

DOUGLAS PARK WILTON FOOTBALL CLUB

Organisational Strategic Plan 2023-24





OVERVIEW

This document provides a summary of the priorities and directions for Douglas Park Wilton Football Club (DPWFC).

This plan is to be read in conjunction with the club's 'Game Plan', the relevant position descriptions for committee members, and other relevant policies applying to the club, where in place and endorsed by the Committee.

This plan was endorsed by the Committee on **7 September 2023** and will be reviewed annually.



VISION

DPWFC is a club of choice in the Wollondilly LGA and greater Macarthur Region. Our community comes first, and we work in collaboration with the network of local sporting clubs in our area to support children and adults to live happy and healthy lives.

We work in the best interest of our growing member base (over 500 by 2026), provide opportunities to develop and enhance the skills of our talented juniors, and are supported by committed volunteers.

To support our sustainable growth, we look to secure additional facilities and promote new ways of ensuring community football is accessible to all.

OUR VALUES

OUR TEAMS

We nurture & grow our players talent & friendships to build a lasting legacy for their future and the club.

OUR VOLUNTEERS

Our volunteers are dedicated, supportive of each other & lead by example as role models for future generations.

OUR FACILITIES

Our facilities are fit for purpose & enable sustainable growth for the club.

OUR COMPLIANCE

Our players, volunteers & supporters act with kindness & integrity, consistent with our code of conduct.

OUR RELATIONSHIPS

We collaborate with local organisations, sponsors & elected representatives to provide an identity the community can be proud of.

SWOT ASSESSMENT

Strengths

- **Strong community spirit driven by the club's members, volunteers, parents and players**
- **Junior club members are passionate about the club's future and take up volunteering opportunities**
- **A passionate committee that supports the development of skills in our players**

Weaknesses

- **Obtaining volunteers to support match day operations and team development is not always available or clear on duties.**
- **We are limited in our facilities ability to cater for more players and teams**
- **Participation in the committee isn't consistent and requires support**

Opportunities

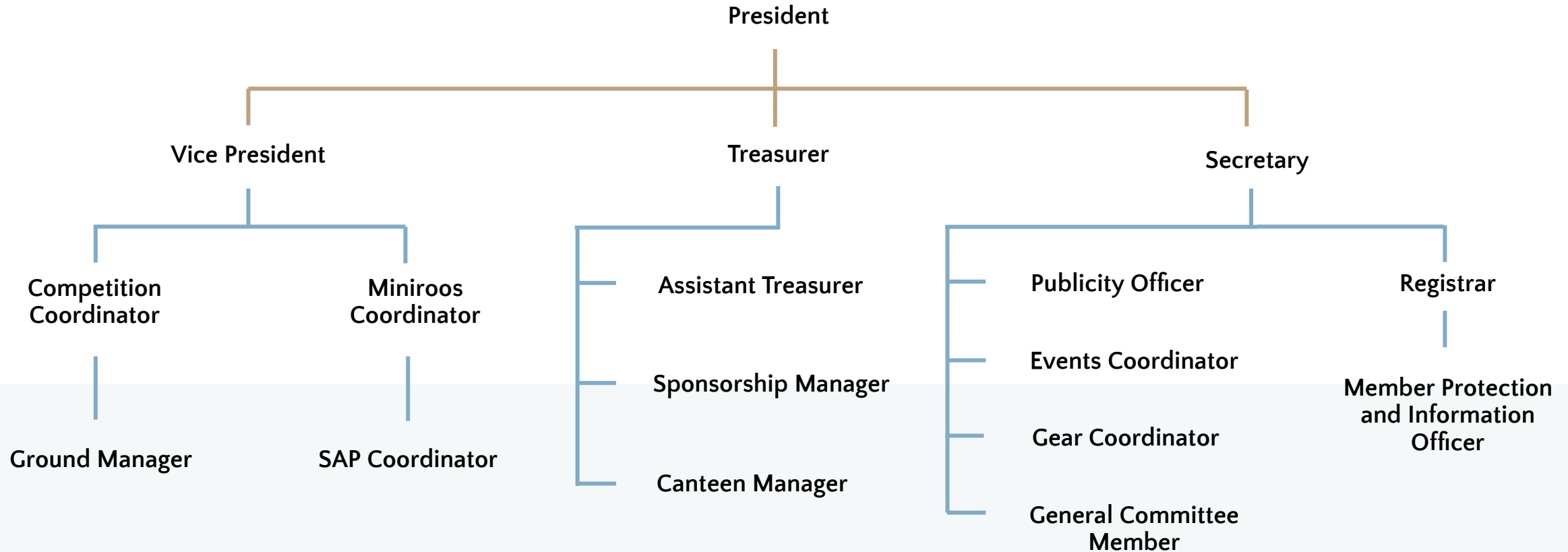
- **Accountability for volunteering**
- **Support across teams to develop friendships between parents and players**
- **Resources for those who are new to the club (i.e., what does community sport involve)**

