

# **DFDC ROLE DESCRIPTIONS**

## Introduction

Football volunteers are passionate and motivated. They represent a wide cross section of our community and often involve themselves for unheralded and personal satisfaction. They also blend some great skills and experiences that will only enhance the environments of our game and need to be accessed by our District Football Councils.

The following role descriptions are a mix of required constitutional tasks and established district preferred examples of best practice. We are fortunate to have the specialised support of many volunteers and need to ensure that where possible a best fit is established.

District level volunteers should be the best of the best. Our district model only being 9 years young needs more time to appear as a step up (pathway) for bigger picture thinkers and doers. Each AGM introduces and enhances esteem and austerity to this higher level of involvement and will eventually usher in an era where big picture thinkers and doers will present themselves to district level roles.

To maintain the highest level of credibility and respect our DFDC's must consist of balanced and impartial persons not influenced by past connections. The primary expectation from the football community is that those in positions of leadership as every one of the following roles are, must be people of integrity and committed to growing healthy participation across Western Australia.

In 2016 it is our roles as the games leaders and custodians as it is the participants, to be involved in a manner that is a constant example of what is good membership across the district.

**WAFC, October 2016**

## Honoraria Statement

An **honorarium** is an ex gratia payment (i.e., a payment made without the giver recognizing themselves as having any liability or legal obligation) made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required. This is used by groups such as sporting clubs to pay coaches for their costs. Another example includes the payment to guest speaker at a conference to cover their travel, accommodation, or preparation time.

Certain volunteer positions in football may attract an honoraria, the WAFC policy is as follows:

- Any honoraria paid must be completed with appropriate documentation. Also a "Statement by Supplier" must be completed.
- Districts and Regions are not authorised to pay honoraria above \$ 5,000.00
- Authorised DFDC/RFDC payments for workers/staff over the value of \$5,000.00 can only be made to legitimate employee's.
- Authorised DFDC/RFDC Payments over \$5,000.00 to registered contractors or businesses are only payable to legitimate businesses, contractors or service providers with currently updated credentials.
- Any inquiries must be directed to Warren Nel, GM Game Development

## **CHAIRMAN DFDC**

<b>Appointed by</b>	<b>: WAFC (Consultative appointment)</b>
<b>Reports</b>	<b>: To District, To WAFC, To WAFL Club</b>
	<b>: From DFDC officers, From Development Staff, From WAFC</b>
<b>Tenure</b>	<b>: 2 Years commencing November 1<sup>st</sup>.</b>
<b>Honorarium</b>	<b>: No</b>

### **Key Leadership Role: “To lead people, Inspire vision and Challenge every stakeholder”**

- Chair and lead all meetings of the District Football Development Council (DFDC).
- Provide oversight of the DFDC Executive.
- Provide oversight of special projects in partnership with the DFDC executive.
- Oversee the attendance of meetings of affiliated bodies as required.
- Advise Executive and members of problems, issues or complaints reported by member clubs and stakeholders. Take appropriate action in the context of existing guidance documents.
- Attend DFDC meetings, game functions e.g. Grand Final Days, Presentation Night, Forums etc.
- Oversee the preparation of the annual report for DFDC AGM. Chair the DFDC AGM.
- Participate in consultative management of DFDC development staff in partnership with, WAFC General Manager Game Development and Community Development Manager.
- Work closely with Community Development Manager, WAFL CEO and Boards.
- Ensure the needs of every stakeholder are considered.
- Attend monthly “DFDC Council of Chairs” meetings at WAFC.
- Provide oversight of liaison with sponsors, partners and district stakeholders.
- Ensure DFDC Strategic Plan is formulated and executed with district stakeholder input.
- Make any public comment on any district issues as required in consultation with WAFC.
- Provide strong leadership to the wider football community.
- Represent the District at forums, workshops and function opportunities.
- Provide oversight of the districts aim to protect and promote the healthy, fun, safe and fair environments for all participants.
- Challenge the district to “Grow the Game” and innovate new opportunities to develop healthy participation.
- Provide oversight of the process to succession plan for all DFDC positions.
- Promote the game in a positive fashion at all times.

