



# SRFC

## Roles & Responsibilities

### Document control

Version	Release date	Responsible	Reason for change
0.1	10/11/2018	Roland Maurer	Initial draft
0.2	16/6/2019	Kenan Aldemir	Additional customisation for SRFC
0.3	20/4/2020	Mark Robinson	Additional updates
1.0	16/5/20	Committee	Approved version

Please ensure all updated documents are uploaded to the SRFC cloud.

## SRFC Roles & Responsibilities

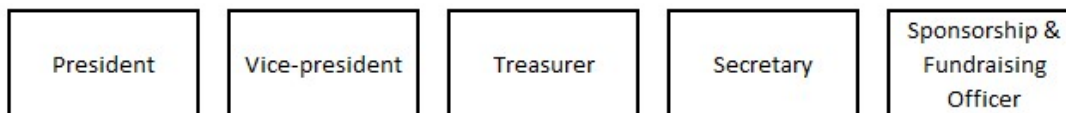
The Sydney Rangers Football Club (**SRFC**) Roles & Responsibilities document aims to establish the key roles & responsibilities for SRFC administration (Committee & Sub-committee) and playing staff (Coaches, Managers & Captains) to ensure roles are understood and maximum performance outcomes for the club.

## COMMITTEE



- The SRFC Committee is made up of five roles and is expected to meet once per month at a regular set time and day or more often as required.
- If two or more Committee members are unavailable for a particular meeting the meeting will be rescheduled to a mutually convenient time that satisfies at least 4 committee members.
- Committee members are expected to fulfil their roles between meetings; the purpose of the meetings is to check on progress.
- Committee members have full authority to take all necessary actions to fulfil their allocated responsibilities within their allotted budgets.
- All briefing papers will be read before the meeting, not at the meeting.
- Each committee member shares collective responsibility and ownership of agreed decisions, irrespective of their personal view or vote on the matter.

**Committee**



**Sub-committee**



**SUB-COMMITTEE**

- The Sub-committee is made up of several roles which also support the club and these roles may change from time to time depending on Club requirements.
- There are no formal meetings of the sub-committee and each member has the full authority to take all necessary actions to fulfil their allocated responsibilities within their allotted budgets.
- Sub-committee members may periodically attend Committee meetings to provide updates, guidance or feedback as relates to their role.

**PRESIDENT**



Duties	Attributes
<ul style="list-style-type: none"> <li>• Chair and run Committee meetings to ensure they run effectively;</li> <li>• Act as signatory for the Club for all legal and financial purposes;</li> <li>• Regularly focus the Committee's attention on matters of Club governance and what is in the best interests of all members;</li> <li>• Work with the Committee to achieve objectives of the Club and develop and implement strategic plans;</li> <li>• Serve as Club spokesman;</li> <li>• Maintain the timeline of Club activities to ensure they are completed on time;</li> <li>• Periodically consult with the Committee Members on their role, how they are managing the responsibilities of their portfolio, and help them to optimise their contribution;</li> <li>• Assist in the development of partnerships with sponsors, funding agencies, local government, associations and organisations that are relevant to the goals of the Club.</li> <li>• Report to Members; and</li> <li>• Provide the principal leadership and responsibility for the Club and the Committee.</li> </ul>	<p>The President should:</p> <ul style="list-style-type: none"> <li>• be well informed of all Club activities and be able to provide oversight;</li> <li>• be a good role model and a positive image for the Club in representing the Committee in other forums;</li> <li>• be enthusiastic with good knowledge of the sport and the Club;</li> <li>• have a good working knowledge of the Constitution and Rules, and the roles of the Committee Members;</li> <li>• be able to develop good relationships internally and externally;</li> <li>• be forward thinking and committed to meeting the overall goals of the Club;</li> <li>• work collaboratively with other Committee Members and motivate a volunteer workforce;</li> <li>• be well organised and able to delegate;</li> <li>• be approachable, a good listener and attuned to the interests of members and other interest groups;</li> <li>• be a competent public speaker; and</li> <li>• be accountable to the Committee and Members,</li> </ul>
<b>Contact</b>	
<b>GMAIL Account:</b> president.srfc@gmail.com <b>Club Email:</b> president@sydneyrangersonline.com.au	

