

# LOFTUS YARRAWARRAH ROVERS FOOTBALL CLUB INCORPORATED



## NOMINATION FOR CLUB COMMITTEE 2022

I (name in full) .....

of (address) .....

Email .....

Phone .....

nominate to be elected to the Committee of Loftus Yarrawarra Rovers Football Club Incorporated.

- |   |  |
|---|--|
| <input type="checkbox"/> President                        | <input type="checkbox"/> Technical Director & Grading Chair    |
| <input type="checkbox"/> Vice President                   | <input type="checkbox"/> Canteen Coordinator                   |
| <input type="checkbox"/> Secretary                        | <input type="checkbox"/> Canteen Treasurer                     |
| <input type="checkbox"/> Treasurer                        | <input type="checkbox"/> Gear Steward – Equipment              |
| <input type="checkbox"/> Registrar                        | <input type="checkbox"/> Gear Steward – Merchandise            |
| <input type="checkbox"/> Competitions Secretary           | <input type="checkbox"/> Member Protection Information Officer |
| <input type="checkbox"/> Grounds Manager                  | <input type="checkbox"/> Social Media & Webmaster              |
| <input type="checkbox"/> Events & Fundraising Coordinator | <input type="checkbox"/> MiniRoos Coordinator                  |
|   | <input type="checkbox"/> MiniRoos Referees Manager             |
|   | <input type="checkbox"/> General Committee                     |

### Sub Committees

(\*formed from Committee Members only)

- Grading Sub Committee\*
- Grants Sub Committee\*
- Canteen Sub Committee
- Grounds Sub Committee

- I declare that I am a member (registered player 19+ or parent of registered player aged 5-18 years) of the Club and eligible for election to the Committee.
- I also acknowledge that the first 5 positions listed above form the Executive Committee and the remainder of the positions form the ordinary members of the Committee vide Constitution Rule 14.8
- I further acknowledge that if elected I will be bound by the provisions of the Constitution and Rules of the Club and shall not use my position to represent or promote the specific interests of any one person or team.

Signed: .....

Date: .....

On completion of this form please forward to [secretary@roversfc.com.au](mailto:secretary@roversfc.com.au) or deliver it to Barbra Sharp, Club Secretary.

The below provides a brief description of all Committee positions (more detail can be found in the LYRFC Constitution & Bylaws).

President:	Chair all meetings; delegate to SSFA, resolve queries and disputes; speak on behalf of club at events.
Vice President:	Back up President, coordinate Annual Report, manage sponsorships, coordinate grant applications and acquittals.
Secretary:	Coordinate and maintain records of all correspondence, agendas, minutes, current committee members list. Keep and maintain current constitution & bylaws. Attend to all general business necessary from decisions of members.
Treasurer:	On behalf of the club, be responsible for the record of all monies paid to or received by the club. Manage bank accounts and signatories/access. Make payments as instructed by the committee. Prepare financial statements.
Registrar:	Manage player & volunteer registrations, liaise with Grading Sub Committee and place players in correct age groups and teams.
Grounds Manager:	Be responsible for ensuring the field markings and set up is carried out in the manner required by the SSFA. Monitor grounds for safety issues. Seek out members for sub- committee (helpers).
Events & Fundraising Coordinator:	Organise 4 annual events: MiniRoos Round Up; U07 W07 Gala Day; Junior & Senior Presentations and special events eg. Mid-Season Social; 60 <sup>th</sup> Anniversary in 2024.
Competition Secretary:	Print Weekly Draw and Match Sheets; monitor Amendments and advise teams; Coordinate and communicate weekly Ground Duty Roster to teams. Ensure all Match Sheets are lodged with SSFA as and when required.
Technical Director & Grading Chair:	Continuously raise the standard of football throughout the club. Oversee grading of all junior players and grading of all teams with assistance from grading coaches and grading committee. Liaise with Coaches and coordinate training schedule.
Gear Steward – Equipment:	Organise Kit Bags – order balls and other required training equipment; issue and collect Kit Bags each season. Maintain First Aid requirements.
Gear Steward – Merchandise:	Organise ordering of club uniform items, maintain stock and online shop; and coordinate purchasing of supporters' merchandise.
Canteen Coordinator:	Oversee canteen operations with subcommittee helpers. Organise weekly ordering of items for sale, rotate and maintain stock levels. Liaise with Club Treasurer and Canteen Treasurer. Ensure creditors are paid weekly. Recruit subcommittee members.
Canteen Treasurer:	Weekly banking of takings and provision of cash floats to Canteen Coordinator or delegate. Liaise with Treasurer as needed.
Social Media & Webmaster:	Manage and update website and social media accounts.
MiniRoos Coordinator:	Assist parents on registration days by explaining how MiniRoos is run. Be responsible for coach recruitment for all MiniRoos teams.
MiniRoos Referees Manager:	Recruit and train MiniRoos Referees from the club's junior player body. Allocate MiniRoos Referees to games and maintain records. Liaise with Treasurer to arrange payments to Referees at 6 week intervals throughout season.
Member Protection Information Officer:	Ensure club policies are correctly publicised and enforced.
General Committee	Assist where possible other committee members, assist with Registrations, grading, kits, fundraising events and working bees. Also assist with match day duty rosters.