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# FERNTREE GULLY EAGLES JUNIOR FOOTBALL CLUB STRUCTURE JUNE 2008 (Updated July 2009)

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## **PURPOSE**

This document outlines the *new* structure of the *Ferntree Gully Eagles Junior Football Club*, which will take effect as from the 2008 Annual General Meeting (AGM). It has been prepared in consultation with the Club Constitution – it is synchronised with the Constitution and does not require a change to the Constitution. The aim of this *new* structure is to spread the workload in an environment of increasing demand.

A small working group was convened to identify the key issues and present a recommendation to the General Committee. At the 2 June 2008 General Committee meeting, the draft *new structure* document was presented; a vote taken; and the proposed new structure document was endorsed – the vote was carried unanimously.

## **BACKGROUND**

Since forming the new Executive in September 2007, it has become clear that there are many people associated with our club that contribute so much on a day-to-day basis. In considering the broader draft strategic plan and the future direction of the *Junior Football Club*, it would seem appropriate that we review the current structure of the club in order to secure a viable future and achieve what we want to achieve as outlined in the draft strategic plan.

Our current Constitution clearly outlines and articulates the Committee of Management, Elected Officers and the General Committee (S.6 and 7 of the Rules). Section 18 of the Rules articulates the duties of the positions.

This document seeks to further clarify these roles within the parameters of the Constitution, rather than suggesting changes. By addressing the structural needs of the club, this will allow the club to achieve the items in the Strategic Plan; the new structure will allow for the driving of the Strategic Plan which ultimately is about the future of the Club.

## **OUR CURRENT STRUCTURE**

As at the September 2007 Annual General Meeting (AGM), the elected positions (otherwise known as the Executive) are:

- President
- Vice President
- Treasurer
- Secretary

The General Committee consists of any member who is interested in participating in broader aspects of the club.

Some other positions established have also been offered on an expression of interest basis and an election is called by way of hands at an AGM should there be more than one person wishing to undertake that function or task. Such positions have included:

- Bar co-ordinator
- Auskick Liaison
- Senior Club Liaison
- Special projects
- Uniforms and off-field wear
- Banners
- Honour Boards / Trophies
- Sponsorship Co-ordinator
- Grants person
- Dinner-dance co-ordinators

There is one paid position and that is the Canteen Co-ordinator.

### **ISSUES ARISING FROM OUR EXPERIENCES IN 2007/2008**

With an ever increasing requirement to meet certain criteria (such as the expectations of the EFL, VFL and AFL), the requests are increasing in quantity and magnitude. The need to meet these needs seems to us to require a structure commensurate with the demand. As the demand increases, the complexity rises, and therefore there is a need to broaden our structure so as to meet the requirements.

Further, it would seem to us that there is a Constitutional need for election of the Executive members only – no other role requires an election.

### **RESEARCH**

Searching the structures of other Clubs suggests that some too have had to grapple with this ever increasing demand; that their existing structures were not meeting their current (let alone future) needs; and that they have proceeded to implement changes to meet these needs.

### **WHAT DO WE NOT WANT**

It is important that any such change is not made for the sake of change; or that change is made for bureaucracy sake. It is important that any such change will add value to our work and in achieving the Strategic Plan.

## **RECOMMENDATION**

Given the above, it is recommended that:

1. The club adhere to the Constitutional need to elect the Executive / Committee Of Management – namely the roles of President, Vice President, Treasurer and Secretary (and Assistant Secretary if required).
2. The Executive subsequently appoint to all other roles (as opposed to elections).
3. The Club consider a structure that more clearly articulates the current environment as suggested in Appendix # 1 (provided merely to help facilitate conversation on this topic).
4. The Club audit (via questionnaire???) the professional skills and interests of club members in order to call upon certain expertise as required.
5. The Club call upon the services of John O'Donohue to help facilitate this discussion and consultation on structure and strategic plan. This will include aspects of what members believe are the areas that the club can be improved.
6. It is important that all of the work is conducted in small sub-committees who present a recommendation to the Executive and broader General Committee for final endorsement and approval. In this way, the focus of the General Committee will be modified to oversee the workings of the smaller sub-committees where the stronger and more in-depth debate takes place – rather than being a sub-committee in itself.
7. In this proposal, the roles of the elected Executive members will be more clearly defined with responsibility to ensure that all areas are covered and acted upon.

## **COMMUNICATION STRATEGY**

This document on the structure will be posted on the website so that all members can read the rationale behind the change.

## **ADDENDUM**

At the July 2009 General Committee Meeting, a new role was created 'Player Welfare and Development Co-ordinator'. It was also agreed that this 'Structure Document' be updated to reflect this change.