**Full time Managerial Support: Development Officer,  
District Operations Manager, Community Development Manager, WAFC staff**

## **DEPUTY CHAIRMAN**

<b>Appointed by</b>	<b>: WAFC (Consultative appointment)</b>
<b>Reports</b>	<b>: To DFDC Chair, District</b>
	<b>: From DFDC officers, From Development Staff, From WAFC</b>
<b>Tenure</b>	<b>: 1 Year commencing November 1<sup>st</sup>.</b>
<b>Honorarium</b>	<b>: No</b>

### **Key Leadership Role: “To lead people, Inspire vision and Challenge every stakeholder”**

- Assume DFDC Chairman’s role in the absences of Chairman.
- Advise Executive and members of problems, issues or complaints reported by member clubs and stakeholders. Take appropriate action in the context of existing guidance documents.
- Attend DFDC meetings, game functions e.g. Grand Final Days, Presentation Night, Forums etc.
- Work closely with Community Development Manager, WAFL CEO and Boards.
- Ensure the needs of every stakeholder are considered.
- Provide oversight of liaison with sponsors, partners and district stakeholders.
- Provide strong leadership to the wider football community.
- Represent the District at forums, workshops and function opportunities.
- Provide oversight of the districts aim to protect and promote the healthy, fun, safe and fair environments for all participants.
- Challenge the district to “Grow the Game” and innovate new opportunities to develop healthy participation.
- Provide oversight of special projects as determined by the DFDC.
- Proxy delegate to DFDC Chairman’s forums, roles and absence.
- Other duties as directed by the DFDC Chairman.
- Promote the game in a positive fashion at all times.

**Full time Managerial Support: District Operations Manager, Community Development Manager, WAFC staff**

## **COMPETITION DIRECTOR**

<b>Appointed by</b>	<b>: Club elected at DFDC AGM</b>
<b>Reports</b>	<b>: To JCC, To DFDC Chairman, To District, To WAFC, To WAFL Club</b>
	<b>: From DFDC officers, From Development Staff, From JCC, From WAFC</b>
<b>Tenure</b>	<b>: 2 Years commencing November 1<sup>st</sup>.</b>
<b>Honorary</b>	<b>: Yes</b>

**Key Leadership Role: “Manage District Junior Football competitions, provide consultative directorship to Junior Clubs, deputise to DFDC Chairman.”**

- Chair Junior Competition Committee meetings.
- Junior Competition “Governing Officer”, responsible for all junior competition management.
- Convener of the P & D tribunal.
- Attend DFDC meetings.
- Attend Management meetings as called by Chairman.
- Attend League functions e.g. Grand Final Days, Presentation Night, Vote Count Night, Registrar’s Nights, Forums etc.
- Attend monthly Competition Director’s Meetings at the WAFC.
- Ensure district participants comply with By-Laws, Codes, Policies and Laws of the Game.
- Represent the values and needs of junior community football at forums such as the By-Law Review, Member Protection Policy Review, Rules Committees and any other advisory opportunities presented.
- Protect and promote a fun, safe and fair environment for all participants.
- Provide advocacy, advice and balanced leadership to the junior football community.
- Act as an executive member of any Cross District Competition that involved the Junior Football League.

**Full time Managerial Support: Development Officer (E.O to JCC),  
District Operations Manager, Community Development Manager,  
WAFC staff**

## **ASSISTANT COMPETITION DIRECTOR**

**Appointed by** : Club elected at DFDC AGM  
**Reports** : To Competition Director, To JCC, To DFDC Chairman, To District,  
: From DFDC officers, From Development Staff, From JCC  
**Tenure** : 1 Year commencing November 1<sup>st</sup>.  
**Honarium** : Yes

**Key Leadership Role: “Support the Competition Director in the Management of District Junior Football competitions. Manager special projects as required”.**

