



2014 WaiBOP
Club of the Year



2014 Waipa Networks
District Club of the Year



2014 Trustpower Community
Service Supreme Award

John Kerkhof Park
Vogel Street,
PO Box 214
Cambridge 3434
PH: 07 827 8334
Email: cambridgesoccer@gmail.com
Website: www.cambridgesoccer.co.nz

Club Chairperson – Position Description

The Chairperson is the principle leader of Cambridge Football Club and has overall responsibility for the club's administration.

The Chairperson sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the Chairperson is to facilitate effective committee meetings.

The Chairperson is elected by the members of the club's elected committee and is responsible for representing the views of the club's members.

Skills

Ideally the Chairperson is someone who:

- ✦ Can communicate effectively.
- ✦ Is well informed of all organisation activities.
- ✦ Is aware of the future directions and plans of members.
- ✦ Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- ✦ Is a supportive leader for all of the club's members.

Main Duties and Responsibilities

The Chairperson should:

- ✦ Manage committee meetings.

- ✍ Manage the annual general meeting.
- ✍ Represent the club at local, regional, state and national levels or arrange for nominees to act on his/her behalf.
- ✍ Act as a facilitator for club activities.
- ✍ Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

The Chairperson is appointed for an annual term.



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Referee Co-ordinator – Position description

Co-operation with other sections (seniors, women, youth, juniors)

- Distribute information from Federation or district referee organisations amongst club membership (e.g. via email, Twitter, Facebook or the clubrooms)
- Place referee news in club newsletter/programmes
- Recruit referees
- Develop Junior Referee Program (in conjunction with Federation Referee Development Officer or RDO)
- Liaise with RDO's
- Pre-organise CBR Courses
- Pre-organise Level 1 Referee Courses
- Pre-organise Assistant Referee Courses
- Organise referees for informal club tournaments
- Meet and greet official referees and ARs
- Promotes refereeing & the opportunities it provides amongst the club membership and community

Ideally a Referee Co-ordinator is someone who:

- Can communicate effectively and has good people skills.
- Is positive and enthusiastic, enjoys their football
- Is well organised



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Club Secretary – Position Description

The Secretary is the chief administration officer of Cambridge Football Club. This person provides the coordinating link between members, the management committee and outside agencies.

The secretary is directly responsible to the Chairperson of the Cambridge Football Club, and its members.

Skills

Ideally the Secretary is someone who:

- ✦ Can communicate effectively.
- ✦ Is well organised and can delegate tasks.
- ✦ Can maintain confidentiality on relevant matters.
- ✦ Has a good working knowledge of the constitution.

Main Duties and Responsibilities

The Secretary should:

- ✦ Prepare the agenda for club/group meetings in consultation with the Chairperson.
- ✦ Make arrangements including venue, date, times and hospitality for club meetings.
- ✦ Send adequate notice of the meetings.
- ✦ Collect and collate reports from office bearers.
- ✦ Call for and receive nominations for committees and other positions for the club/group AGM.
- ✦ Take the minutes of meetings.
- ✦ Write up the minutes as soon as possible after the meeting.
- ✦ Read, reply and file correspondence promptly.
- ✦ Collate and arrange for the printing of the annual report.
- ✦ Maintain registers of members' names and addresses, life members and sponsors.

- ✦ Maintain files of legal documents such as constitutions, leases and titles.
- ✦ Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.

- ✦ With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- ✦ Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.

The Secretary is appointed for an annual period.



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Club Treasurer – Position Description

The Treasurer is the chief financial management officer for Cambridge Football Club.

The Treasurer is directly responsible to the Chairperson and members of Cambridge Football Club.

Skills

Ideally the Treasurer is someone who is:

- Well organised.
- Able to allocate regular time periods to maintain the books.
- Able to keep good records.
- Able to work in a logical orderly manner.
- Aware of information, this needs to be recorded and stored for the annual audit.

Main Duties and Responsibilities

The Treasurer should:

- Prepare a budget and monitor it carefully.
- Keep the club's books up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an independent review of the accounts is prepared each year.

- Arrange the independent review.
- Give Treasurer's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay the bills.



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Club Volunteer Co-ordinator – Position Description

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of volunteers at Cambridge Football Club.

The Volunteer Coordinator is directly responsible to the Chairperson of Cambridge FC and the members of Cambridge FC.