**On behalf of the Working Group:**

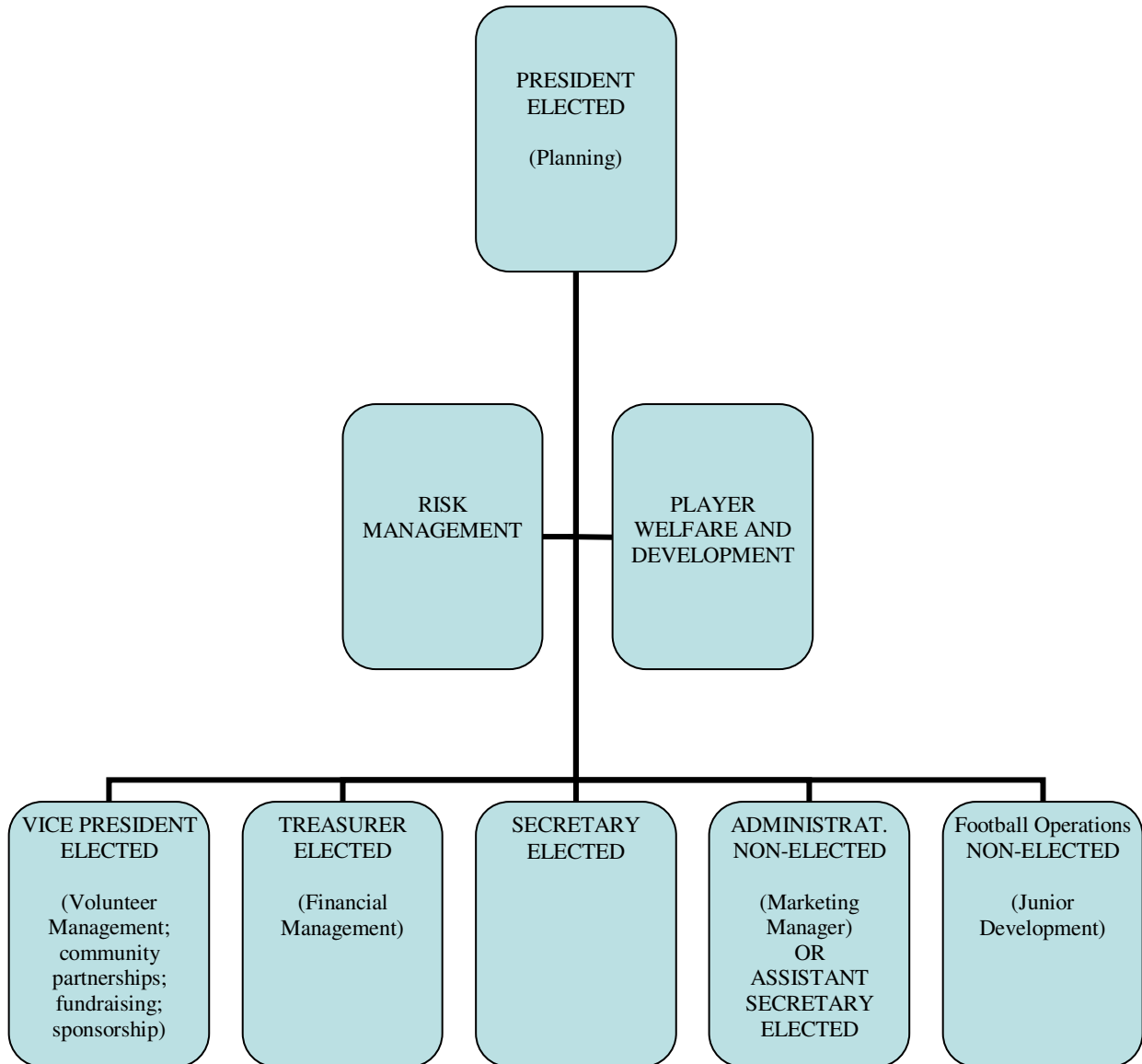
**Martin Barlow**

**Gary Bass**

**Sam Cavarra**

**Appendix # 1:**

**FERNTREE GULLY EAGLES JUNIOR FOOTBALL CLUB  
STRUCTURE**



The roles of each person would include (but not restricted to) the following:

**President (Planning):**

- Merger and relationship with Senior Club
- Pavilion / Renovations
- Strategic Plan
- Quality Club
- Communication (Internally and Externally)

- Constitution Review
- Structure / Job Descriptions
- AGM Review
- Policies
- Local Council liaison

**Vice President (Volunteer Management; Community Partnerships; fundraising; sponsorship):**

- Canteen
- Bar
- Sunday Night
- Social events (eg: Sunday nights, Social Committee, Dinner Dance)
- Fundraising (eg: raffles)
- Sponsorship
- Grants
- Presentation night
- Relationship with other sports and clubs
- Healthy environment (eg: responsible drinking)

**Treasurer (Financial Management):**

- Costs and prices
- Budget
- Equipment purchases
- Insurance
- Taxation
- Audit

**Secretary:**

- Uniforms and off-field wear
- Banners
- Transfers
- Registrations
- EFL Contact person
- Complaints officer (eg: conflict, racial and religious tolerance, code of conduct, etc.)

**Administration (Marketing Manager):**

- Property and general maintenance
- Website; newsletter; etc.
- Orientation
- Registrations
- Jumper Presentation
- History of club
- Recognition (eg: Honour Boards)

- Promote the club
- Seniors Liaison
- Sunday Nights
- Dinner Dance
- Break-up
- Special Projects

**Football Operations (Junior Development):**

- Coaching Co-ordinator
- Preparation of grounds (eg: Cover of Cricket Pitch, linemarking, game day set-up and pack-up)
- Trainer Co-ordinator
- B&F Voting
- School Liaison
- Auskick Liaison
- Disability focus?
- Sudanese focus?
- Female focus?

**Ferntree Gully Eagles Junior Football Club  
Executive and General Committee  
June 2008**