Auskick reports to the Vice President - Football and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Be responsible for the registration of all Auskick players for the Club.
- Administer the registration requirements of Club players/members in accordance with the Association and Club policies.
- Liaise with the Vice President – Football regarding team compositions and upholding the Registration and Player Placement Policy.
- Ensure all Auskick players are registered and allocated to teams in the appropriate age group and in an even number of teams and even players on each team.
- Keep an up to date record of all Auskick players names, ages, addresses, parents names, contact email and phone numbers, and medical conditions.
- Create team lists (including players names, parents names, contact email and phone numbers, school attending, and medical conditions) for each age group and distribute to Auskick Administrator.
- Notify the Association of any changes to the personal details of any players registered with the Club.
- Create fixtures for the intra-club Auskick competition for each age group and distribute to Auskick Administrator.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with the Rules of Association By-Laws and the WAFL Junior Club Manual regarding player registration requirements.
- Must be familiar with the appropriate sporting software required by the Association and WAFL.
- Must be familiar with MS Office Excel and Outlook.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Coaching Coordinator - Open Rules

The Coaching Coordinator – Open Rules reports to the Vice President - Football and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Manage the advertising, selection, training and monitoring of Coaches for the Open Rules teams within the Club.
- Develop and provide Coaches with the information (written and verbal) they require to carry out their duties.
- In conjunction with the Vice-President Football, administer the football structure and recruiting techniques for players, Coaches and Assistants, essential for the long term success and stability of the Club.
- Prepare a Coaching Program prior to the commencement of the season, detailing the skills to be taught to Opens Rules players.
- Ensure Coaches administer the football program to ensure the Club complies with the policies and guidelines of the Association.
- Hold regular Coaches meetings to provide support and training to the Coaches and review appropriateness of the football program and objectives for each team.
- Attend training sessions and games to assist and assess the Coaches in their duties. Provide feedback to the Coaches and to the Vice-President Football in regards to the performance of the Coaches.
- Liaise with the Open Rules Coaches and Property Manager when required to ensure the necessary club equipment is available for use. Review the ongoing needs of the Club in regards to equipment requirements.
- Review the football program of the Club and undertake self-education to keep informed of policy changes within the Association as they may apply to the Club.
- Promote the Club and actively seek to grow and develop a quality junior football program which will make young people eager to play and support the game.
- Promote good fellowship, true sportsmanship and citizenship among junior footballers and people involved in junior football.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with the Rules of Association By-Laws and the WAFL Junior Club Manual regarding player registration requirements.
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Coaching Coordinator - Modified Rules

The Coaching Coordinator – Modified Rules reports to the Vice President - Football and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Manage the advertising, selection, training and monitoring of Coaches for the Modified Rules teams within the Club.
- Develop and provide Coaches with the information (written and verbal) they require to carry out their duties.
- In conjunction with the Vice-President Football, administer the football structure and recruiting techniques for players, Coaches and Assistants, essential for the long term success and stability of the Club.
- Prepare a Coaching Program prior to the commencement of the season, detailing the skills to be taught to Modified Rules players.
- Ensure Coaches administer the football program to ensure the Club complies with the policies and guidelines of the Association.
- Hold regular Coaches meetings to provide support and training to the Coaches and review appropriateness of the football program and objectives for each team.
- Attend training sessions and games to assist and assess the Coaches in their duties. Provide feedback to the Coaches and to the Vice-President Football in regards to the performance of the Coaches.
- Liaise with the Modified Rules Coaches and Property Manager when required to ensure the necessary club equipment is available for use. Review the ongoing needs of the Club in regards to equipment requirements.
- Review the football program of the Club and undertake self-education to keep informed of policy changes within the Association as they may apply to the Club.
- Promote the Club and actively seek to grow and develop a quality junior football program which will make young people eager to play and support the game.
- Promote good fellowship, true sportsmanship and citizenship among junior footballers and people involved in junior football.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with the Rules of Association By-Laws and the WAFL Junior Club Manual regarding player registration requirements.
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc

Management Committee

Job Description and Duty Statement

Coaching Coordinator - Auskick

The Coaching Coordinator – Auskick reports to the Vice President - Football and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Manage the advertising, selection, training and monitoring of Coaches for the Auskick teams within the Club.
- In conjunction with the Auskick Administrator develop and provide Coaches with the information (written and verbal) they require to carry out their duties including rules of the game and skills drills activities.
- In conjunction with the Vice-President Football and Auskick Coordinator, administer the football structure and recruiting techniques for players, Coaches and Assistants, essential for the long term success and stability of the Club.
- Prepare a Coaching Program prior to the commencement of the season, detailing the skills to be taught to Auskick players.
- Ensure Coaches administer the football program to ensure the Club complies with the policies and guidelines of the Association.
- Conduct Coaches meetings to provide support and training to the Coaches and review appropriateness of the football program and objectives for each team prior to the commencement of the season and regularly throughout the season.
- Attend training sessions and games to assist and assess the Coaches in their duties. Provide feedback to the Coaches and to the Vice-President Football in regards to the performance of the Coaches.
- Liaise with the Auskick Coaches and Property Manager when required to ensure the necessary club equipment is available for use. Review the ongoing needs of the Club in regards to equipment requirements.
- Review the football program of the Club and undertake self-education to keep informed of policy changes within the Association as they may apply to the Club.
- Promote the Club and actively seek to grow and develop a quality junior football program which will make young people eager to play and support the game.
- Promote good fellowship, true sportsmanship and citizenship among junior footballers and people involved in junior football.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with the Rules of Association By-Laws and the WAFL Junior Club Manual regarding player registration requirements.
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc

Management Committee

Job Description and Duty Statement

Team Managers Coordinator – Mods & Opens

The Team Managers Coordinator – Mods & Opens reports to the Vice President - Football and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies.
- Prepare Team Managers folder containing their list of duties, relevant club policies and all necessary forms and information required to do the job properly.
- Conduct Team Managers meeting prior to the commencement of the season to provide training (especially regarding the rules of the game, match day paperwork and the game day environment restrictions) and discuss their role & obligations, distribute & discuss the contents of their folder, provide club contact details, and distribute Team Managers kitbag.
- Advise ALL Team Managers of their responsibility to implement the Association's Game Day Environment Policy. Especially to condemn the use of violence in any form and by any person; actively discourage racial vilification and verbal abuse by members of the Club; promote respect for all Club members, opponents and condemn unsporting behaviour; and condemn the use of drugs and promote the Drug Free message throughout the Club.
- Liaise with the Property Manager regarding content requirements for the Team Managers kitbag (including any sponsors flags/banners, time-keeping equipment, first aid kits, team vests, jumpers etc)
- Conduct Team Managers meeting during the season to review game day activities, their role, discuss any issues that may be relevant to the group and actively seek feedback.
- Maintain regular contact with ALL Team Managers to disseminate information regarding Club activities, resolve issues and provide support where necessary.
- Liaise with the Registrars as and when required to ensure Team Managers complete team sheets correctly.
- Liaise with the Treasurer as and when required and coordinate the Team Managers to ensure all umpire fees are correctly distributed and recorded.
- At end of season, ensure all Team Managers collect laundered jumpers and return with their equipment kitbag. Any missing items are recorded and details of player of missing jumpers provided to the Treasurer for invoicing.
- Promote the Club and actively seek to grow and develop a quality junior football program which will make young people eager to play and support the game.
- Promote good fellowship, true sportsmanship and citizenship among junior footballers and people involved in junior football.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with the Rules of Association By-Laws and the WAFL Junior Club Manual regarding player registration requirements.
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Auskick Coordinator