Threats

- **Moving away from the view that coaches and managers act as a babysitting service**
- **Inability to secure additional facilities to support our growth**
- **Loosing passionate volunteers**
- **Consistency in views and values across our members and leadership**

OUR COMMITTEE STRUCTURE

— Executive Committee
— General Committee



AREAS OF FOCUS FOR THIS YEAR

New member resources

- Provide the opportunity for more frequent events through the season to support team building (including parents).
- Offer time and support to coaches and managers on how to do certain tasks during the season – including coaching sessions, completing incident reports and match cards, etc.
- Increase information and resources for our volunteers through demonstration sessions or written material where required.
- Develop a fact sheet along with our welcome letter to outline what community sport involves and what to expect from the season.

Driving recruitment

- Increase our numbers of female players, including the establishment of all female teams (junior and senior levels).
- Increase recruitment of players into our competition teams.
- Improve the quality and availability of our fields and its facilities – including using Hannaford Oval if it becomes available.
- Increase opportunities to renew and bring on new sponsors.
- Explore the potential to operate a summer football season at the end of 2024.

KEY EVENTS

REGISTRATION INFORMATION DAY

Provides an opportunity to share information about the club and promote registrations.

SKILLS ASSESSMENT DAY

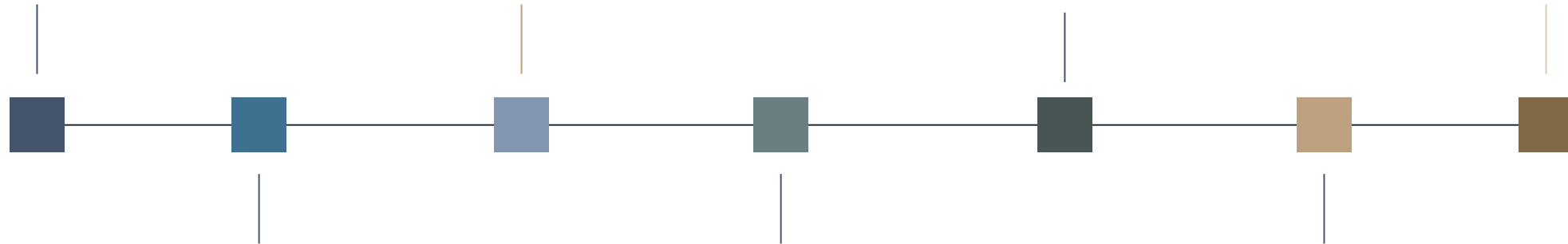
Assessment of skill levels to grade teams for the participation in different divisions and teams.

PRESENTATION DAY

End of season event to celebrate and acknowledge the participation and achievements of the club's players, teams and individuals.

ANNUAL GENERAL MEETING

Provides a closure to the end of the year's proceedings and elects the committee for the following year.



MEET AND GREET

Welcome session for all teams to meet each other, collect equipment and nominate coaches and managers.

MID SEASON CHECK IN

Information session for coaches and managers to provide support and information on key tasks or responsibilities.

FORWARD PLANNING

Inventory of all club items to progress ordering for next season and a committee planning session to review the organizational strategic plan ahead of the AGM.

COMMITTEE POSITION SUMMARIES

Note: All committee members are to abide by the committee charter and other policies, including the declaration of all conflict of interests and management measures to the President.

PRESIDENT

Purpose

The role of the President is to provide the principal leadership and responsibility for the club and the committee. The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

Core Responsibilities

- Set the core goals for the club and work towards implementing key priorities identified by the committee.
- Lead the resolution of matters as raised by club members and the committee, particularly as it relates to interpersonal conflicts.
- Manage and chair all committee meetings, and act as the spokesperson for the club.
- Assist with all committee member duties to ensure the club meets its operational requirements.
- Act as the principal manager of all coaches and managers, seeing to their support, training and development.
- Oversee and ensure the club meets its legal and financial obligations.