- Assume the position of the Competition Director in the absence of the Competition Director.
- Assume all roles of the Competition Director in absence of Competition Director.
- Coordinate special JCC projects.
- Manage the delivery and required administration associated with the Parent Umpire Program (West Perth District only).
- Coordinate special Game Environment Initiatives.
- Attend and monitor game day activities as required
- Coordinate Match Day Stewards on game day as required.
- Coordinate all league trophies and perpetual shields in consultation with the District Operations Manager, Development Officer, Secretary and Treasurer.
- Perform duties as directed by Competition Director.
- Attend all JCC meetings.
- Attend Management meetings as called by Competition Director.
- Attend match day review meeting as required and coordinate issues, problems identified by Match Day Stewards for presentation.
- Attend League functions e.g. Grand Final Days, Presentation Night, Vote Count Night, Registrar’s Nights, Forums etc.
- Protect and promote the fun, safe and fair environments for all participants.

**Full time Managerial Support: Development Officer (E.O to JCC),  
District Operations Manager, Community Development Manager,  
WAFC staff**

## **DFDC TREASURER**

**Appointed by** : DFDC Executive (Appointed administrative position)  
**Reports** : To Chairman, To District, To WAFC,  
: From DFDC officers and committees, From Development Staff,  
**Tenure** : 1 Year commencing November 1<sup>st</sup>.  
**Honorarium** : Yes

### **Key Leadership Role: "To manage the financial processes of the DFDC".**

- Receive all moneys due and payable.
- Deposit same in bank.
- Submit all accounts for payment to DFDC Executive.
- Pay approved accounts.
- Reconcile monthly bank statements.
- Supervise expenditures, co-sign bank cheques or approve on-line payments.
- Pre-audit and certify all bills.
- Supervise petty cash.
- Submit books of account for audit by appointed independent auditor.
- Maintain financial accounts of the DFDC and prepare regular financial statement of income and expenditure and present to DFDC Executive Committee monthly.
- Prepare a financial budget annually. Review and interpret the budget periodically.
- Provide financial evaluation and advice on projects requiring DFDC finances.
- Supervise payment of membership dues eg team fees, fines, levies etc.
- Supervise investments.
- See that debts are serviced.
- Coordinate JCC raffles and fundraising events.
- Other duties as directed by Chairman.
- Attend DFDC meetings.
- Attend Executive meetings as called by Chairman.
- Attend DFDC functions.
- Protect and promote the fun, safe and fair environments for all participants.

**Full time Managerial Support:** District Operations Manager, Community Development Manager,  
WAFC staff

## **SECRETARY**

**Appointed by** : DFDC Executive (Appointed administrative position)  
**Reports** : To Chairman, To District, To WAFC if required,  
: From DFDC officers and committees, From Development Staff,  
**Tenure** : 2 Years commencing November 1<sup>st</sup>.  
**Honarium** : Yes

**Key Leadership Role: “To manage the communication processes of the DFDC”.**

- Read and reply to correspondence.
- Keep records, maintain files.
- Circulate notices of meetings.
- Prepare and circulate agenda for meetings.
- Write up, type and circulate minutes of all meetings.
- Prepare and deliver brief summary of correspondence including regular brief to District staff.
- Brief the Chairman.
- Ensure relevant documents are on hand.
- Assist Chairman at meetings.
- Organise printing of administration forms in conjunction with District Staff, Registrar and Treasurer.
- Formulate Grand Final programme in conjunction with District staff and Registrar.
- Assist with coordination of Presentation Night in conjunction with District staff.
- Advise on and administer DFDC constitution and by-laws.
- Distribute information to clubs and affiliated bodies.
- Other duties as directed by Chairman.
- Attend to day to day administration of DFDC.
- Protect and promote the fun, safe and fair environments for all participants.
- Appoint a P & D Secretary in partnership with the Competition Director.
- Attend DFDC meetings.
- Attend JCC meetings.
- Attend Executive Committee meetings as called by Chairman.
- Attend League functions where possible/relevant eg Grand Final Days, Presentation Night, Vote Count Night, Registrar’s Nights, Forums etc.

**Full time Managerial Support: Development Officer,  
District Operations Manager, Community Development Manager, WAFC staff**



## **JCC TRIBUNAL SECRETARY & PROTESTS & DISPUTES BOARD**

\* This role is a JCC managed role convened under the JCC Bylaws and DFDC constitution.

