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**AUDIENCE**

All financial members and the general public.

**This statement contains important information about the responsibilities of position holders.**

## Senior Divisions (Men and Women)

<b>27.1 Subject</b>	Club statement on the responsibilities and duties of the positions holders of the Men's and Women's Division.
<b>27.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>27.3 Principle</b>	At the Brindabella Blues Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>27.4 Division Manager</b>	<p>The Division Manager's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) exercising a watching brief over the whole of the administration of the division.</li> <li>b) being responsible for the smooth operation of the division.</li> <li>c) making appropriate decisions in relation to group activities, where Management Committee decisions are not required.</li> <li>d) assisting where required, other members of the division in relation to operational workloads.</li> <li>e) chairing all sub-committee meetings in relation to division activities he/she attends under the Rules of the Club.</li> <li>f) providing reports to the Management Committee on matters relating to division activities.</li> <li>g) attending club meetings as required or directed by the Management Committee.</li> </ul>
<b>27.5 Promotions Officer</b>	<p>The Promotions Officer's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) promoting the club's activities through various media outlets.</li> <li>b) liaising between the club and various media outlets.</li> <li>c) coordinating and managing sponsorship activities as approved by the Management committee.</li> </ul>

<b>27.5 Promotions Officer con't</b>	d) coordinating and managing fundraising activities as approved by the Management committee.
<b>27.6 Registrar Mens/Womens</b>	<p>The Mens/Womens Registrar's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) accepting, organising and receipting registrations for the current year.</li> <li>b) organising, verifying and imputing registrations into the club's and FFA data bases in a timely manner.</li> <li>c) collecting and receipting registration monies and pass onto the club Treasurer in a timely manner.</li> </ul>
<b>27.7 Operations Coordinator</b>	<p>The Operations Coordinator's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) coordinating and managing division activities as approved by the Management committee.</li> <li>b) ensuring adequate canteen / BBQ operation on Sundays when playing at the club's home ground, (approx 5 times per year).</li> <li>c) organising ticket requests and attendance numbers for the senior's football presentation night.</li> <li>d) liaising with the Management Committee and Division Manager to organise seniors club presentation night.</li> <li>e) liaising with the Management Committee to organise trophies and awards for the club presentation night.</li> </ul>
<b>27.8 Property Manager</b>	<p>The Property Manager's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) maintaining records of equipment purchased for coaches and managers by the club.</li> <li>b) managing the distribution of equipment issued to coaches and managers.</li> <li>c) arranging the issue and recovery of equipment issued to coaches and managers.</li> </ul>
<b>27.9 Head Coach</b>	<p>The Head Coach's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) overall control of all coaching activities within the senior division and facilitating the location and appointment of coaches for the upcoming season.</li> <li>b) continually liaising with team coaches/managers to ensure smooth and proper running of the teams for the season.</li> <li>c) assisting in the grading and placement of registered players into teams.</li> <li>d) assisting in the development and continual reviewing of a senior coaching.</li> <li>e) providing advice, information and assistance on coaching senior matters where required.</li> <li>f) developing a coaching program within the club.</li> </ul>