VICE PRESIDENT

Purpose

The role of the Vice President is to support the President in providing leadership and responsibility for the club and the committee. In the absence of the President, the Vice President will fulfill the President's roles.

Core Responsibilities

- Provide leadership to players, volunteers and parents, including clarifying their roles.
- Assist in the coordination of game day and training functions with the support of the Junior Vice President(s).
- Coordinate and review match schedules and ensure home and away rounds are run efficiently and promote the club's values.
- Establish volunteer rosters for all home rounds, including for set up and pack up of fields, the canteen, BBQ, team officials, and ground officials.
- Support the president in implementing the clubs key priorities.
- Act on behalf of the President where requested, including undertaking all duties when absent.

COMPETITION COORDINATOR

Purpose

The Competition Coordinator is to assist the Vice President in all duties under their delegation, focused on competition grade teams.

Core Responsibilities

- Act as a training and development support to coaches and managers of competition teams.
- Provide organisational and training support to all competition teams throughout the season and into the finals series, where the team(s) qualify.
- Identify and support ground officials for home round matches.
- Support the development and allocation of Game leaders across Miniroos games
- Provide support to referees that are allocated to games held at our home games.
- Support coaches and managers to complete MFA training certificates.

GROUND MANAGER

Purpose

The Ground Manager is to be the primary officer responsible for ensuring playing fields and amenities are safe, acceptable for use and support club operations.

Core Responsibilities

- Undertake the management and maintenance of the allocated sporting facility, including line marking.
- Report damaged equipment or the need for new supplies to the Gear Coordinator.
- Coordinate the emptying of club bins.
- Ensure the clubs amenities and surrounds are sanitary.
- Ensure parking and access arrangements for the facilities are safe for members and visitors.
- Undertake field inspections alongside the president on home rounds prior to set up and coordinate any safety measures.
- Support the setup of fields on home rounds.

MINIROOS COORDINATOR

Purpose

The Miniroos Coordinator is to assist the Vice President in all duties under their delegation, focused on Miniroos and Junior teams (Inclusive of those under the Skills Acquisition Program).

Core Responsibilities

- Act as a training and development support to coaches and managers of Miniroos and Junior teams.
- Coordinate the information relating to gala days and ensure the teams are supported in their active participation.
- Organise and coordinate the running of gala days, where held at the club's facilities.
- Support coaches and managers to complete MFA training certificates.

SAP COORDINATOR

Purpose

The SAP Coordinator is to oversee the Skills Acquisition Program for the club and ensure there is a clear pathway and pipeline for new teams as they reach minimum requirements for participation. The Coordinator is to guide coaches, managers and players through the program to grow young talent.

Core Responsibilities

- Act as the primary point of contact for the SAP.
- Support the coaches and managers leading the teams in the program.
- Coordinate the skills assessment day, and work with the secretary on the procurement of gear and other requirements for the team(s).
- Guide the training processes delivered by coaches for players in the program.
- Support coaches and managers to complete MFA training certificates.

TREASURER

Purpose

The role of the Treasurer is to be responsible for the financial supervision and performance of the club. The Treasurer is required to manage the financial obligations of the club including the preparation of budgets, record and management of accounts and preparation of reports to inform decision-making and mitigate financial risk.

Core Responsibilities

- Coordinate the preparation of the annual budget for the forthcoming year.
- Maintain up to date records of all income and expenditure over the course of the year.
- Manage the club's cash flow including processing payments, issuing receipts and projecting anticipated expenses.
- Act as the signatory on the club's bank accounts
- Prepare all necessary financial statements for inclusion in the annual report.
- Be fully informed about the financial position of the club at all times, and prepare other reports for auditing purposes.

ASSISTANT TREASURER

Purpose

The assistant treasurer is to assist the treasurer in the financial supervision and performance of the club. The treasurer will assist with all duties that is under the responsibility of the treasurer, and will provide particular support in bring club sponsors onboard and increasing opportunity for new capital.

Core Responsibilities

- Manage the writing and submission of grants on behalf of the club
- Coordinate the procurement of, and support for club sponsors
- Assist the treasurer with financial duties as required.

SPONSORSHIP MANAGER

Purpose and objectives

The Sponsorship Manger is responsible for managing the recruitment, retention and ongoing engagement and servicing of club sponsors.