## VICE-PRESIDENT

Duties	Attributes
<ul style="list-style-type: none"> <li>• Support the President in his duties and assist in the running of the club as required;</li> <li>• Shadow the President in providing leadership and responsibility for the Club and the Committee and to step into the President's role as required/ Act as the President in the event they are unable to fulfil their duties;</li> <li>• In the absence of the President, chair and run Committee meetings effectively;</li> <li>• Represent the Club at meetings and forums as agreed with the President and/or Committee (eg Team Sydney, PFA);</li> </ul>	<p>The Vice President should:</p> <ul style="list-style-type: none"> <li>• be willing and able to step in for the President as required;</li> <li>• be well informed of all Club activities and able to provide oversight;</li> <li>• be a good role model and a positive image for the Club in representing the Committee in other forums;</li> <li>• have a good working knowledge of the Constitution, Rules and duties of the Committee Members;</li> <li>• be able to develop good relationships internally and externally;</li> </ul>



<ul style="list-style-type: none"> <li>• Other duties as required by the President and/or Committee;</li> <li>• Act as signatory for the Club for legal and financial purposes;</li> <li>• Book and manage the Club’s field contract for pre-season and seasonal training;</li> <li>• Act as the Association Delegate if they are unavailable;</li> <li>• Ensure all incident forms lodged are recorded and archived;</li> <li>• Draft, prepare and distribute monthly newsletters and regular updates; and</li> <li>• Report to the President and Members.</li> </ul>	<ul style="list-style-type: none"> <li>• be comfortable raising concerns with the President as necessary;</li> <li>• be approachable, a good listener and attuned to the interests of members and other interest groups; and</li> <li>• be a competent public speaker.</li> </ul>
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**Contact**  
**GMAIL Account:** vicepresident.srfc@gmail.com **Club Email:** vice\_president@sydneyrangersfc.com.au

## TREASURER

Duties	Attributes
<ul style="list-style-type: none"> <li>• Prepare a budget in consultation with the Committee at the start of each financial year;</li> <li>• Administer all financial affairs of the Club, including receipt of monies and making payments;</li> <li>• Gain approval for and make payments and act as signatory for the Club for financial purposes;</li> <li>• Ensure liquidity;</li> <li>• Keep required financial records and budgets;</li> <li>• Provide written and verbal reports to the Committee in respect of accounts and any major expenditure;</li> <li>• Ensure funds are used appropriately and in accordance with the mandate of members;</li> <li>• Prepare end of year financial statements;</li> <li>• Provide written and verbal reports to the Committee in respect of accounts and any major expenditure at every meeting;</li> <li>• Monitor the budget throughout the year, tracking actuals against predicted;</li> <li>• Ensure that funds are used appropriately and in accordance with the mandate of Members;</li> <li>• Prepare end of year financial statements to present at the Annual General Meeting;</li> <li>• Ensure the Club is meeting legal and regulatory obligations regarding the Club finances;</li> <li>• Support any required auditing processes;</li> <li>• Other duties as nominated by the President and/or Committee;</li> </ul>	<p>The Treasurer should:</p> <ul style="list-style-type: none"> <li>• be able to maintain accurate financial records and work in a logical, orderly manner;</li> <li>• have some financial experience, such as producing accounts;</li> <li>• be aware of the rules and legislation surrounding Club finances;</li> <li>• be reliable, honest and trustworthy;</li> <li>• have good communication skills; and</li> <li>• have working knowledge of relevant computer systems, such as online banking and Microsoft Excel.</li> </ul>



<ul style="list-style-type: none"> <li>• Be responsible for the financial supervision of the Club to allow the Committee to provide good governance; and</li> <li>• Report to the President and Members.</li> </ul>	
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**Contact**

