



Berkeley Vale Soccer Club

P.O. Box 8041

Tumbi Umbi N.S.W. 2261

www.berkeleyvalesoccerclub.com

Email: secretary@berkeleyvalesoccerclub.com

Committee:

The management Committee of the Club is elected at the A.G.M each October and is responsible to administer the affairs of the club and to provide assistance to its members. The duties are:-

Vacant Committee Positions

Executive Positions

Junior Vice President:

Deputises President where necessary

Arranges a coach and manager for each Team

Allocates and supervises training times for teams.

Organises club grading days, times and venue.

Supervises Grading committee

Ensures Assessment sheets are completed by each coach before 31st August each year.

Committee Positions

Registrar

Responsible for registering players

Maintain Club Registration records

Liaise with CCF registrar

Allocate days and times and venues for registration days

Supervise the proper collection completion of

A team registration sheet

B Player registration card

C player photos

D Birth certificate

Transports all materials to CCSA registrar before due dates

Takes grading of players at grading day and advises CCSA registrar before due dates and marks players registration cards accordingly.

Informs coaches of registration requirements, arranges player transfers.
Ensures all registration cards are returned to CCF Ltd when no longer required.

Assistant Registrar

Assists Club Registrar in all registrations matters as directed by the registrar.

Groundsperson

Responsible for the Grounds
Ensure all nets and any other items required for maintaining the grounds are in readiness for the new season.
Inform the management committee of any items that may need to be purchased in order to keep grounds, for approval.
Ensures that the storage area, changing rooms and the grounds are tidy at all times.

Canteen Supervisor

Responsible to purchase and price all canteen items with the Management Committee approval
Prepare parent roster for canteen assistance
Receive balance and hand over monies and accounts to the Treasurer
Keep own records.
Maintain up to date stock record
Ensure adequate supplies where ever possible
Liaise with Treasurer for Change and handover
Organise responsible person to supervise canteen at all times.
Collect goods where deliver is not available
Open canteen before first game each weekend.

Social Committee

Responsible for the fund raising and social events of the club approved by the Executive Committee.
Arrange regular functions for the benefit of the club.
To arrange a group of persons to form a Social Committee
To report to the Management Committee on all activities

General Committee Persons

To do desk duty wherever possible.
To help when available at all other club functions.

Junior Vice Assistant

Assists the Junior Vice President in all areas.

Coaching Coordinator

Responsible for organising and overseeing all Club coaches and assisting with coaching programs and education.

Junior Grading Coordinator

Organises all Competition Junior Grading

Coordinates grounds, times and advertising with Club Secretary

Oversees Junior Grading.

Assists in organising Coaches and Managers for all Junior Competition Teams

Women's Coordinator

Responsible for liaising with the Senior and junior Vice Presidents to organise Women's and Girls teams.

Responsible for dealing with any issues that may occur with Female players in the club.

Junior Presentation Coordinator

Organises and coordinate all aspects of Junior Presentation Day in conjunction with The Secretary, Social Committee and Vice President.

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Cadet Referee Coordinator

Enlists, organising and roster all cadet referees.

Trains and ensure all cadet referees are aware of rules and regulations.