



Club Administrator:
Karen Prokopiou
Mobile: 0414 273 435
Email Address: kprok007@optusnet.com.au

Duties: Roles & Responsibilities

Administration

1	Attend MFC (My Football Club) conference
2	Set up packages online via MFC
3	Collect all Final Team lists from U9/10/11/12/13/14/15/16/18 Team Managers
4	Correspond with each team on a weekly basis during online registration – Progress Report
5	Confirm via email on players list and online system who is registered or not this process must be completed before kick-off – Preparation Phase (Getting things ready for season)
6	Check online ID Cards are completed prior to start season U9/10/11/12/13/14/15/16/18 (Consultation with Team Managers)
7	Email teams completed Team list /ID Cards with Team Managers
8	Enter Teams via online to FFV
9	Complete Home/Away wish list via Team entry
10	All correspondence done with FFV
11	Web Update Sports for coming season
12	Ensure all Coaches, Team Managers, Volunteers are registered via FFV
13	Check final fixture release for clashes
14	After R4 submit any re- grading request via FFV and recheck fixtures after grading for clashes
15	Prepare online ground booking via City of Monash for whole season
16	Prepare summer / winter tenancy paper work for City of Monash
17	Advise teams of positions in leagues via FFV announcement
18	Submit documents for ITC if required to FFV
19	Weekly report to advise games on which grounds to TD

Football Operations

20	Organising lists for trials re: prospective new kids.
21	Attending trials and administering registration desk together with all queries.
22	Attending to all e-mails re: acceptance and refusal
23	Attending to lists in anticipation of new season.
24	Ensuring every team has a team manager & first aider.
25	Making sure coach has all equipment to train
26	Registering some kids
27	Arranging meet & great with coach & parents and going through policies & procedures of club & attending to Medical Forms of children.
28	Sizing kids for outfits and forwarding same to Football Galaxy. Also chasing orders with Football Galaxy.
29	Packing and distributing uniforms. (Build a support team to help)
30	Ensuring the teams know their fixture for the year
31	Attending to all queries & disputes / complaints.
32	Forwarding all e-mails & notices necessary.
33	Trials (Admin) – Preparation/ Documents
34	Contact Lists,
35	Uniform size up (Build a support team to help)
36	Uniform ordering
37	Uniform distribution to teams/players (Build a support team to help)
38	Deal with Issues/Disputes as they arise
39	Attend meetings (for disputes/issues) when required
40	Overview/Review of Club Policies
41	Assist the Technical Director when required

Finance

42	Attending to checking 1 st round acceptance.
43	Ensuring everyone is registered and 2nd instalment paid.

Ground & Pavilion

44	Match Day Ground setup/ Pickup – Across all venues
45	Cleaners / Assist Club Administrator
	Key Management – Across All sites

Risk Management, Insurance & First Aid

46	Organising Training for Team First Aiders / Assist Risk Management / Insurance & First Aid
47	Making sure everyone working with kids have a wwc certificate / Assist Risk Management / Insurance & First Aid
48	First Aid Supplies / Assist Risk Management / Insurance & First Aid