**GMAIL Account:** treasurer1.srfc@gmail.com **Club Email:** treasurer@sydneyrangersfc.com.au

## SECRETARY

Duties	Attributes
<ul style="list-style-type: none"> <li>• Organise committee meetings, source agenda items and take minutes;</li> <li>• Follow up with action items between meetings;</li> <li>• Ensure memberships are valid and up to date;</li> <li>• Maintain the Club’s membership to organisations (eg Team Sydney, IGLFA, PFA);</li> <li>• Ensure the records of the Club are maintained as required by legislation;</li> <li>• Ensure that proper notice is given of General Meetings as specified in the Rules;</li> <li>• Maintain online tools such as MailChimp, Eventbrite, PlayFootball, Dribl and others as deemed necessary by the committee from time to time;</li> <li>• Organise meeting times and locations that enable at least 4 Committee Members to attend, including a quorum of the Committee;</li> <li>• Source agenda items from Committee Members, prepare the agenda and circulate with previous meeting minutes at least three (3) days prior to meeting;</li> <li>• Take minutes during meeting to accurately capture decision making processes and action items, and distribute minutes to Committee Members within seven (7) days of the meeting;</li> <li>• Follow up with Committee Members about their action items between meetings</li> <li>• Ensure that the records of the Club are maintained as required by legislation and made available when required by authorised persons;</li> <li>• Familiarise himself with all current Club documents to note applicability during meetings;</li> <li>• Be the first point of contact for enquiries, and distribute to other Committee Members as required;</li> <li>• Prepare surveys as required;</li> </ul>	<p>The Secretary should:</p> <ul style="list-style-type: none"> <li>• be highly organised and efficient;</li> <li>• have excellent communication skills and the ability to take minutes;</li> <li>• have strong computer skills, including knowledge of Microsoft Word and Excel and quickly learn other online database and registration systems;</li> <li>• have a good working knowledge of the Constitution and Rules, plus an understanding of the governance requirements; and</li> <li>• be able to develop good relationships internally and externally.</li> </ul>



<ul style="list-style-type: none"> <li>• Provide advice to the President and Committee about effective communication;</li> <li>• Other duties as nominated by the President and/or Committee;</li> <li>• Ensure the smooth running of Club administrative matters and manage internal and external communication on behalf of the Club; and</li> <li>• Report to the President and Members.</li> </ul>	
<b>Contact</b>	
<b>GMAIL Account:</b> secretary.SRFC@gmail.com <b>Club Email:</b> secretary@sydneyrangersfc.com.au	

## SPONSORSHIP & FUNDRAISING OFFICER

Duties	Attributes
<ul style="list-style-type: none"> <li>• Develop a list of potential sponsors in collaboration with the President and Committee;</li> <li>• Prepare sponsorship proposals and liaise with potential sponsors;</li> <li>• Source possible grant opportunities and maintain list of applicable grants;</li> <li>• Draft grant applications;</li> <li>• Identify potential community partners and work closely with the President to develop relationships;</li> <li>• Maintain regular contact with partner organisations and sponsors to ensure good ongoing relationships;</li> <li>• Prepare reports/ newsletters for sponsors and grant administrators to show use of funds and other relevant statistics;</li> <li>• Other duties as nominated by the President and/or Committee;</li> <li>• Develop relationships with external organisations to raise funds, and boost the Club's links and profile within the LGBTQI community; and</li> <li>• report to the President and the Members.</li> </ul>	<p>The Sponsorship &amp; Fundraising Officer should:</p> <ul style="list-style-type: none"> <li>• be highly organised and efficient;</li> <li>• have excellent communication skills;</li> <li>• be creative and engaging to build strong rapport with affiliate organisations;</li> <li>• have strong computer skills, including knowledge of visualisation tools;</li> <li>• have experience or willingness to learn how to write grant applications; and</li> <li>• be able to develop good relationships internally and externally.</li> </ul>
<b>Contact</b>	
<b>GMAIL Account:</b> sponsorship.srfc@gmail.com <b>Club Email:</b> sponsorship@sydneyrangersfc.com.au	

