

# **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

## **ASSISTANT COMPETITION DIRECTOR – Female Football**

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

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

- Coordinate special JCC projects in relation to female football.
- Assist in the delivery and required administration associated with the Junior Girls and Youth Girls competitions.
- Coordinate special Game Environment Initiatives.
- Attend and monitor game day activities as required
- Coordinate Match Day Stewards on game day as required.
- 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**

## **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**

## **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**

## **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**