Responsibilities and Duties

The Volunteer Coordinator should:

- Assess the human resource needs for the club for general running and special events.
- Recruit and recommend the appointment of volunteers to roles that suit them.
- Organise the orientation and the induction of volunteers.
- Work with the Secretary organising volunteer rosters and maintaining records.
- Identify and organise the training and education opportunities for volunteers.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.
- Ensure all volunteers are recognised for their efforts.
- Submit regular reports to the club/group committee.
- Profiles club volunteers to the wider membership and the community
- Contributes and welcomes contribution to the volunteer noticeboard on the club website and / or the clubrooms

Knowledge and Skills Required

Ideally a Volunteer Coordinator is someone who:

- Is a people's person!
- Likes to celebrate success
- Can communicate effectively and has good people skills.
- Is positive and enthusiastic, enjoys their football
- Is well organised



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Club's Women's & Girls Co-ordinator – Position Description

The following are essential requirements to be a successful Girls and Women's coordinator:

Important Requirements:

- ✦ To have a genuine interest in the development of females in football
- ✦ To have a thorough understanding of the pathways of women's football in New Zealand

Skills:

- ✦ Ability to effectively influence and develop others
- ✦ A demonstrated commitment to female participation
- ✦ Ability to sell the benefits of participating in football to females
- ✦ Thorough understanding of the developmental needs of female players/ coaches
- ✦ Positively promote the concepts of the Junior Framework in the NZF Whole of Football plan
- ✦ Adopt the use of diversity sensitive language and behavior
- ✦ Assertively challenge prejudice and gender discrimination

Main Duties and Responsibilities:

Responsible for:

- ✦ Increasing the numbers of female participants
- ✦ Increasing the opportunities for females to get involved and stay involved in football as a player, coach, volunteer, administrator and or committee member
- ✦ To actively promote the benefits of playing football to females

- ✎ To seek equality where necessary for female participants in football
- ✎ To create opportunities for girls and women to participate in football
- ✎ To actively promote and support female mentors
- ✎ To enable the effective implementation of females in football development plans as suggested by the local Federation / New Zealand Football
- ✎ To establish and sustain effective partnerships to create more opportunities for girls and women
- ✎ To work closely with the local Federation and New Zealand Football Women's Development Manager to implement regional / national plans
- ✎ To ensure the increased recruitment and development of female players, coaches, volunteers, administrators and committee members
- ✎ To identify, organize and promote appropriate training opportunities to support the development of female football
- ✎ To support any female initiatives / events to promote female participation driven by local Federation / New Zealand Football
- ✎ To establish a relationship with local schools to promote girls and women's football
- ✎ To complete a progress report to enable the effective monitoring and evaluation of girls and women's development if requested by local Federation / New Zealand Football
- ✎ To assertively challenge prejudice and discrimination



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Coaching Co-ordinator- Job Specification

NZF Coaching Co-ordinator 'Profile'

This Coaching Co-ordinator profile is designed to provide a description of the role of coaching co-ordinators and their responsibilities.

Title: Coaching Co-ordinator

The following are essential requirements to be a successful coaching co-ordinator:

Minimum Requirements:

- ✦ To have a genuine interest in the management and support of coaches
- ✦ To have a thorough understanding of coaching philosophies and pathways advocated by New Zealand Football

Responsibilities:

The Coaching Co-ordinator is responsible for the management of the club's coaching programme and promoting the value of coaching within the club.

Duties:

- ✦ In conjunction with Federation football development staff, ensure all club coaches hold appropriate qualifications.
- ✦ Ensure there are enough coaches for the club's requirements.
- ✦ Develop a budget to assist club coaches to potential attend Federation/ NZF coaching courses.
- ✦ Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained.
- ✦ Develop an understanding of the role of sports science in coaching.
- ✦ Arrange appropriate coach training sessions, locations, dates and times.
- ✦ Be available to assist at games if necessary.

- ✦ Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner.
- ✦ Enhance feelings of self-confidence and self-esteem within the club coaches.
- ✦ Meet regularly with coaches to discuss performance and provide feedback.
- ✦ Arrange for, and conduct where appropriate, assessments of the club's coaches.
- ✦ Encourage maximum participation from the club's coaches.
- ✦ Liaise with other Committee members regularly.
- ✦ Have a sound understanding of the club's rules and regulations.
- ✦ Constantly highlight the club's support of the NZF National Code of Conduct
- ✦ Continually seek out potential coaches and recruit whenever possible.