## DIRECTOR OF FOOTBALL



Duties	Attributes
<ul style="list-style-type: none"> <li>• Arrange pre-season booking of fields and opposition in co-ordination with the team coaches;</li> <li>• Lead the grading process in line with the grading policy and the committee’s requirements;</li> <li>• Provide football insight and be an advocate for football developments;</li> <li>• Annually source a summer soccer comp and help enter SRFC teams;</li> <li>• Liaise with Secretary to ensure memberships are valid and up to date;</li> <li>• Work with the Club Coach Coordinator to strategically improve coaching and playing performance and results;</li> <li>• Ensure the smooth running of Winter Competition and be an advocate for footballing matters;</li> <li>• Support the coaches during the season;</li> <li>• Other duties as nominated by the President and/or Committee; and</li> <li>• report to the President and the Members.</li> </ul>	<p>The Football Director should:</p> <ul style="list-style-type: none"> <li>• be highly organised and efficient;</li> <li>• be interested in football and have strong understanding of key concepts;</li> <li>• have held a committee, coaching or managing role in the club;</li> <li>• ideally hold a coaching license currently or in the past;</li> <li>• have good scouting skills;</li> <li>• know the skill levels of the majority of players in the club; and</li> <li>• be able to develop good relationships internally and externally.</li> </ul>
Contact	
<p><b>GMAIL Account:</b> footballdirector.srfc@gmail.com</p> <p><b>Club Email:</b> football-director@sydneyrangersfc.com.au</p>	

## SOCIAL MEDIA OFFICER

Duties	Attributes
<ul style="list-style-type: none"> <li>• Build the club’s online presence;</li> <li>• Spread awareness of SRFC activities and informing members of wider community news;</li> <li>• Keep the Committee up to date with new ways for SRFC to reach the community</li> <li>• Liaise with Events Officer and Public Relations &amp; Communications Officer on social media posts for fundraising and events, and to ensure consistent messaging;</li> <li>• Manage the Club’s social media presences and website and request assistance as required;</li> <li>• Respond to enquiries from new players</li> <li>• Other duties as nominated by the President and/or Committee; and</li> <li>• Report to the President and Members</li> </ul>	<p>The Social Media Officer should:</p> <ul style="list-style-type: none"> <li>• be highly organised and efficient;</li> <li>• have excellent communication skills;</li> <li>• have strong computer skills, and ability to learn various social media platforms;</li> <li>• have creativity and knowledge to create compelling content; and</li> <li>• have strong data management skills to crunch club and media data to ensure targeted content.</li> </ul>
Contact	



**GMAIL Account:** socialofficer.srfc@gmail.com    **Club Email:** social@sydneyrangersfc.com.au

## CLUB COACH COORDINATOR

Duties	Attributes
<ul style="list-style-type: none"> <li>• Support a positive club coaching culture;</li> <li>• Promote inclusive practice within the coaching at the club;</li> <li>• Monitor and mentor new and inexperienced club coaches based on their development needs;</li> <li>• Provide access to up to date information and professional development opportunities including observing senior coaches and model sessions;</li> <li>• Liaise with Club administrators and Community Coach Coordinator Manager at Association/Member Federation level;</li> <li>• Attend CCC meetings;</li> <li>• Target player and coach retention rates of 75%;</li> <li>• Support the grading process in line with the grading policy and the committee's requirements;</li> <li>• Provide football insight and be an advocate for football developments;</li> <li>• Work with the Director of Football to strategically improve coaching and playing performance and results;</li> <li>• Other duties as nominated by the President and/or Committee; and</li> <li>• report to the President and the Members.</li> </ul>	<p>The Club Coach Coordinator should:</p> <ul style="list-style-type: none"> <li>• be highly organised and efficient;</li> <li>• be interested in football and have strong understanding of key concepts;</li> <li>• ideally hold a coaching license currently or in the past;</li> <li>• minimum of 2 years coaching experience;</li> <li>• have good scouting skills;</li> <li>• strong communication skills;</li> <li>• positive and approachable personality;</li> <li>• know the skill levels of the majority of players in the club; and</li> <li>• be able to develop good relationships internally and externally.</li> </ul>
Contact	
<p><b>GMAIL Account:</b> coordinator.srfc@gmail.com    <b>Club Email:</b> coordinator@sydneyrangersfc.com.au</p>	

