

**JUNIOR FOOTBALL  
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.

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 Andrew Ridley, Community Development Manager

## **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 : 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>Honorarium</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/s**

<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>: 2 Year commencing November 1<sup>st</sup>.</b>
<b>Honorarium</b>	<b>: Yes</b>

**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**

## **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>: 2 Year commencing November 1<sup>st</sup>.</b>
<b>Honorarium</b>	<b>: Yes</b>

**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 matters pertaining to female football the absence of the Competition Director.
- Assume all roles of the Competition Director in absence of Competition Director.
- Coordinate special JCC projects relating to female football.
- Manage the delivery and required administration associated with the Female Football Competition.
- 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**

## **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>.  
**Honorarium** : 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 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**

## **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
- Attend JCC Meetings as 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

## **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**