The Auskick Coordinator reports to the Vice President - Football and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Assist the Coaching Coordinator – Auskick with managing the advertising, selection, training and monitoring of Coaches for the Auskick teams within the Club.
- In conjunction with the Vice-President Football and Coaching Coordinator – Auskick administer the football structure and recruiting techniques for players, Coaches and Assistants, essential for the long term success and stability of the Club.
- Assist the Coaching Coordinator – Auskick to conduct Coaches meetings to provide support and training to the Coaches and review appropriateness of the football program and objectives for each team prior to the commencement of the season and regularly throughout the season.
- Liaise with the Property Manager to review the ongoing needs of the Club in regards to equipment requirements for Auskick.
- In conjunction with the Property Manager distribute Coaches kitbags containing required equipment and players jumpers at the Coaches meeting conducted prior to the commencement of the season.
- Liaise with the Auskick Administrator to organise and manage Auskick Team Allocation Day and end of season Presentation Day, in conjunction with the Management Committee.
- Setup the grounds as required for each age group for games for the Auskick Program during the season.
- Liaise with the Auskick Administrator to organise and manage participation of JKJFC Auskick players in all league carnivals, gala days, WAFL & AFL participation days.
- Attend Association Auskick Coordinators meetings and advise of meeting outcomes to Auskick Administrator, Coaching Coordinator – Auskick and Management Committee.
- Regularly publicly address players, parents and spectators in regards to Club news and information.
- Promote the Club and actively seek to grow and develop a quality junior football program which will make young people eager to play and support the game.
- Promote good fellowship, true sportsmanship and citizenship among junior footballers and people involved in junior football.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with the Rules of Association By-Laws and the WAFL Junior Club Manual regarding player registration requirements.
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Property Manager

The Property Manager reports to the Vice President - Football and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies
- Prior to the commencement of the season, provide a proposed list of equipment to be purchased to the Management Committee for approval.
- Arrange the purchase of equipment and first aid items required as approved within budget allocation.
- Regularly review stock quantities to ensure efficient running of the Club.
- Liaise with the Coaching Coordinator – Open Rules, Coaching Coordinator – Modified Rules and Coaching Coordinator – Auskick when required to ensure the necessary club equipment is available for use and to review the ongoing needs of the Club in regards to equipment requirements for all football programs.
- Distribute Coaches kitbags containing required equipment at the Coaches meetings conducted prior to the commencement of the season.
- Liaise with the Team Managers Coordinator regarding content requirements for the Team Managers kitbag (including any sponsors flags/banners, time-keeping equipment, first aid kits, team vests, jumpers etc)
- Distribute Team Managers kitbags containing required equipment and players jumpers at the Team Managers meeting conducted prior to the commencement of the season.
- Maintain a register of all Club equipment and supplies distributed to Coaches and Team Managers to ensure accountability of Club property.
- At the end of the season, provide to the Treasurer a full stocktake of all Club equipment and consumables to be held in storage during the off-season to ensure adequate insurance coverage.
- Arrange safe storage of all Club property at storage facilities as agreed to by the Management Committee.
- Be pro-active in seeking feedback from Coaches, players and Club Members in regards to relevance of Club equipment provided and actively seek new items for the improvement of all football programs.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Auskick Administrator

The Auskick Administrator reports to the Vice President - Admin and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies.
- Assist the Coaching Coordinator – Auskick by providing administrative support to compile Coaches & Team Managers information pack including team list, attendance register, fixtures, rules of the game, skills drills activities appropriate for the age group for distribution at Coaches meeting prior to the commencement of the season.
- Ensure all Coaches and Assistant Coaches sign the Coaches Code of Conduct and Member Protection Declaration Forms according to Club Policy. Coaches and Assistant Coaches that do not have a child playing Auskick are required to provide a Working With Children Check Clearance.
- Communicate to Coaches, Team Managers (for distribution to players and parents) all information on club activities and provide award certificates (as supplied by Sponsors Coordinator).
- Arrange team photos and trophies in conjunction with the VP Admin and Auskick participation certificates for all players ready for end of season Auskick Presentation Day.
- Liaise with the Auskick Coordinator to organise and manage Auskick Team Allocation Day and end of season Presentation Day, in conjunction with the Management Committee.
- Liaise with the Auskick Coordinator to organise and manage participation of JKJFC Auskick players in all league carnivals, gala days, WAFL & AFL participation days.
- At end of season, ensure all Coaches/Team Managers collect laundered jumpers and return with their equipment kitbag. Any missing items are recorded and details of player of missing jumpers provided to the Treasurer for invoicing.
- Promote good fellowship, true sportsmanship and citizenship among junior footballers and people involved in junior football.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with MS Office Word, Excel and Outlook.
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc

Management Committee

Job Description and Duty Statement

Canteen Manager

The Canteen Manager reports to the Vice President - Admin and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies.
- Prior to the commencement of the season, provide a proposed list and prices of food and beverages to the Management Committee for approval.
- Arrange the purchase of canteen stock items required to enable provision of the food and beverage within budget allocation.
- Regularly review stock quantities to ensure efficient running of the canteen.
- Be responsible for opening, closing and staffing of the canteen on the days and times as required by the Management Committee.
- Ensure the recording of all items sold on the cash register to ensure correct accounting for GST purposes.
- Provide all necessary paperwork and requirements to the Treasurer to enable accurate accounting of the canteen income and expenses in a regular and timely manner.
- Ensure all canteen facilities and equipment are cleaned and maintained regularly to ensure safe working conditions.
- Ensure City of Joondalup Health Regulations regarding the preparation and serving of food and beverages are adhered to at all times.
- Ensure all volunteers are trained to ensure safe work practices and maintain adherence to Health Regulations.
- Be pro-active in seeking feedback from customers and Club Members in regards to relevance of stock items provided.
- At the end of the season, provide to the Treasurer a full stocktake of all canteen stock, equipment and consumables to be held in storage during the off-season to ensure adequate insurance coverage.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with City of Joondalup Health Regulations and safe work practices.
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Merchandise Officer

The Merchandise Officer reports to the Vice President - Admin and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies.
- Prior to the commencement of the season, provide a proposed list and prices of Merchandise to the Management Committee for approval.
- Arrange the purchase of merchandise stock items required to enable provision of the merchandise within budget allocation.
- Regularly review stock quantities to ensure efficient running of the merchandise stand.
- Be responsible for opening, closing and staffing of the merchandise stand on the days and times as required by the Management Committee.
- Ensure the recording of all items sold on the cash register to ensure correct accounting for GST purposes.
- Provide all necessary paperwork and requirements to the Treasurer to enable accurate accounting of the merchandise income and expenses in a regular and timely manner.
- Ensure all Club merchandise provided for Management Committee, Sponsors, Coaches, Team Managers, players shirts and milestone award recipients are provided in a timely manner and within budget allocation.
- Be pro-active in seeking feedback from customers and Club Members in regards to relevance of stock items provided.
- At the end of the season, provide to the Treasurer a full stocktake of all merchandise stock, equipment and consumables to be held in storage during the off-season to ensure adequate insurance coverage.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc

Management Committee

Job Description and Duty Statement

Sponsorship Coordinator

The Sponsorship Coordinator reports to the Vice President - Admin and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies.
- Prepare and submit to the Management Committee for approval an "Invitation for Sponsorship" to be offered to prospective sponsors. The proposed "Invitation to Sponsor" shall include an introduction to JKJFC, and benefits and terms of sponsorship in regards to duration, investment levels available, advertising and promotion available, benefits to sponsor, and a Sponsorship Agreement.
- Promote the Club and actively seek suitable sponsors from businesses, endeavouring to secure a sponsor for every team within the Club.
- Actively promote the Sponsors and involve them in all Club events where appropriate.
- Liaise with Sponsors throughout the season to ensure the Sponsorship Agreement is fulfilled to the relevant level of sponsorship and maintain good relations with the sponsors.
- Arrange for the provision of banners/flags or any other promotional material as agreed to in the Sponsorship Agreement and ensure displaying of same as appropriate.
- In conjunction with the Fundraising and Social Convenor, arrange and organise a Sponsors Appreciation Night as approved by the Management Committee.
- Ensure the Sponsors Board displayed in the Club house is kept up to date with current Sponsors.
- Provide copies of all signed sponsorship agreements with full details of sponsor to the Treasurer in a timely manner to enable invoicing and collection of monies due.
- At the end of the season, provide to the Treasurer a full stocktake of all sponsors banners/flags to be held in storage during the off-season to ensure adequate insurance coverage.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