## EVENTS OFFICER

Duties	Attributes
<ul style="list-style-type: none"> <li>• Maintain calendar of events;</li> <li>• Form and run working groups for the various events SRFC holds throughout the year;</li> <li>• Liaise with Public Relations and Communications and Social Media Officers on branding and messaging for fundraising events;</li> <li>• Monitor the success of events and develop the event calendar to meet the aims of the Club;</li> </ul>	<p>The Events Officer should:</p> <ul style="list-style-type: none"> <li>• be highly organised and efficient;</li> <li>• have excellent communication skills;</li> <li>• have creativity and knowledge to put on great events;</li> <li>• be able to operate to a budget;</li> <li>• have strong project management skills; and</li> </ul>





<ul style="list-style-type: none"> <li>• Aim to ensure that as many events as possible are cost neutral to the Club;</li> <li>• Deliver well run successful events that enhance the SRFC brand and provide benefits to members; and</li> <li>• Report to the President and Members.</li> </ul>	<ul style="list-style-type: none"> <li>• ideally have events and hospitality experience.</li> </ul>
<b>Contact</b>	
<b>GMAIL Account:</b> eventsofficer.srfc@gmail.com <b>Club Email:</b> events@sydneyrangersfc.com.au	

## PUBLIC RELATIONS & COMMUNICATIONS OFFICER

Duties	Attributes
<ul style="list-style-type: none"> <li>• Develop PR campaigns, media relations strategies and communication strategies;</li> <li>• Prepare and distribute press releases and external communications;</li> <li>• Collaborate with Social Media Officer and Events Officer to maintain coordinated communication and support club events and messaging;</li> <li>• Edit and update promotional material and publications (brochures, videos, social media posts etc.);</li> <li>• Organize PR events and serve as the company's spokesperson;</li> <li>• Seek opportunities for partnerships, sponsorships and advertising;</li> <li>• Address inquiries from the media and other parties;</li> <li>• Track media coverage and follow industry trends;</li> <li>• Provide advice to the President and Committee about effective communication; and</li> <li>• Report to the President and Members.</li> </ul>	<p>The Public Relations &amp; Communications Officer should:</p> <ul style="list-style-type: none"> <li>• Have experience in dealing with external media and communications;</li> <li>• Marketing/ PR background;</li> <li>• be highly organised and efficient;</li> <li>• have excellent communication skills and confident in public speaking;</li> <li>• be a cool-tempered professional who is able to handle a crisis; and</li> <li>• be able to develop good relationships internally and externally.</li> </ul>
<b>Contact</b>	
<b>GMAIL Account:</b> pmc.srfc@gmail.com <b>Club Email:</b> marketing@sydneyrangersfc.com.au	

## REGISTRAR

Duties	Attributes
<ul style="list-style-type: none"> <li>• Be responsible for the annual Winter Competition registration process;</li> <li>• Ensure accurate player registration records are kept and updated appropriately;</li> </ul>	<p>The Registrar should:</p> <ul style="list-style-type: none"> <li>• be highly organised and efficient;</li> <li>• have excellent communication skills;</li> <li>• have strong computer skills, including knowledge of Microsoft Word and Excel and quickly learn other online database and registration systems;</li> </ul>



<ul style="list-style-type: none"> <li>Annually attend CDSFA meetings as appropriate to ensure a smooth process for Winter Competition participants; and</li> <li>Other duties as nominated by the President and/or Committee</li> </ul>	<ul style="list-style-type: none"> <li>have a good working knowledge of the Constitution and Rules; and</li> <li>be able to develop good relationships internally and externally.</li> </ul>
<b>Contact</b>	
<p><b>GMAIL Account:</b> registrar.SRFC@gmail.com <b>Club Email:</b> registrar@sydneyrangersfc.com.au</p>	

