



Ainslie Football Club

Junior Volunteer Roles – 2016

The Ainslie Football Club was established in 1927, with the Juniors program commencing in 1929. The Club has undergone many changes since then however the importance of the role of Volunteers remains the same.

In its commitment to improvement, the AFC needs all our assistance to continue to develop and provide fantastic opportunities for all our boys/girls/women/men. While we think that we are doing things pretty well we want to do better and this is where you fit in. We are extremely aware of the many talents and skills within our parent group and it would be silly of us not to utilise these where possible.

With in excess of 370 Junior Players and a further 80 Auskick Rookie the need for volunteer assistance to run Football operations is critical.

An Organisational Chart of how the Ainslie Football Club works from a Juniors perspective, is listed in Appendix A. The chart lists key roles identified by the Board within the Juniors sphere.

While not everyone is cut out to coach or manage Footy teams there are plenty of other tasks that we are looking for people to help out with. Most of the volunteer roles identified below are specifically for the Junior program, while others have both Junior/Senior components.

Please take the time to review the list and see what jobs either fit your skill set or time availability. Should you have any questions associated with any of the tasks then please do not hesitate to contact Len Hatch, our Volunteers Director (0408 637 719 or hatchlen@gmail.com) or Simon Holt, our Juniors President (0423 060 061 or simon.holt@ainsliefootball.com.au).

Your support is invaluable to what we are able to offer all our Ainslie players.



Volunteers Roles.

1. Juniors Managers Assistant

Understudies the Juniors Manager Coordinator.

Work with Juniors Football Administrator in ensuring that all Game Day information has been entered into on-line system (Fox Sports Pulse).

Estimated Time Involvement: 20-30 minutes per week (between Friday and Monday).

2. First Aid Coordinator

Assist teams with all matters relating to First Aid (FA).

Work with Juniors President & Junior Football Administrator in the following areas:

- a) check FA kits pre-season and arrange replacement of missing supplies,
- b) provide Managers with fully stocked FA kits prior to season,
- c) liaise with Team Managers ensuring FA kits replenished during season where required,
- d) check training/spare FA Kits kept in Reid storeroom & AFC Social Club to ensure fully stocked,
- e) identify training opportunities with AFC Head trainer.

Estimated Time Involvement: up to 1 Hour per week.

3. Auskick Rookies Manager

Develop a safe and welcoming environment for those new to Footy.

Work with Juniors President, Junior Football Administrator and Auskick Coaches to:

- a) communicate with parents pertinent information about the program & Club,
- b) organise end of program BBQ,
- c) following completion of program, provide parents with information on the transition process from Auskick Rookies to AFC Junior Footy program.

Estimated Time Involvement: up to 1 Hour per week.

4. Canteen Coordinator

Oversee the running of the canteen at Reid over the course of the season following consideration of the fixture listing.

Work with Juniors President and Junior Football Administrator to:

- a) develop a handbook on appropriate procedures for operating the canteen together with contact details for assistance and location of closest shops for “on the day” purchases,
- b) review stock sold for alternate/additional opportunities,
- c) develop a price list for items sold,
- d) develop roster for season sharing the responsibility for running canteen evenly across teams,
- e) update the online roster system to reflect the tasks/times required to be filled,
- f) liaise with Team Managers about their team’s canteen responsibility and encourage families to provide cakes, soups & other home made products (appropriately labelled),
- g) monitor the online roster system to check roster is being filled, and follow up Team Managers,
- e) have the necessary stock & float at Canteen prior to opening,
- f) ensure set up/take down performed as required – including storage of stock, secure takings.

Estimated Time Involvement: up to 1.5 Hours per week.



5. **Canteen Purchaser/Stock Control**

Understudies the Canteen Coordinator.

Ensures stock levels at appropriate levels.

Work with Junior Football Administrator and Canteen Coordinator by:

- a) checking stock levels of canteen after operation,
- b) arranging ordering/purchasing of required stock items.