**Key Leadership Role: “To provide Impartial management of the Junior Protests and Disputes processes”.**

**Tribunal Secretary Appointed by: Competition Director & DFDC Secretary  
(Appointed administrative position)**

**Tribunal Panel is appointed by the Competition Director, DFDC Secretary and Tribunal Secretary.**

**Reports : To Competition Director, DFDC Secretary, WAFC  
: From Protests and Disputes panel.**

**Tenure : 1 Year commencing November 1<sup>st</sup>.**

**Honorarium : Yes**

- The Tribunal Secretary in partnership with the Competition Director will appoint a Tribunal panel in line with the WAFC Tribunal protocol.
- The Secretary will be responsible for the day to day operations of the P & D in line with the Competition Directors instructions.
- The Secretary will need to be available Sunday evenings or a time agreed with the Competition director to take instruction on sitting requirements of the panel.
- The P & D panel will convene at the Tribunal Secretaries request.
- The Tribunal Secretary will attend P & D Board Hearings (Normally Tuesday evenings) and take minutes.
- The Tribunal Secretary will communicate all activity to the Competition Director or designated person.
- The Tribunal Secretary or designated officer will electronically submit tribunal activity on the online tribunal portal with the WAFC.
- All members of the panel will be impartial, balanced and fair.

**Full time Managerial Support: Development Officer (E.O to JCC),  
District Operations Manager, Community Development Manager,  
WAFC staff**

## JCC REGISTRAR

<b>Appointed by</b>	<b>: Junior Club elected at DFDC AGM</b>
<b>Reports</b>	<b>: To JCC, To Competition Director, To District, To WAFC, : From DFDC officers, From Development Staff, From JCC, From WAFC</b>
<b>Tenure</b>	<b>: 2 Years commencing November 1<sup>st</sup>.</b>
<b>Honarium</b>	<b>: Yes</b>

### **Key Leadership Role: “To lead the District Junior registration and Data collection process”.**

- Be responsible for the correct registration of players.
- Keep records of all games played by each player.
- Keep records of all reports and send offs.
- Accept and collate Team Nominations
- Coordinate allocation of teams into League Divisions
- Coordinate League Fixtures
- Coordinate League Ground Allocations
- Process transfers and clearances unless a clearance is refused by a Club and if so hand all paperwork to Secretary for JCC Executive Committee decision.
- Prepare and update premiership table weekly (before Tuesday 12.00pm)
- Distribute to member Clubs paperwork attributable to DFDC and Junior Competition administration regarding registration of players, recording of player’s names in games, fairest/best paperwork etc.
- Receive from Umpires every SUNDAY EVENING by 6.00 pm paperwork from games.
- Keep records of fairest and best votes each week.
- Advise Clubs when player(s) have been sent from ground on three occasions. AUTOMATIC ONE WEEK SUSPENSION. Advise Competition Director and Tribunal Secretary.
- Assist and oversee vote count night in conjunction with Executive members.
- Prepare and present report on activities from games each month to Executive Committee & JCC Club Delegates.
- Other duties as directed by Chairman.
- Attend JCC Meetings.
- Attend League functions eg Grand Final Days, Presentation Night, Vote Count Night, Registrar’s Nights, Forums etc.
- Protect and promote the fun, safe and fair environments for all participants.

**Full time Managerial Support: Development Officer (E.O to JCC),  
District Operations Manager, Community Development Manager,  
WAFC staff**

## **SENIOR COMMUNITY DELEGATE**

<b>Appointed by</b>	<b>: DFDC in consultation with the WAFC and community stakeholders presented at DFDC AGM</b>
<b>Reports</b>	<b>: To DFDC, To District, To CFC, : From DFDC officers, From Development Staff, From JCC, From WAFC</b>
<b>Tenure</b>	<b>: 1Year commencing November 1<sup>st</sup>.</b>
<b>Honorarium</b>	<b>: No</b>

**Key Leadership Role: “To maintain and enhance the senior football partnership in the DFDC”.**

- Attend all DFDC meetings.
- Advise DFDC on all Senior football issues.
- Report to Community Football Advisory Committee (CFAC) on DFDC activities.
- Represent DFDC business to Senior Clubs and leagues.
- Provide oversight of the implementation and management of MOU’s between senior and junior community football.
- Inspire connections of Senior Community Stakeholders to the broader district.
- Develop strategies to engage senior male and female clubs within the district.
- Attend DFDC functions.
- Attend a strategic planning session with Development Staff and other stakeholders to develop and annual Community Football Target Plan
- Protect and promote the fun, safe and fair environments for all participants.

