



**PORT MELBOURNE COLTS JUNIOR FOOTBALL CLUB  
COMMITTEE GUIDELINES, ORGANISATIONAL STRUCTURE AND  
POSITION DESCRIPTIONS 2021**

# PMCFJC COMMITTEE GUIDING PRINCIPLES



- Port Melbourne Colts Junior Football Club is the family club, where it's all about the kids
- The club is run by volunteers and exists to provide a safe, inclusive, fun and rewarding environment for kids and community to participate in Auskick and junior footy
- Our club is open to everyone, regardless of gender, age, race, religion or ability.
- Junior teams play in the Southern Metro Junior Football League, and in 2021 we are fielding U8 (mixed), U9 (mixed), U10 mixed, U11 mixed, U12 mixed, U13 Boys Port / South alliance, U14 Boys Port / South alliance, U15 Boys Port / South alliance, U16 Boys Port South, U10 Girls, U12 Girls, U14 Girls, U16 Girls , U18 Girls.
- Our alliance teams are with South Melbourne Districts Junior Football Club.
- Our club embraces girls footy and encourages women to participate in all roles.
- We want and expect the club to continue growing into the foreseeable future, especially as we are located in an area of demographic change (more kids) and growing population (including Fishermen's Bend).
- We encourage all players to play in their age group but there will be opportunities for players to play up a year level to further their development. Any requests from parents for a child to play up must be submitted to the committee in writing for approval.
- We request that girls joining our club give priority to supporting our girl's teams but are also able to play in our mixed teams up to and including U12 and our alliance teams upon special request.
- The club's culture is underpinned by core values of respect, teamwork, transparency and continuous improvement.
- We put the kid's safety, participation, development and fun at the centre of decision-making. We value player participation and development over winning.
- Our award-winning Auskick centre is in AFL Victoria's Inner Southern region, which is closely aligned to SMJFL.
- The club shares venue, jumper and similar team song with Port Melbourne Colts Football Club.
- The club values constructive and respectful input from members throughout the year, whether via team managers, coaches, committee member or in the formal end of year member survey. Complaints are taken seriously and depending on their nature should be taken up with team manager or committee.

# PMCJFC GENERAL COMMITTEE INFORMATION



Having an effective football club structure is important to become a successful club. The Port Melbourne Colts Junior Football Club Committee is a team responsible for managing your club on behalf of its members.

## **The committee should:**

- Conduct the club's long-term planning
- Develop policies and procedures
- Manage external relationships, e.g. with local council, JL Murphy Pavilion User group
- Follow up on member recommendations
- Conduct appraisals on the club's performance and key personnel (e.g. coaches)

Management committee members must understand they do not have individual authority: a committee is a collective, and individuals must represent the view of the collective

## **COMMITTEE STRUCTURE**

The Port Melbourne Colts Junior Football Club Committee structure includes the formalised tasks and roles of each member.

The members of the committee are elected at the annual general meeting (AGM).

Nominations should be called for and made in writing well in advance of the AGM.

## **Election of Committee Members**

The Port Melbourne Colts Junior Football Club Committee members are elected at the Annual General Meeting (AGM).

Nominations should be called for and made in writing well in advance of the AGM.

# PMCJFC GENERAL COMMITTEE INFORMATION



## **What makes an effective committee member?**

A committee should operate as a team and work towards common goals by drawing on the skills and talents of each other. It is important to recognise these skills and talents but also establish the types of skills that may be required, so in future you can identify potential committee members.

## **The key elements you should pay attention to when recruiting committee members are:**

- A commitment to your club
- Sufficient time to devote to your club
- An understanding of the role of the committee
- A skillset match
- Enthusiastic and interested in the club
- Good communication skills
- Leadership and listening skills
- Honesty

## **What we expect**

- Committee members are expected to fulfill their roles between meetings; the purpose of the meetings is to check on progress.
- Committee members have full authority to take all necessary actions to fulfill their allocated responsibilities within their allotted budgets.
- All briefing papers will be read before the meeting, not at the meeting.
- Each committee member shares collective responsibility and ownership of agreed decisions, irrespective of their personal view or vote on the matter.



## PMCJFC COMMITTEE CODE OF CONDUCT

- Champion the club's creed
- Champion a strong club culture underpinned by core values that include respect, teamwork, transparency and continuous improvement
- Put the kid's safety, participation, development and fun at the centre of decision-making
- Respect the authority of the Committee and its decisions, and the confidentiality of committee discussions. Consult as a team, and avoid unilateral decisions
- Act respectfully at Committee meetings and when representing the committee and club
- Respect and embrace diversity, and put aside any personal differences for the club
- Respect club policies and processes
- Disparaging remarks by committee members about the club, committee, committee members, team officials, members or players will not be tolerated
- Executive committee members are entrusted with a higher level of authority, and with that comes a high expectation of behaviour
- Respect the fact it's only junior footy, it's for the benefit of the kids and community, and we're all volunteers

## PMCJFC EXECUTIVE COMMITTEE



President

Vice-President

Treasurer

Secretary

[See all committee role descriptions here](#)

## PMCJFC EXECUTIVE GENERAL COMMITTEE



### EXECUTIVE

Football  
Operations

Registrar

Marketing /  
Social / PR

Social / Events /  
Fundraising

Coaching Director

Food & Beverage

Sponsorship

Auskick

[See all committee role descriptions here](#)