Estimated Time Involvement: up to 1 Hour per week.

6. **Game Day Coordinator (Ground Setup/Takedown)**

Ensure AFC home grounds are ready for Football of a morning and are secured of an afternoon.

Work with Junior Football Administrator to ensure:

- a) storeroom at Reid opened of a morning to provide access to post pads (teams to install), BBQ, stretcher, freezer & A-frame promotional materials & locked at end of games, ensuring all equipment is returned,
- b) post pads for Ainslie Oval (on match days) are transported from the container at Alan Ray Oval, and returned to container at end of day,
- c) draw up a roster for Ground Managers for Reid & Ainslie Ovals (based on fixture listing), with a view to sharing the duties across the teams (and notify Team Managers),
- d) draw up a schedule of volunteers to assist with ground set up and ground closure (including changeroom tidy).

Estimated Time Involvement: up to 1 Hour per week

7. **Communication Coordinator**

Together with the General Manager, Junior President and Junior Football Administrator develop and implement AFC Communication policy.

Work with Junior Football Administrator in:

- a) liaising with Coaches/Managers in editing/posting team stories on Website & Facebook,
- b) encouraging all teams to post scores on Club Twitter account,
- c) assisting in educating Team Managers in using Team App for team communication,
- d) identifying/generating Website/Facebook content.

Estimated Time Involvement: 2 Hours per week

8. **Website Writers**

Assist Communication Coordinator in identifying/generating Website/Facebook content promoting the activities of AFC.

Estimated Time Involvement: up to 1 Hour per week

9. **Trivia Night Coordinator**

Arrange the Club Trivia Night.

Work with Juniors President and Junior Football Administrator in:

- a) liaising with General Manager in identifying potential sponsors/donors for prizes and Auctions,
- b) liaising with coaches/managers in encouraging teams to support the event,
- c) identifying a venue for the event.

Estimated Time Involvement: up to 3 Hours per week leading up to event



10. 2nd Hand Boots Coordinator

Provide families/players with the opportunity to acquire 2nd Hand boots at low cost.

Work with Junior Football Administrator to:

- a) notify families of the availability of 2nd hand boots,
- b) take boots to a number of Auskick Rookies and Junior Footy training sessions at start of program/season.

Estimated Pre Season Time Involvement: up to 1 Hour per week for 2-3 weeks

20 mins per week for each initial Auskick program

11. Pending Players Coordinator (SP)

Ensure all new players to Ainslie & those moving from the Auskick database have their date of birth verified/confirmed.

Work with Junior Football Administrator in:

- a) ensuring Fox Sports Pulse (on-line system) reviewed for players requiring to have their date of birth verified,
- b) liaise with Coaches/Managers to ensure players registered – particularly players playing u11 & up as they can't be selected for teams in the online system unless date of birth has been verified.

Estimated Pre Season Time Involvement: up to 1 Hour per week

Estimated in Season Time Involvement: up to 15mins per week for first few rounds

12. Equipment Coordinator

Ensure that teams are provided with the necessary equipment to train and play.

Works with Football Administrator in the following areas:

- a) check all training & match day kits pre-season and arrange for replacement of any missing equipment,
- b) provide Coaches with fully stocked training kits prior to team training,
- c) provide Managers with fully stocked match day kits prior to the season,
- d) liaise with Coaches/Managers for other needs.

Estimated Pre Season Time Involvement: 6 Hours

Estimated in Season Time Involvement: up to 30mins per week

13. Open Day Coordinator

Together with the General Manager, Juniors President and Junior Football Administrator, oversee arranging a Club Open Day, Seniors & Juniors, in 2016:

- a) identify an appropriate date,
- b) determine on the day activities (sponsors, uniform, merchandise, entertainment),
- c) liaise with coaches, managers, sponsors about on day availability,
- d) advertise/promote event,
- e) provision of computers/ipad/wireless network for on-line registration,
- f) facilitate availability of AFC playing gear, equipment & merchandise.

