



## Hornsby RSL Youth Soccer Club Committee Roles and Responsibilities

<b>Role</b>	<b>Responsibilities</b>
*President	<p>Represent the Club at all District Association meetings and events.            Collaborate with the Hornsby RSL Youth Club President.            Chair the Executive and Full Committee Meetings.            Escalate Club issues to the District Association.            Perform the role of Club Ambassador at external functions            Produce a monthly written report</p>
*Vice President	To assist the President with their responsibilities
*Secretary	<p>Responsible for all Club communications, this entails:</p> <ul style="list-style-type: none"> <li>• Convening Committee meetings and recording and distributing the minutes and action items.</li> <li>• Providing signed Meeting Minutes to the Youth Club Secretary via the Youth Club Representative</li> <li>• Distributing District Association Circulars as appropriate</li> <li>• Managing correspondence into and out of the Club</li> <li>• Managing Club documentation</li> <li>• Maintaining Club distribution lists</li> <li>• Compiling and distributing the Club Newsletter, the Dribble.</li> <li>• Accountability for the Club website</li> </ul> <p>Collaborate with the Hornsby RSL Youth Club Secretary.            Produce a monthly written report</p>
*Assistant Secretary	To assist the Secretary with their responsibilities
*Registrar	<p>Responsible for all Club Registration activities, this entails:</p> <ul style="list-style-type: none"> <li>• Planning and leading registration day activities</li> <li>• Implementing and maintaining a Club on-line registration system</li> <li>• Ensuring District Association requirements are met</li> <li>• Accountability for ID cards</li> <li>• Ensuring all registration fees are paid before a player is eligible to train and play</li> <li>• Registering the players with the Youth Club</li> </ul> <p>Produce a monthly written report</p>
*Treasurer	<p>Responsible for all Club financial matters, this entails:</p> <ul style="list-style-type: none"> <li>• Maintaining the Club Bank Account</li> <li>• Managing all monies received and paid by the Club</li> <li>• Maintaining a financial balance sheet</li> <li>• Reconciling monies received with receipts</li> <li>• Banking monies received</li> <li>• Ensuring Youth Club requirements are met</li> </ul> <p>Collaborate with the Hornsby RSL Youth Club Secretary.            Produce a monthly written report.</p>
Recorder	<p>Communicate requirements of the Recorder to the team managers            Ensure team managers have sufficient number of match cards            Record scores on District on-line system each Saturday            Deliver winning Competition match cards to the KDSA Head Office</p>



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Equipment Manager	<p>Ensure the Club has the appropriate uniforms and equipment.          Distributing uniforms and equipment to the teams          Collecting uniforms and equipment from the teams at the end of the season.          Place orders with uniform and equipment with suppliers          Keep track of uniforms and equipment          Order trophies for presentation day.          Keep track of annual trophies and collect them in time for them to be engraved for new recipients</p>
Head Coach	<p>Responsible for all Club coaching and training matters, this entails:</p> <ul style="list-style-type: none"> <li>• Promoting the achievement of coaching qualifications by Club coaches</li> <li>• Coordinating responses to District Association Circulars concerning training, coaching and tournaments</li> <li>• Organising indoor training</li> <li>• Representing the Club regarding Small Sided Games deployment</li> <li>• Organising School Holiday Football Clinics</li> <li>• Representing the Club to the District Association on all training and coaching matters</li> <li>• Ensuring the Club has appropriate training facilities</li> <li>• Developing a Club coaching policy</li> <li>•</li> </ul>
Assistant Coach	To assist the Head Coach with their responsibilities
Web Master	<p>Overall maintenance of website content ensuring currency          Training users          Point of contact for website provider</p>
Youth Club Coordinator	<p>Attend Youth Club Meetings and present a month written report at the monthly meeting.          Provide signed meeting minutes to the Youth Club          Report back matters arising at Youth Club meetings.</p>
Fund Raising Manager	Manage all aspects of fund raising.

\* Members of the Executive