**MANAGEMENT COMMITTEE NOMINATION FOR 2021 SEASON**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Occupation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Blue Card No\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Blue Card Expiry Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\**Please attach copy of Blue Card or Application for Blue Card (whatever is applicable)***

As a Management Committee member (excluding Life Members) you are required to also be responsible for at least one additional role to contribute to the operation of Carina JRLFC. The objective and responsibilities of the roles are attached. Available roles are as follows:

1. Junior Registrar
2. Senior Registrar
3. Referee Coordinator
4. First Aid Coordinator
5. Marketing and Sponsorship Officers
6. Leagues Club Raffles Coordinator
7. Game Day Coordinators
8. Gear Stewards
9. Fundraising & Event Committee
10. Old Boys Association Representative
11. Zone 3 Representatives
12. Disciplinary Committee
13. Apparel Coordinator / Apparel Subcommittee
14. Mental Health First Aider

**Role/s to undertake:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed By Name and Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Seconded By Name and Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_accept nomination for the above position. I understand that if my nomination is successful, I will be actively involved with the operation of Carina JRLFC. I will receive free membership to the Carina JRLFC and I will abide by the Rules, By-Laws and Conditions of the Constitution of the Club. I hereby give my consent for a Suitability Notice for a Volunteer check to be carried out as required under Queensland State Laws.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registrar (Junior & Senior – one of each only)**

Objectives

* To ensure all players are registered or transferred in accordance with the league rules and regulations.

Responsibilities

* Plan sign-on days before commencement of season;
* Register all new players within the league guidelines;
* Organise photographs of all new players and current players requiring new photos;
* Complete Documentation for each player as required by the QRL;
* To follow up with teams and ensure players are registered and able to play;
* Maintain an up to date register of all current players; and
* Be aware of legal privacy regulations and ensure the requirements are implemented.

Accountability

* Liaises with the Club Secretary and Carina families.
* Reports to the Management Committee; and
* Accountable to the Executive Committee.

**Referee Coordinator (one only – ability to assist with Referee Academy)**

Objective

* To ensure all games run at the club have a fully qualified and registered referee in attendance; and
* To ensure club referees are adequately trained both physically and in the laws of the game.

Responsibilities

* Liaise with the appropriate coordinator at Zone level;
* Appoint referee’s ad keep an accurate record of who referees;
* Ensure all referees are fully qualified and registered;
* Attend to the administrative requirements necessary for the successful staging of game days;
* Arrange training for referees Relationships; and
* Liaise with Zone Referees Coordinator, referees and Coach and Development Officer ensuring all rule changes are known to all club Referees.

Relationships

* Liaise with Zone Referees Coordinator, referees and Coach and Development Officer; and
* Reports to the Club Secretary.

**Leagues Club Raffles Coordinators (ability for two people to work together)**

Objective

* To provide support to the Juniors to ensure the efficient operation of Club raffles;
* To maximise revenue through the conduct of approved raffles through the course of the year.

Responsibilities

* Coordinate the roster for the selling of raffle tickets as required for the 2021 season.
* Ensure those selling tickets understand their duties & requirements of the Leagues Club Raffles.

Relationships

* Reports to the President and Secretary.
* Liaises with the Management Committee;
* Liaises with Managers and others rostered to undertake raffles; and
* Liaise with Management and Staff at Carina Leagues Club to ensure efficient running of raffles.

**First Aid Coordinator (one only)**

Responsibilities

* Ensure all Carina Teams have a first aid kit to start the season.
* Ensure first aid room is kept stocked.
* Ensure a qualified Level 1 or above sports trainer is in attendance at all Carina Home games as required for juniors only. Senior teams to look after themselves unless they ask for assistance.

**Marketing and Sponsorship Officers (ability for this to be a team)**

Objectives

* To maximise the number of sponsors supporting the Club and to maximise revenue from the sponsorship base;
* To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long-term basis; and

Responsibilities

* Develop / implement a promotional plan for the club;
* Assist with attracting and securing sponsorship;
* Assist committee with marketing and new business ideas;
* Co-ordinate all sponsorship for all areas of the club;
* Ensure all existing sponsors are contacted three months prior to the season commencement;
* Seek out new sponsors to supplement existing sponsors;
* Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season; and
* Ensure all sponsorship agreements are honoured;

Relationships & Accountability

* Reports to the Club President;
* Liaises with the Management Committee; and
* Accountable to the Club Executive.

**Game Day Coordinators (ability for up to four to share the load)**

Objective

* The Game Day Coordinator is responsible that all home match day operations are conducted smoothly throughout the season. All rules and regulations are abided by and any and all incidents are recorded in the correct manner.