Fundraising Officer

The Fundraising Officer reports to the Vice President - Admin and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies.
- Prior to the commencement of the season, provide a proposed list of fundraising endeavours to the Management Committee for approval.
- Endeavour to engage volunteers on a Fundraising Sub-Committee and chair sub-committee meetings.
- In conjunction with the Fundraising Sub-Committee and/or Management Committee be responsible for the arranging and organising of all fundraising activities of the Club.
- Liaise with appropriate businesses and relevant government licensing agencies to facilitate and provide services for the fundraising activities.
- Ensure relevant government licensing requirements are adhered to.
- Provide all necessary paperwork and requirements to the Treasurer to enable accurate accounting of the fundraising income and expenses in a regular and timely manner.
- Liaise with appropriate Management Committee members to ensure Club activities are communicated to all Club members in a timely manner to ensure the success of fundraising events.
- Endeavour to raise the profile of the Club and the Management Committee by promoting good fellowship and fun events.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with relevant government licensing requirements especially regarding Responsible Service of Alcohol and Racing and Gaming.
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc

Management Committee

Job Description and Duty Statement

Social Convenor

The Social Convenor reports to the Vice President - Admin and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies.
- Prior to the commencement of the season, provide a proposed list of social events to the Management Committee for approval.
- Endeavour to engage volunteers on a Social Sub-Committee and chair sub-committee meetings.
- In conjunction with the Social Sub-Committee and/or Management Committee be responsible for the arranging and organising of all social events of the Club.
- Liaise with any appropriate businesses and relevant government licensing agencies to facilitate and provide services for the social events.
- Ensure any relevant government licensing requirements are adhered to.
- In conjunction with the Sponsorship Coordinator, arrange and organise a Sponsors Appreciation Night as approved by the Management Committee.
- Provide all necessary paperwork and requirements to the Treasurer to enable accurate accounting of the social events income and expenses in a regular and timely manner.
- Liaise with appropriate Management Committee members to ensure Club activities are communicated to all Club members in a timely manner to ensure the success of social events.
- Ensure all Life Members are included in appropriate social events as per the Life Members Policy.
- Endeavour to raise the profile of the Club and the Management Committee by promoting good fellowship and fun social events.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with relevant government licensing requirements especially regarding Responsible Service of Alcohol and Racing and Gaming.
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc

Management Committee

Job Description and Duty Statement

Communications Officer

The Communications Officer reports to the Vice President - Admin and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies.
- Prior to the commencement of the season, provide a proposed format for the Club newsletter and general website content to the Management Committee for approval.
- Ensure at all times that all communications are precise, respectful and non-antagonist, free of spelling and grammatical errors and the correct tone of language is used.
- In conjunction with appropriate Management Committee members compile content for newsletters in the approved format.
- Distribute newsletters at regular intervals via the approved medium.
- Monitor, maintain and update website content as required.
- Monitor, maintain and update content on Club App regularly.
- Monitor, maintain and update content on Club Facebook page regularly.
- Promote good communication channels between volunteers and the members of the Club.
- Promote the Club in a positive manner in all communications.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with MS Office Word and Outlook.
- Must be familiar with Vision 6 e-newsletter software program
- Be familiar with Website content management system.
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc
Management Committee
Job Description and Duty Statement

Information Technology Officer

The Information Technology Officer reports to the Vice President - Admin and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies.
- Provide IT support to all members of the Management Committee regarding emails and Club owned laptops.
- Provide a report of his/her activities at all Management meetings.

Skills Required:

- Must be familiar with MS Office Outlook.
- Must be familiar with Information Technology requirements
- Excellent interpersonal skills, written and verbal communication skills.

Joondalup Kinross Junior Football Club Inc Management Committee Job Description and Duty Statement

General Committee Members

The General Committee Members report to the Volunteers Coordinator and shall:

- When representing the Club, act in accordance with the Clubs Management Committee Code of Conduct and uphold the Club's Constitution, By-Laws and Policies.
- Generally assist other Management Committee members as required or requested.
- Actively participate at all Club social events and activities including Presentation functions, Team Allocation days.
- Actively be involved in discussions regarding matters arising at the Management Committee meetings.
- Actively be involved in discussions with Club members and the community and provide feedback where appropriate to the Management Committee.

Skills Required: