

Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806
P.O Box 183, Berwick, 3806



Subject: Job Description
Title: Vice President - Football
Reports to: President and Executive Committee

1	Basic Functions
a)	To coordinate the formulation and delivery of Football Operations in conjunction with the Coach Coordinator/s.
b)	Compliance and accountability with Club policies.
c)	To liaise between players, coaches, the Club Executive, General Committee.

2	Specific Responsibilities
a)	Oversee all matters related to playing football including Coaching, Auskick and Property.
b)	Chair coaching interviews and appoint suitable coaches in conjunction with the coaching committee.
c)	To assist and ensure all football staff obtain or hold the correct coaching qualifications with respect to league requirements and club policies.
d)	Assist with the appointment of appropriate personnel for each BJFC team including assistant coaches, team managers, trainers, runners and other team support staff.
e)	To oversee player movement between teams in line with League and club policies.
f)	Coordinate the allocation of grounds and training times for preseason and in season training.
g)	To support and assist with the development of coaches and football support staff.
h)	Conduct coaches meetings and coaching committee meetings.
i)	To liaise with local Auskick clinics, Berwick Senior Football Club, schools and the Club.
j)	To oversee the management and maintenance of all match day and training equipment as required by coaches and/or league
k)	Assist to provide for structured junior player pathways to all higher-level competitions.
l)	Ensure players and officials attending League tribunal hearings are supported by club advocates.
m)	To assist the Equipment Coordinator to ensure all equipment, owned by Club is retained by Club at the completion of each season.

3	Entry Qualifications and Experience
a)	Must have minimum coaching level accreditation
b)	Ability to provide sound Coaching and Football development.

4	Role Requirements
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position:	Vice President - Football	Witnessed by:	Position:	President
Name:	_____	Name:	_____	
Signed:	_____	Signed:	_____	