

AINSLIE FOOTBALL CLUB

Junior Football Administrator



DUTY STATEMENT

Objectives:

1. Maximise the opportunities for young people (boys and girls) to play football and have fun
2. Working with the General Manager (GM) and Juniors President (JP), co-ordinate all off field football activities for the Clubs Junior teams to ensure that all players, staff and volunteers are provided with the highest level of support to enable them to compete and perform at their best while focusing on the key Junior Footy drivers - **Fun / Participation / Development / Good Sportsmanship**
3. Foster the culture of the club with all Ainslie Football Club stakeholders

Achieved through

- Develop and maintain a close working relationship with all Juniors Football Stakeholders on all football matters.
- Messaging - Assist JP in (1) the appointment of Coaches for all Junior age groups (2) ensure all AFC Junior Footy representatives (coaches, managers, first aid, etc) are informed of what their responsibilities are in terms of rules/guidelines of AFC and AFL Canberra.
- Equipment – (1) ensure all equipment is available as required by teams and that it is in good working order for all trainings and match days. (2) ensure all AFC owned equipment and playing gear (e.g. jumpers and footballs) are returned to the Club.
- Game Day – (1) Assist on game day, set up and general running of the home venues (2) Match Reports - Oversee the submission of online match reports into SportsTG (prior to midnight Sunday) for accuracy and completion.
- Databases & Awards – Manage the recording of games played databases and coordinate all club awards, being (1) mile stone awards (2) encouragement awards (3) end of season awards
- Junior Canteen - Ensure appropriate canteen services at Junior Footy home games as required through (1) adequate food safety plan for canteen operations (2) adequate equipment is in place (3) establish a menu that provides variety (4) manage stock control (5) purchase stock (6) develop a roster for Junior Teams to run the canteen (7) monitor the filling of the roster and engage with Team manager where required
- Senior Canteen - Work with Senior Canteen Manager to ensure appropriate canteen services at Senior Footy home games as required through (1) adequate food safety plan for canteen operations (2) adequate equipment is in place (3) establish a menu that provides variety (4) manage stock control (5) purchase stock
- Volunteers - With the JP and GM assist (1) fill all critical club volunteer roles to ensure the club operations run smoothly at all times (2) attract and recruit new volunteers to the club including developing clear job descriptions for all required tasks (3) identify ways of training volunteers (4) identify methods of recognising volunteers
- Membership - With the JP (1) develop and maintain strategies for the ongoing expansion of the membership base of the Club (2) develop recommendations for all membership types and fees for the ensuing year (3) assist with the collection of membership fees from players

- Merchandise - With the General Manager assist with the Sales/Distribution of all Club Merchandise (player and supporter gear) including (1) distribution of playing gear to all Senior/Junior players (2) sale/recoding/banking of merchandise (3) stock control of Merchandise
- Schools Relationships - Work with the JP in the promotion of Australian Rules to schools in the North Canberra district and the general public through (1) liaising with all school Principals and/or Sports Coordinators within the relevant zone and ensure effective communications is maintained (2) liaise with AFL Canberra Development Officers to coordinate flyers/promotional material for AFL Canberra run programs in the Ainslie feeder area
- Other duties as required