Core Responsibilities

- Developing sponsorship categories and options to accommodate and service different prospective sponsors. These categories and options should be approved by the committee and aligned to the allocated budget and financial targets.
- Acting as the primary contact for all sponsorship matters and enquiries.
- Managing professional and ongoing relationships with sponsors including ensuring all sponsorship agreements are honoured and expectations and needs are met.
- Conducting an annual review of all sponsorship agreements including assessing performance against financial targets and seeking feedback from sponsors to secure ongoing support and involvement and/or understand where further value can be created for them.

CANTEEN MANAGER

Purpose

The Canteen Manager is responsible for ensuring the canteen available, resourced and well stocked when in use during the club's season.

Core Responsibilities

- Complete the ordering of supplies to ensure the canteen can operate.
- Support the development of volunteer rosters for the canteen and BBQ and ensure they are across their responsibilities.
- Work with the treasurer to manage finances related to canteen sales and expenditure.
- Ensure the canteen and club's facilities (including bathrooms) are clean and tidy.

SECRETARY

Purpose

The Secretary is the chief administration officer of the club. In partnership with the President, the Secretary is responsible for ensuring that the club is run in accordance with the club constitution, rules, by-laws, policies and procedures.

Core Responsibilities

- Provide leadership to committee members to deliver the administration and 'back of house' functions of the club.
- Act as the primary point of contact on behalf of the club.
- Respond to and coordinate the distribution of information from the Macarthur Football Association and other organisations..
- Act as the primary liaison between Council, the 355 Committee and Macarthur Football Association (where not provided by others).
- Lead the completion of annual reporting and the general committee meetings.
- Maintain club information, including updates to by-laws, policies and procedures.

PUBLICITY OFFICER

Purpose

The Communications Manager is responsible for leading the club in its engagement with members, supporters, stakeholders and the local community through appropriate and effective communication efforts.

Core Responsibilities

- Maintain the club's website to ensure it is accurate and up to date.
- Share club communications across the club's social media platforms.
- Develop and distribute content as required.
- Ensure content developed is consistent across the club.
- Promote the club's sponsors in accordance with the sponsorship agreement.

EVENTS COORDINATOR

Purpose

The Events Coordinator will provide oversight and management to all events in the club's calendar and have a key role in ensuring the logistics of each are effectively resourced.

Core Responsibilities

- Work with the Secretary to plan for all major events in the seasons calendar.
- Coordinate the delivery and execution of events, with the support of the Committee.
- Undertake necessary ordering or external engagement to ensure the club's events run as planned.
- Develop material and content to support the advertising of events.

GEAR COORDINATOR

Purpose

The Gear coordinator is responsible for procuring all gear and equipment to support the club's operations.

Core Responsibilities

- Coordinate the design and procurement of all training and game day jerseys in line with Committee endorsed designs and sponsorship agreements.
- Alongside the treasurer, undertake the ordering of club equipment including balls, vests, nets and other items as required during the season.
- Review stock levels periodically during the season to ensure teams are adequately resourced.
- Coordinate and complete the annual stocktake.

GENERAL COMMITTEE MEMBER

Purpose

A general committee member can be appointed to cater for individual tasks within the role descriptions to support the delivery of each committee role.

Core Responsibilities

- Individual tasks as agreed to by identified committee members.
- Support the leadership and implementation of the club's strategic priorities.

REGISTRAR

Purpose

The registrar is to coordinate the registration of club members and ensure compliance with local policies relating to club members is maintained throughout the season. The registrar is also the primary coordinator for all Squadi functions.

Core Responsibilities

- Provide support and guidance to the public relating to registration inquiries.
- Monitor registration status of members, transfer of players to squadi, and ensure it is up to date throughout the season.
- Enter all coaches and managers into Squadi and support the MPIO in managing Working With Children Checks for coaches and managers..
- Assist in dividing and placing players in relevant teams.
- Work with the Secretary to prepare and issue welcome letters to club members upon registration.
- Support the ongoing review and operation of the Squadi application.
- Support teams in updating scores and team sheets where required.

MEMBER PROTECTION AND INFORMATION OFFICER

Purpose

The Member Protection Information Officer (MPIO) provides information and guidance on complaint procedures, and the rights, responsibilities and options available to individuals considering making a formal complaint or raising a concern in relation to any of a club's safe and inclusive policies or procedures.

Core Responsibilities

- Providing information and guidance to members on complaint handling procedures.
- Listening to complaints and concerns from members and assisting in the resolution process.
- Liaising with members of the club, in particular the President and committee in regularly reviewing safeguarding policies to ensure they remain relevant and up-to-date with industry standards.
- Ensuring that the members who require a Working with Children Check have provided their current number, expiry date and verification result, as required.