**Full time Managerial Support: Development Officer (E.O to JCC),  
District Operations Manager, Community Development Manager,  
WAFC staff**

## District Umpire Manager

<b>Appointed by</b>	<b>: DFDC Exec in Consultation with WAFC Umpiring.</b>
<b>Reports</b>	<b>: To JCC, To DFDC, To District, To WAFC Umpiring, : From JCC, From DFDC officers, From Development Staff, From JCC, From WAFC</b>
<b>Tenure</b>	<b>: 2 Year commencing November 1<sup>st</sup>.</b>
<b>Honarium</b>	<b>: Yes</b>

### **Key Leadership Role: “To enhance and grow umpiring within the District”**

- Attend all DFDC meetings.
- Advise DFDC on all umpiring issues.
- Report to umpiring stakeholders on DFDC activities.
- Attend DFDC functions
- Manager the Umpire Retention Program in association with the District Operations Manager.
- Encourage the involvement of the umpiring group in district activities.
- Work with junior clubs and district staff to manage umpire recruitment.
- Protect and promote the fun, safe and fair environments for all participants.
- Consult other district umpiring groups as required (with assistance from District Staff)
- Attend an annual planning session with Development Staff and other stakeholders to develop and annual Umpires Target Plan.

**Full time Managerial Support: District Operations Manager, Community Development Manager, WAFC staff**

## **DISTRICT UMPIRE COACH**

<b>Appointed by</b>	<b>: DFDC Exec in Consultation with WAFC Umpiring.</b>
<b>Reports</b>	<b>: To JCC, To DFDC, To District, To WAFC Umpiring, : From JCC, From DFDC officers, From Development Staff, From JCC, From WAFC</b>
<b>Tenure</b>	<b>: 2 Year commencing November 1<sup>st</sup>.</b>
<b>Honorarium</b>	<b>: Yes</b>

### **Key Leadership Role: “To Coordinate the Junior Umpiring requirements of the District”.**

- The Umpires Manager will conduit the requirements of the JCC to the Umpire panel.
- Where highlighted WAFC Bylaw has precedent over any game law or rules.

Upon appointment to the Junior District the Umpires Manager shall undertake the following duties:-

- Manager coaching sessions for umpires on a weekly basis during the months February to the completion of the season in September.
- Monitor the National Accreditation Scheme Level I & II courses for umpires within the region.
- Monitor the selection, appointment and record details of such appointments for -
  - Junior Region matches
  - Matches as requested by the Umpiring Development Manager
  - WAFL 16's Junior Playoffs (generally during April/May School holidays)
  - WAFL 14's and 15's Playoffs (generally during October School holidays)
  - Little League (WAFL & AFL)
  - School and other District Carnivals on request
- Act as and appoint umpire coaches to observe, coach and provide feedback to umpires in match situations.
- Attend monthly meetings of Metropolitan Regional Umpire Coaches at the WAFC offices throughout the calendar year.
- Attend all JCC Meetings and other JFL Meetings as directed
- Brief and appoint Umpire Advocate for all tribunal hearings
- Liaise with the WAFC Umpiring staff and WAFC District Staff
- Liaise with the JCC Executive.
- Attend umpire coaches camps and courses as requested by the Umpiring Development Manager.
- Nominate talented umpires for the WA Academy of Umpiring.
- Ensure all umpires are registered on Sporting Pulse by June 30 of each year.