## PUBLIC OFFICER

Duties	Attributes
<ul style="list-style-type: none"> <li>Acting as the official point of contact for the Club and one of the authorised signatories (excluding the SRFC bank account);</li> <li>Notify the NSW Fair Trading of any change in the Club’s official address within 28 days;</li> <li>Collecting all Club documents from former committee members, maintaining records of the Club as required and delivering the necessary official documents to new Committee members;</li> <li>Acting as the official contact for the Club, including taking delivery of documents served and bringing them to the attention of the Committee as soon as possible;</li> <li>Preparing the financial reporting documents and Notice’s as required by NSW Fair Trading, obtain the Committee’s approval to file those documents and Notice’s, attending to filing those documents and Notice’s and maintaining filed copies on behalf of the Club;</li> <li>Assist the Secretary prepare any official Club forms, as requested from time to time, including but not limited to the Notice of Annual General Meeting (AGM), any proposed Resolutions, Proxy Form and/or Injury Waiver and Disclosure forms and/or amendments to the Constitution;</li> <li>Draft and/or settle appropriate public documents on behalf of the Club, including media releases and other correspondence;</li> <li>Maintain an up to date copy of the Constitution;</li> <li>Maintain custody of any documents as required by the Constitution;</li> <li>Negotiate the insurance requirements of the Club with its insurance brokers and present insurance options to the Committee for</li> </ul>	<p>The Public Officer should:</p> <ul style="list-style-type: none"> <li>be over 18 years of age and reside in New South Wales. An association’s incorporation may be cancelled if the Public Officer does not comply with these requirements;</li> <li>have a good working knowledge of the Constitution, Rules, Regulations, Policies and the duties of the Committee Members;</li> <li>understand the applicable Laws, Rules and Regulations relevant to incorporated Associations in New South Wales, including a working understanding of the applicable parts of the Associations Incorporation Act (NSW) 2009, Associations Incorporation Regulation (NSW) 2010, Australian Consumer Law (Cth) 2011 and the Corporations Act (Cth) 2001;</li> <li>understand the operative mechanisms of NSW Fair Trading, including their financial reporting requirements in relation to Associations;</li> <li>be able to develop relationships within the Membership of the Club, Committee and externally;</li> <li>understand the operation limitations of an incorporated association, potential regulatory/legal risks to the Club and provide the Committee with recommendations as to how best to safeguard the Club’s rights;</li> <li>be able to problem solve issues referred to the Public Officer by the Committee, devise resolutions to resolve them and present those to the Committee in a timely manner;</li> </ul>



<p>consideration, thereafter enter into policies of insurance on behalf of the Club, as directed by the Committee, from time to time;</p> <ul style="list-style-type: none"> <li>• Establish and maintain a register of Members, which specifies the name and address of each person who is a member of the Club together with the date on which the person became a member and the class of membership to which they belong;</li> <li>• Draft any Privacy Policy on behalf of the Club, as required by applicable Law; and</li> <li>• Attend meetings of the Committee and make representations to the Committee, from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• be capable of raising issues and problems identified, within the Club, with the President and the Committee as necessary and in a timely manner;</li> <li>• be approachable, a good listener and understand the interests of the Club Members, other stakeholders and interest groups;</li> <li>• be able to draft and/or settle appropriate public documents on behalf of the Club, including media releases and other correspondence;</li> <li>• possess good negotiation skills; and</li> <li>• be a confident public speaker.</li> </ul>
<b>Contact</b>	
<p><b>GMAIL Account:</b> returningofficer.SRFC@gmail.com</p> <p><b>Club Email:</b> returning-officer@sydneyrangersfc.com.au</p>	

## OVER 35s REPRESENTATIVE

Duties	Attributes
<ul style="list-style-type: none"> <li>• Represent the Over 35s to the Committee and wider club;</li> <li>• Ensure Over 35s views are incorporated in club decision making;</li> <li>• Provide feedback to the Committee from Over 35s;</li> <li>• May disseminate info from the Club or Committee regarding Over 35s if additional communications are required; and</li> <li>• Other duties as nominated by the President and/or Committee.</li> </ul>	<p>The Over 35s Representative should:</p> <ul style="list-style-type: none"> <li>• be capable of raising issues and problems identified, within the Club, with the President and the Committee as necessary and in a timely manner;</li> <li>• be approachable, a good listener and understand the interests of the Club Members, other stakeholders and interest groups; and</li> <li>• be able to develop good relationships internally and externally.</li> </ul>
<b>Contact</b>	
<p><b>GMAIL Account:</b> over35rep.srfc@gmail.com      <b>Club Email:</b> over35rep@sydneyrangersfc.com.au</p>	