Estimated Pre Season Time Involvement: up to 3 Hours per week leading into event



- 14. St Vinnies Coordinator (Sleepout, Doorknock, activities)**
Working with the General Manager and Junior President in coordinating activities to support AFC relationship with St Vincent de Paul. Activities including:
a) identifying Doorknock date & promoting to players/families,
b) promote Community Sleepout,
c) other activities as identified,
d) work with Communication Coordinator.
Estimated Time Involvement: 15-20min per week
- 15. Team Photos Coordinator**
Organise for all Junior Teams to have Team Photos, and option of individual photos, as part of players experience and fundraising opportunity.
Works with Junior Football Administrator in:
a) determining a date that best suits all Junior teams based on the draw,
b) identify a Photographer,
c) liaise with Team Managers details of when photo day(s) are and details of options & pricing.
Estimated Time Involvement: up to 6 Hours over season
- 16. Club Photography**
Maximise photos being published within the Ainslie Football family.
Works with Junior Football Administrator to:
a) liaise with Team Managers to identify team photographer(s) to capture each team's journey over the season,
b) work with Child Protection Coordinator to ensure all photos published are of players/families that have approved use of players in photos,
c) work with Communication Coordinator in saving photos to a centralised database.
Estimated Time Involvement: up to 1 Hour per week
- 17. Presentation Day Coordinator**
Assist Juniors President and Junior Football Administrator in putting together Presentation Events for all Junior teams. Assist with:
a) identifying dates & booking venues,
b) identifying medals/trophies to be issued,
c) confirming Participation Medals are ordered for all participants,
d) liaising with Team Coaches and Managers to identify awards to fill for each team,
e) liaising with teams to have award winners provided by set deadlines,
f) notifying players of Presentation Day events.
Estimated Time Involvement: up to 2 Hours per week in weeks leading up to event
- 18. Line Markers (Reid and Ainslie Ovals)**
Reapply paint to all lines on the two Reid Ovals and the centre square at Ainslie Oval.
Approximately every 2 to 3 weeks.
Must be done during the week.
Estimated Time Involvement: 3 Hours per fortnight (depending on volunteer base)



19. Director of Rep Footy

Liaise with players/families who are selected in representative teams with a view to providing support and encouraging families involved in providing communications to share with the entire Club through Website and Facebook.

Estimated Time Involvement: up to 30 mins per week at relevant time

20. Playing Gear Distributors

Work with Junior Football Administrator to attend Open day & various training sessions to assist in the distribution of Footy Shorts & Socks to junior players.

Estimated Time Involvement: up to 1 Hour per week pre Season

21. Merchandise Helper

Assist Football Administrator with:

- a) stocktakes,
- b) checking receipt of large orders.

Estimated Time Involvement: up to 1 Hour per week pre Season

22. Child Protection Coordinator

Check that AFC Coaches/Managers/First Aid/Emergency Response Coordinators comply with Working with Vulnerable People legislation.

Ensure only players that have given their approval have photos published by AFC.

Estimated Time Involvement: 20-30 mins per week pre Season

23. Director of Player Milestones

Assist Club in ensuring players that play Milestone games have their achievement recognised.

Work with Junior Football Administrator to:

- a) review AFC games played databases for players playing 50, 75, 100 & 150 games,
- b) advise Team Coaches/Managers/Football Administrator of players that are approaching Milestone games,
- c) notify Junior Football Administrator in week prior to Milestone game to arrange certificates.

Estimated Time Involvement: 30 mins per week pre Season

24. Director of GWS Relationship

Develop relationship with GWS Giants to determine what opportunities are available for AFC players to interact with GWS players.

Work with Junior Football Administrator to identify:

- a) face-to-face opportunities with GWS Players & GWS Ainslie Ambassador (Community Days, when they are training/playing in Canberra,
- b) scripted communication to players from Giants or indirect via AFC,
- c) possible involvement of GWS player in video at AFC Presentations.