**Full time Managerial Support: Development Officer,  
District Operations Manager, Community Development Manager,  
WAFC staff**

## **DISTRICT COACH COORDINATOR**

**Appointed by** : DFDC Exec in Consultation with WAFC Community Coaching Manager.  
**Reports** : To JCC, To DFDC, To District, To WAFC Umpiring,  
: From JCC, From DFDC officers, From Development Staff, From JCC, From  
WAFC  
**Tenure** : 2 Year commencing November 1<sup>st</sup>.  
**Honarium** : Yes

**Key Leadership Role: “To support and enhance the Coaching environment of the District”.**

- To promote the Football Policy and Codes of Behaviour.
- To develop Coach Coordinator roles in every club within the district.
- To develop coach mentor programs within the district.
- To assist in the delivery of coach accreditation and coach education within the district.
- Monitor and support all new level one coaches within the district.
- Monitor and support all new level two coaches within the district.
- To assist the District staff in promotion of football in the district.
- Promote the Australian Football Coaches Association (AFCA) and encourage membership.
- Assist in monitoring of coach performance in the region as directed by the Development Officers
- Chair a meeting between all junior and senior coaching coordinators (minimum three held per season)
- Attend all DFDC Meetings
- Protect and promote the fun, safe and fair environments for all participants.

**Full time Managerial Support:** Development Officer,  
District Operations Manager, Community Development Manager,  
WAFC staff

## **AUSKICK COORDINATOR**

**Appointed by** : DFDC Exec in Consultation with WAFC Manager Junior Football.  
**Reports** : To JCC, To DFDC, To District, To WAFC Umpiring,  
: From JCC, From DFDC officers, From Development Staff, From JCC, From  
WAFC  
**Tenure** : 1 Year commencing November 1<sup>st</sup>.  
**Honarium** : Yes

### **Key Leadership Role: “To support and enhance Auskick within the District”.**

- To promote the Football Policy and Codes of Behaviour.
- To develop Auskick Coordinator roles in every club within the district.
- To develop Auskick Coordinator mentor programs within the district.
- To assist in the delivery of Auskick Coach Accreditation and education within the district.
- Monitor and support Auskick Coordinators within the district.
- Offer guidance, support and best practice to Auskick Centres within the district.
- To assist the Development Officers in promotion of football in the district.
- To promote and develop a coach/parent education programme for the region and its member clubs.
- Chair a meeting between all Auskick Coordinators (minimum three held per season)
- Attend JCC Meetings as/if required
- Protect and promote the fun, safe and fair environments for all participants.

**Full time Managerial Support: Development Officer,  
District Operations Manager, Community Development Manager, WAFC staff**

## **WA FOOTBALL LEAGUE (WAFL) REPRESENTATIVE**

**Appointed by** : WAFL Club presented at DFDC AGM  
**Reports** : To DFDC, To District, WAFL Club.  
: From DFDC officers, From Development Staff, From JCC, From WAFC  
**Tenure** : 1 Year commencing November 1<sup>st</sup>.  
**Honorarium** : No

**Key Leadership Role: “To provide wide ranging Grow the Game support and to seek opportunity to further develop the relationship between WAFL club and District”.**

- Attend all DFDC meetings.
- Advise DFDC on all WAFL football issues.
- Report to WAFL club stakeholders on DFDC activities.
- Attend DFDC functions
- Work with and promote the Centre of Excellence Model
- Encourage the involvement of the WAFL club board in district activities.
- Protect and promote the fun, safe and fair environments for all participants.

**Full time Managerial Support: Development Officer,  
District Operations Manager, Community Development Manager,  
WAFC staff**



## **PRIMARY SCHOOLS ADVISOR**

**Appointed by** : DFDC Exec in Consultation with WAFC and WA School Sports.  
**Reports** : To JCC, To DFDC, To District,  
: From JCC, From DFDC officers, From Development Staff, From JCC,  
From WAFC  
**Tenure** : 2 Year commencing November 1<sup>st</sup>.  
**Honorarium** : No

**Key Leadership Role: “To support the districts relationship with education stakeholders”.**

- To assist District staff in the promotion of football in the district.
- Attend all DFDC meetings.
- Attend DFDC functions.
- Participate in strategic planning with Development Staff and other stakeholders to develop and annual Primary Schools Target Plan
- Attend other planning meetings as required.
- Advise DFDC on all Primary School educational football issues.
- Advise DFDC on the appropriate consultation of educators as required
- Mentor AFL School Ambassadors in the district.
- Work with Development Officer to help develop links between Local Schools and Junior Community Clubs
- To promote the Football Policy and Codes of behavior.
- Protect and promote the fun, safe and fair environments for all participants

