

Granville Waratah Soccer Football Club Inc.

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Granville Waratah Executive Committee Positions and Responsibilities, and related positions.

*A living document. This version dated September 2015. Will be updated as needed.
And update the Change History at End*

File “CommmiteeResponsibilities.doc” on the club DropBox share, folder “RunningTheClub”

The officials of the club are determined by clause 2(a) of the constitution. Their constitutional responsibilities are defined by section 4 of the constitution, legal responsibilities exist under various acts and soccer authorities impose certain responsibilities. It must be noted that whilst given position names and particular responsibilities are defined; all Management Committee are jointly responsible for the running of the club. The President, Treasurer and Secretary are the “Executive Committee” and combine with the other positions to be the “Management Committee”. *It should be noted that committees such as these work best when everyone works together to achieve the aims of the club, consensus rather than formal votes.*

All club positions are volunteer. Scope exists in the constitution for payment of out of pocket expenses, but approval for the expense should be sought before it is incurred. The constitution allows for Salaries but this could cause conflict with our status under other laws (and would require dramatic increases in registration fees) so as a matter of practice, is not done.

The club’s legal status is as an “Incorporated Association” under the Associations Incorporation Act 2009 (NSW). Our official name is “**Granville Waratah Soccer Football Club Inc.**” and that name must be used in all official documentation (see the act for details of what is “official documentation”). Our registration number is Y2566213. We do NOT have an ABN (our income is sufficiently small that we don’t need it). We are a tax-exempt organization (**reference to why?**), which means we don’t pay tax on our income.

It should be noted that the main personal legal risk to executive committee members occurs if the club trades whilst insolvent. (My understanding of this is if we take on liabilities we know we will not have the funds to pay). Football NSW provides insurance that covers most *other* things, but there is also considerable risk of embarrassment etc. if things are not done right – both personally and to the club. The most important thing to get right is the child protection – both the paper work (Working with children checks) and of course the actual protection of the children of the club. There are also various (rarely enforced) offences under the Act, so you might want to have a read, but reasonable behavior normally avoids them. Additionally, you must declare any conflicts of interest when involved in making decisions (both under the act and Football NSW rules)

There are two components to the committee, the “Executive Committee” which has some core responsibilities under the constitution and the Act, and the “Management Committee”, which includes the “Executive Committee” and is responsible for the day to day running of the club. The “Executive Committee” consists of the President, Secretary and Treasurer.

I summarize each role below.

President

Constitutional role:

This person is the Chairman of all club meetings. They have a casting vote only in such meetings (can only vote if a vote is tie). Must ensure the club is run according to the constitution. Is expected to lead the club on policy matters.

Football Roles:

Attends the GDSFA meetings on behalf of the club (one of two people, the other is the secretary). Jointly with the secretary, is the prime contact between the club and GDSFA.

The president is our figurehead and contact person in our relationship with other clubs and on matters such as football policy.

Other Roles

Provides leadership to the club and works to resolve issues within the club.

Vice President

Constitutional role:

To assist the president. To take over as chair of meetings the president cannot attend.

Secretary

Constitutional role:

To keep a record of club business, e.g. taking minutes of meetings. To transact the normal business of the club as necessary (E.g. receiving payments and invoices, booking the field, dealing with council and association communications.)

Football Roles:

Attends the GDSFA meetings on behalf of the club (one of two people, the other is the president). Jointly with the president, is the prime contact between the club and GDSFA.

Other Roles

Is the club's "Public officer", a role under the Associations Incorporation Act. They deal with "NSW Fair Trading" on our behalf. (A change of secretary and, as a result, public officer, must be notified to NSW Fair Trading within 28 days of the change)

Must ensure the club is compliant with the requirements of the act under which we operate. Should bring any issues quickly to the attention of the committee.

Registrar

Constitutional role:

To assist the secretary as required.

To maintain a register of players and accredited members of the club. (Mostly done via GDSFA and FFA computer systems)

Note – Committee Member record recording in folder and in DropBox share, "RunningTheClub" folder, file ComitteeMembersRegister.doc.