Responsibilities

* Co-ordinate the setting up and pulling down of fields at the start of the game day and when required during the day;
* Ensure all facilities are kept in a clean state during game days and that all facilities have adequate disposable items (for example paper in the toilets);
* Ensure game day paperwork is completed and left in office;
* On arrival at the ground by the referees, host and visiting clubs greet those persons and show them the dressing rooms and areas.
* Ensure teams supply required personnel including duty officials; and
* Report on any breach of the above matters. Breaches are to be entered in the appropriate section of the match report or games sheet.

Responsible To

* Executive Committee.

**Gear Stewards (ability for two people to work together)**

Objective

* To ensure the proper distribution, cataloguing and subsequent return of all Club equipment.
* Sourcing and ordering of any new equipment.
* Assist with maintenance of all existing equipment.

Responsibilities

* Have charge of all Club equipment and shall arrange safe storage.
* Shall issue relevant equipment to all Coaches/Managers in accordance with Club policy for

that year or as decided at a subsequent General Meeting.

* Shall maintain a record of equipment on hand and on issue and submit an inventory of equipment

issued, by start of the competition.

* Shall report regularly on the condition and quality of Club equipment.
* Maintain existing equipment where safe and practicable to do so.
* Shall replace old equipment when necessary and financially able; and
* Liaise with all coaches and managers regarding the collection and return of all equipment at the

end of the season.

Relationships

* Reports to the Vice President and Committee; and
* Liaises with club administrator, coaches and team managers.

**Fundraising & Event Committee (unlimited helpers)**

Objective

* The Fundraising & Event Committee will be responsible for helping organise fundraising and club events during season 2021

Responsibilities

* Annual Sports Lunch, Meet the Coaches Day, Presentation Day, Mental Health Awareness Round, and any other club events or fundraising events during season 2021

Relationships

* Reports to the Executive Committee; and
* Liaises with club administrator.

**Old Boys Representative (nominated by The Old Boys)**

Nominated by the Carina Old Boys to represent them on the Carina Juniors Committee.

**Zone 3 Representatives (ability for two people to work together)**

Objective

* To ensure Carina Juniors is represented at Zone Meetings and is provided with all information for clubs.

Responsibilities

* Attend monthly Zone 3 meetings which are held at the club houses of Zone 3 clubs across Brisbane’s southside.

Relationships

* Reports to the Management Committee.

**Disciplinary Committee (ability for up to three)**

Objective

* To ensure those associated with Carina Juniors uphold the rules set by the League in relation to appropriate behaviour.
* All members of Disciplinary Committees must carry out their responsibilities being unbiased, coming to decisions based on evidence before them and the need for Confidentiality.

Responsibilities

* Lead by the Carina Juniors Vice President who will liaise with the Executive Committee.
* Carry out Disciplinary hearings in relation to any written complaints or documented issues after investigation. Includes follow up to ensure penalties handed out are complied with, and complainants are informed of any decisions pertaining to their complaint.
* Report to the Management Committee the finding and all disciplinary actions decided upon by the Disciplinary Committee; and

**Apparel Coordinator (one only – ability to have assistance with apparel subcommittee)**

Objectives

* To ensure all Players, Coaches, Managers and Committee Members are supplied On Field and Off Field Apparel.
* To ensure the Uniform Room is kept clean and well organised so inventory is kept in good condition.

Responsibilities

* Prepare and place On Field and Off Field Apparel Orders (completed by executive).
* Follow up on Delivery ETA’s and arrange suitable times for delivery.
* Check quantity and quality of all inventory delivered.
* Report any shortages or faults with inventory.
* Sort inventory into sizes and place accordingly in Uniform Room ready to be supplied.
* Prepare a Time Schedule for uniform collection that suits your availability and also coincides with at least one training session for each age group. Provide Time Schedule to Administrator to advertise via Facebook, Website, EDM’s, Email and Signage.
* Prepare a procedure for the distribution and marking off of uniforms.
* Maintain Inventory Records showing inventory ordered, inventory supplied to members, inventory sold to members, inventory donated to clubs/communities, inventory being kept for the following season and inventory unaccounted for.

Relationships

* Reports to the Management Committee;
* Liaises with the Club Administrator and Executive Committee.

**Mental Health First Aid (one only)**

Objective

* To promote the health and wellbeing of our members at Carina

Responsibilities

* Facilitate positive mental health messages through the club.
* Speak to / arrange speakers to ensure our coaches and targeted international age groups receive mental health first aid.