**Full time Managerial Support:** Development Officer,  
District Operations Manager, Community Development Manager,  
WAFC staff

## **SECONDARY SCHOOLS ADVISOR**

**Appointed by** : DFDC Exec in Consultation with WAFC and WA School Sports.  
**Reports** : To JCC, To DFDC, To District,  
: From JCC, From DFDC officers, From Development Staff, From JCC,  
From WAFC  
**Tenure** : 2 Year commencing November 1<sup>st</sup>.  
**Honarium** : No

**Key Leadership Role: “To support the districts relationship with education stakeholders”.**

- To assist District staff in the promotion of football in the district.
- Attend all DFDC meetings.
- Attend DFDC functions.
- Participate in strategic planning with Development Staff and other stakeholders to develop and annual Secondary Schools Target Plan
- Attend other planning meetings as required.
- Advise DFDC on all Secondary School educational football issues.
- Advise DFDC on the appropriate consultation of educators as required
- Mentor AFL School Ambassadors in the district.
- Work with Development Officer to help develop links between Local Schools and Junior Community Clubs
- To promote the Football Policy and Codes of behavior.
- Protect and promote the fun, safe and fair environments for all participants

**Full time Managerial Support: Development Officer,  
District Operations Manager, Community Development Manager,  
WAFC staff**

## **LOCAL GOVERNMENT REPRESENTATIVE**

**Appointed by** : DFDC seconded position (If required)  
**Reports** : To (Directed by DFDC)  
 : From (Directed by DFDC)  
**Tenure** : 1 Years commencing November 1<sup>st</sup>.  
**Honorarium** : No

**Key Leadership Role: “To provide support in the Districts Facility planning and Community partnerships”.**

- Attend all DFDC meetings.
- Advise DFDC on all local government, recreational, facility and community development issues.
- Report to Local Government stakeholders on DFDC activities.
- Attend DFDC functions.
- Protect and promote the fun, safe and fair environments for all participants.

**Full time Managerial Support: Development Officer,  
District Operations Manager, Community Development Manager,  
WAFC staff**

## **FEMALE PARTICIPATION ASDVISOR**

**Appointed by** : DFDC seconded position (If required)  
**Reports** : To (Directed by DFDC)  
: From (Directed by DFDC)  
**Tenure** : 1 Years commencing November 1<sup>st</sup>.  
**Honorarium** : No

**Key Leadership Role: “To enhance female participation strategies within the district”.**

- Attend all DFDC meetings.
- Advise DFDC on all Female participation, development and related issues.
- Work with Development staff to help grow female programs including Auskick, Junior, Youth, Senior, Recreational and School.
- Work with the District Manager to map out target population trends
- Report to new market Football stakeholders on DFDC activities.
- Attend DFDC functions.
- Protect and promote the fun, safe and fair environments for all participants.

**Full time Managerial Support: Development Officer,  
District Operations Manager, Community Development Manager,  
WAFC staff**

## **BUSINESS & MARKETING REPRESENTATIVE**

**Appointed by** : DFDC seconded position (If required)  
**Reports** : To (Directed by DFDC)  
 : From (Directed by DFDC)  
**Tenure** : 1 Years commencing November 1<sup>st</sup>.  
**Honorarium** : No

**Key Leadership Role: “To enhance female participation strategies within the district”.**

- Attend all DFDC meetings.
- Advise DFDC on all Business development issues.
- Work with District Manager and District Chairperson to attract District Sponsorship
- Review current DFDC opportunities for income
- Report to Local Business Groups on DFDC activities.
- Attend DFDC functions.
- Protect and promote the fun, safe and fair environments for all participants.
- Attend an annual planning session with Development Staff and other stakeholders to develop and annual Business Development and related strategies Target Plan

**Full time Managerial Support: Community Development Manager**