Football Roles:

To ensure players are correctly identified and submit the required documentation under GDFSA rules.

To register players, coaches and managers in the GDSFA and FFA registration systems.

Working with the committee and coaches, to allocate players and coaches to teams and submit the team nomination (28-Feb) and field allocation documentation to the GDSFA as required. (Done with the rest of the committee).

To generate, based on registration records, our registration status return and, using that, calculate the final registration payment required to the association.

To collect association registration cards and distribute to coaches/managers.

Maintain records of working with children checks (Dropbox share, "RunningTheClub" folder. WorkingWithChildrenCheck.xlsx)

Treasurer

Constitutional role:

To receive, bank and receipt all moneys received

To prepare financial statements as required.

To prepare a balance sheet for submission to the AGM.

To keep a complete record of the financial transactions of the club.

To pay accounts as required and agreed and passed by a M.C. meeting either explicitly or incurred as part of on-going arrangements entered into by the M.C.

Competition Secretary

Constitutional role:

Arrange team matches and/or competitions that may be accepted/approved by the Committee .

Issue and receive Team Sheets, for obtaining the results of such matters and competitions

Record the results of such matches and/or competitions (in association computer system)

Notify affiliated bodies of results as required (e.g. return team sheets)

Deal with notifications required by changes to the competition, as required.

Football Roles:

Prime contact for other clubs for changes to games etc.

If we are washed out etc, notify other clubs.

Equipment officer

Constitutional role:

To issue shirts, balls and equipment. To report on the status of these. To ensure they are returned.

Mini-Games coordinator

Constitutional role:

Shall be responsible for coordinating the club's younger teams, up to an age group determined by the M.C, as required.

Shall support the coaches and managers of such teams and assist them in gaining access to appropriate training, equipment and any required information

Football Roles:

Attend association meetings re mini-games.

Trustees

Constitutional role:

To ensure the club is controlled in accordance with the constitution and by-laws of the club.

To arrange the auditing of the accounts accepted by the AGM.

They do not have a vote on the Management or Executive Committees, but can attend meetings to carry out their role.

Two or three Trustees should be appointed.

Member Protection Information Officer (MPIO)

Constitutional role:

None. This person is not (and should not be) part of the Executive committee or the Management Committee.

Football Roles:

None, except that GDFSFA requires we have an MPIO.

Other Roles

Should be the central contact for any concerns or information about harassment, sexual abuse or inappropriate behavior, particularly in relationship to the treatment of children.

A member protection information officer ensures the club handles complaints in an appropriate and consistent manner. They do not investigate complaints but help the person with the concern to deal with what has happened.

This role is suggested (but not legally required) as part of NSW child protection arrangements. GDFSFA does require we have such a person.

Other Notes

Significant care must be taken over payments to GDFSA. Please ensure receipts are received and details of payments recorded. Amounts due must be double-checked. There have been some issues with payments not being correctly recorded and good documentation is important in tracking this.

Any changes to the constitution must be notified to Fair Trading within 28 days and are not effective until notified. It is suggested that anybody putting forward a constitutional change make themselves aware of the details via the Fair Trading web-site.

References:

Associations Incorporation Act 2009	http://www.austlii.edu.au/au/legis/nsw/consol_act/aia2009307/
Running an association	http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Running_an_association.page?
Club Constitution	http://www.granvillewaratah.com.au/constitution
MPIO Information	http://www.dsr.nsw.gov.au/sportsclubs/ryc_legal_member.asp
Football NSW Policies, references to relevant other policies	http://www.footballnsw.com.au/index.php?id=519

Change History

Please summarize changes here.

Date	Who	What
January 2015	Tony Farrell	Original Version
7 Feb 2015	Tony Farrell	Minor changes – improving the English of the document.
22 Sep 2015	Tony Farrell	Update after adoption of 2015 constitution. Added “Other Notes” section.