Estimated Time Involvement: 3-4 Hours over course of Season



25. Director of Website

Together with the General Manager, Junior President and Junior Football Administrator, assist in developing & maintaining the AFC Website.

Work with Communications Manager & Writers to facilitate a consistent and current web presence.

Estimated Time Involvement: 1-2 Hours per week

26. Social Activities Coordinator

Assist Team Coaches/Managers to host various Team Social events across the Footy season and provide another avenue of fun for players and families.

Work with Junior Football Administrator to assist:

- a) Sydney/Melbourne Trip Coordinator,
- b) Teams with Team Dinners.

Estimated Time Involvement: 3-4 Hours over course of Season

27. Sydney/Melbourne Trip Coordinator

Coordinate a trip for players to attend an AFL game in Sydney or Melbourne in the July School Holidays (when no junior games).

Work with Junior Football Administrator to:

- a) identify potential game(s) that may be of interest,
- b) estimate cost of players attending said game,
- c) liaise with Coaches/Managers to gauge player interest in attending game(s),
- c) arrange game entry, coach travel, accommodation (if Melbourne).

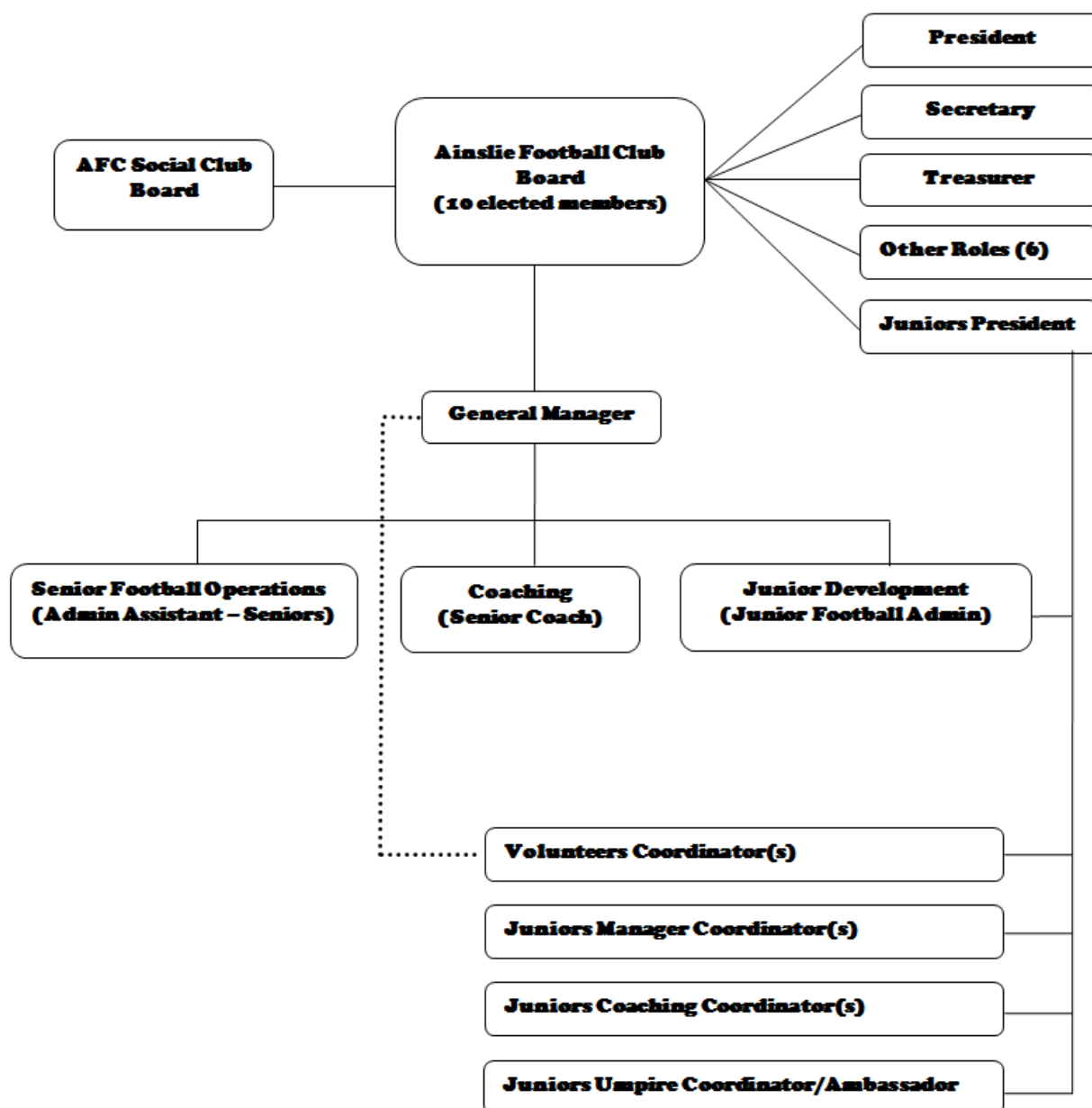
Estimated Time Involvement: 4-5 Hours over course of Season

