

COLEDALE WAVES FOOTBALL CLUB

VOLUNTEER POSITIONS 2025

KEY INFORMATION

If you wish to play a role in 2025 for our wonderful football club, big or small, please email the club at info@coledalewaves.com.au to express your interest, or if you want to discuss any of the roles further please contact Roger Carter via SMS/WhatsApp/Phone 0421 762223.

Junior Roles & Responsibilities are on page 3. All roles need to be filled, but jobs in yellow are priority roles to be filled as soon as possible.

For more details of the roles, we can send you a document with more information. All roles will be assigned a supporting committee member and mentor to guide you.

Coledale Waves Volunteer Network		
1 x Admin Officer		
Marketing & Comms	Infrastructure	Football & Matchday
Website Manager	SJP Maintenance	Coaching Director
Media & Comms	SJP Fields	Fixtures/Dribl Officer
Social Media Mgr	Canteen Manager	Registrations Officer
Inbox Manager	Equipment Manager	Referees Coordinator
Supporters Club		WWCC Officer
Records & Archives		FSC Liaison Officers
Retail Manager		
All volunteers will be assigned two mentors		

Coledale Waves Leadership Team (CWLT)		
President – Treasurer – Admin Officer		
Juniors Operating Team	Seniors Operating Team	Club Development Team
Mini-Roos Coordinator	All Age Men Rep	Marketing & Sponsorship
Juniors Coordinator	Master Men Rep	Community & Social Impact
U6 Age Manager	All Age Women Rep	Volunteer Management
U7 Age Manager	O30 Women Rep	Governance & Policy
U8 Age Manager		Inclusion & Diversity
U9 Age Manager		Events Officer
U10/U11 Age Manager		
Gameday Manager		
The President with endorsement from CWLT will appoint one member from each team as the Vice President to lead each team		
President, Treasurer and Meeting Admin Officer*		
Key responsibilities: finance; governance and policy; future infrastructure development; managing volunteer network; appointing Deputy President & Advisory Council, endorsed by CWLT		

* all three positions must have an “understudy” from the committee

Coledale Waves Advisory Committee (CWAC)

To advise, mentor and support the CWLG, a small Advisory Council will be formed by March 2025. This will ensure that years of knowledge and “IP” will not be lost. The CWAC will meet three times a year (pre, mid, post season) with the President and Deputy-President.

VOLUNTEER NETWORK POSITIONS

One hour or less per week			
Skills required	Experience Required	Role/Task	Estimated Time
Administration	Basic	Records & Archives	30 mins/week
Administration	None	Mini Roos/Juniors Gameday Manager	30 mins/week
Administration	None	Inbox Manager	30 mins/week
Instagram/Facebook	Required	Social Media Manager	60 mins/week
Website development	Required	Website Manager	60 mins/week
Administration/App	Basic	Fixtures/Dribl Officer	60 mins/week
Maintenance	Required	SJP Maintenance Officer	60 mins/week
Administration	None	Admin Officer (meetings only)	60 mins/week
Administration	Basic	Supporters Club Coordinator	60 mins/week
Two hours or less per week			
Field maintenance & basic app usage	Basic	SJP Field Manager	120 mins/week
Media & Graphic Design	Required	Media & Comms Officer	90 mins/week
Admin & Rships	Basic	FSC Liaison Officers (M&F)	90 mins/week
Administration	Required	Referees Coordinator	90 mins/week
Three hours or less per week			
Football Coaching	Required	Coaching Director	3 hours/week
Seasonal Roles			
Administration	Basic	Registration Officer (Jan to June)	5h Jan to April 2h May to June
Administration	None	Working With Children Check Officer (April)	120 mins/week
Retail	Basic	Canteen Manager / Assistants (April to August)	3 hours/week +
Event Management	Basic	Events Officer (March to Nov)	Average 5 hours per event x 4
Retail/ Merchandise	Basic	Retail Manager / Assistants (Jan – August)	2 hours per week max
Administration	Basic	Mini-Roos Kit Bag Manager (April and September)	2 hours per week
One Off Projects			
Administration	Basic	Club Handbook	Total 20-30 hours over six months
Human Resources	Basic	Welcome Pack	Total 20 hours over three mths
Legal & Finance	Required	Help CWLT to ensure club becomes incorporated	Unknown, aim to be incorporated by start of 2025 season
Legal Administration	Required	Re-write and update constitution	Total 10 hours by October 21 st

Juniors Operations Team

Mini-Roos Coordinator (U6-U11)

- Determine Mini-Roos registration dates and team forming strategy
- Liaise with age managers regarding team formation; team training schedule; equipment and uniforms; and team volunteer requirements throughout season
- Manage registrations in PlayFootball and team assignments in DRIBL
- Register Teams with FSC
- Attend one committee meeting per month from Jan to Sept

Juniors Coordinator (U12-18)

- Determine Junior registration dates and team forming dates
- Liaise with coaches and mini-roos coordinator regarding team formation; team training schedule; equipment and uniforms; and team volunteer requirements throughout season
- Manage registrations in PlayFootball and team assignments in DRIBL
- Register Teams with FSC
- Communicate with Mini-Roos coordinator for committee meeting updates

Age Managers (x5)

Age Coordinators for U6, U7, U8, U9, U10 and U11

- Ensuring each team has a coach and team manager
- Liaise with coaches and other age managers regarding team formation; team training schedule; equipment and uniforms;
- Communicate to teams any rosters for field set up, pack up, BBQ and canteen etc

Game Day Manager

(you do not need to be present at SJP each week)

- Responsible for scheduling of responsibilities at SJP on the weekend, including rosters for shed and club rooms opening and closing, ground setup/pack away, and the canteen and BBQ etc
- Determining suitable field layouts for each weekend based on ground condition
- Communicating weekend responsibilities to Age Managers and Juniors Coordinator each week
- Liaise with Referees Co-ordinator
- Noticing any scheduled inefficiencies and raising those with Mini-Roos and Junior Coordinator
- Prepare weekend field layout diagram