## COACH

Duties	Attributes
<ul style="list-style-type: none"> <li>Select the team of players for matches, and their formation;</li> <li>Planning the strategy and instructing the players on the pitch;</li> <li>Motivating players before and during a match;</li> <li>Planning and conducting tactical and fitness training for the players.</li> <li>Set and maintain the standards expected of a SRFC team (ethics, behaviour, on/off the pitch)</li> </ul>	<p>Coaches should:</p> <ul style="list-style-type: none"> <li>be strong communicators;</li> <li>have good knowledge of footballing concepts;</li> <li>be approachable and a good listener;</li> <li>have a good nature;</li> <li>ideally have coaching qualifications or intend to take them; and</li> <li>be able to develop good relationships internally and externally.</li> </ul>

## MANAGER

Duties	Attributes
<ul style="list-style-type: none"> <li>Arrange referee fees;</li> <li>Step in on match day or training should the Coach not be present;</li> <li>Arrange communications of match days to the team, eg Facebook events or Teamer;</li> <li>Help in getting players organised for games or football events etc.; and</li> <li>Help arrange preseason team bonding.</li> <li>Set and maintain the standards expected of a SRFC team (ethics, behaviour, on/off the pitch)</li> </ul>	<p>Managers should:</p> <ul style="list-style-type: none"> <li>be strong communicators;</li> <li>be approachable and a good listener;</li> <li>have a good nature; and</li> <li>be able to develop good relationships internally and externally.</li> </ul>

## CAPTAIN

Duties	Attributes
<ul style="list-style-type: none"> <li>The only official responsibility of a captain specified by the Laws of the Game is to participate in the coin toss prior to kick-off (for choice of ends) and prior to a penalty shootout. Contrary to what is sometimes said, captains have no special authority under the Laws to challenge a decision by the referee. However, referees may talk to the captain of a side about the side's general behaviour when necessary.</li> <li>The captain generally provides a rallying point for the team: if morale is low, it is the captain who will be looked upon to boost their team's spirits.</li> <li>Set and maintain the standards expected of a SRFC team (ethics, behaviour, on/off the pitch).</li> <li>Assist the Coach &amp; Manager in formulating team strategy and selection; and</li> <li>Spokesperson of the team to manager, coach.</li> </ul>	<p>Captains should:</p> <ul style="list-style-type: none"> <li>be strong communicators;</li> <li>be approachable and a good listener;</li> <li>experienced/ leader/ influencer within the team;</li> <li>have a good nature; and</li> <li>be able to develop good relationships internally and externally.</li> </ul>



## KEY TOOLS ACCESS

Website/ Tool	President	Vice-President	Treasurer	Secretary	Spons & fundr'g	Social Media Officer	Club Coach Coord' r	Events Officer	Public Relations & Comm's Officer	Registrar	Public Officer	Over 35s Rep
St George (Banking)	Y	Y	Y									
Paypal (Banking)	Y	Y	Y									
SRFC Cloud (Repository)	Y	Y	Y	Y	Y							
Play Football (Winter Comp Database)	Y	Y		Y						Y		
Dribl (Winter Comp admin)	Y	Y		Y						Y		
Facebook	Y	Y		Y		Y		Y	Y			
Instagram	Y	Y		Y		Y		Y				
Twitter	Y	Y		Y		Y						
Mailchimp	Y	Y		Y						Y		
Trello (Action planning)	Y	Y	Y	Y	Y							
Slack (Committee comms)	Y	Y	Y	Y	Y	Y						
Net registry (Website hosting)	Y	Y		Y								
Wordpress (Website)	Y	Y	Y	Y	Y	Y						
Eventbrite (Events)	Y	Y	Y	Y	Y	Y		Y				
SRFC email account	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y