28. Director of Club Nutrition

Together with the General Manager put together Nutritional information for dissemination to all AFC players via website and Team Coaches/Managers.

Estimated Time Involvement: 4-5 Hours over course of Season

Ainslie Football Organisational Chart



AFC Board

- 10 elected directors
- tasked with resp managing Football matters (strategic & operational) across all age groups
- One director (Juniors President) is appointed to oversee all Junior Football operations

Juniors President

- elected member of the AFC Board
- reports directly to the AFC Board
- oversees all Junior Football related matters (strategic & operational) - Auskick to u17s & Youth Girls
- oversees role of the Juniors Football Administrator
- liases with AFC Board identified Volunteer roles



Juniors Football Administrator

- paid part-time position
- reports directly to the Junior President & General Manager
- tasked primarily to perform Junior Football operational matters
- assists those in Volunteer roles

AFC Board Identified Roles

❖ Volunteers Director

- Oversee the process of identifying and engaging Volunteers
- Work with Juniors President and AFC General Manager in identifying roles to fill
- Work with coaches and managers in identifying potential volunteers

❖ Juniors Coaching Coordinator(s)

- Assist Team Coaches with matters relating to coaching and be primary contact point for coaches on technical issues
- Work with Juniors President & Juniors Football Administrator in the following areas:
 - a) develop/uphold the on-field & off-field behaviour expected of all Ainslie players, coaches, support staff and parents
 - b) with the assistance of the AFC Head Coach, develop all Junior coaches in terms of their skills, the development of the players, and presentation of the Ainslie ethos
 - c) confirm coaches hold or are undertaking Coaching Accreditation

❖ Juniors Managers Coordinator(s)

- Assist Team Managers with matters relating to team management
- Work with Juniors President & Juniors Football Administrator in the following areas:
 - a) uphold the on-field & off-field behaviour expected of all Ainslie players, coaches, support staff and parents
 - b) stage 1 or 2 Managers Forums per season
 - c) support Team Managers in performing their roles, including game day activities, communications to parents/players, and Fox Sports Pulse on-line system

❖ Juniors Umpire Coordinator/Ambassador

- Promote and assist players/parents involved in Club Umpiring
- Work with Juniors President, Junior Football Administrator & AFL Umpiring Coordinator to:
 - a) liaise with AFL Umpires Coordinator for umpires to attend a minimum of 1 team training session per year (u13s up)
 - b) liaise with Teams (u12s down) and AFL Umpires Coordinator for umpires to address coaches & parent group
 - c) liaise with coaches/managers in identifying potential umpires amongst players & parents
 - d) encourage coaches/managers to promote the role of the umpire and encourage players/parents to consider being Club Umpires

