



DISCIPLINE COORDINATOR



All Executive, Management and General Committee Members are responsible for acting in a manner not to bring the Club or Association into disrepute and are to abide by all Club, Association and local District and W.A.F.C policies.

DISCIPLINE COORDINATOR ROLE

The role of the Discipline Coordinator is to:

Objectives

- To ensure that appropriate administrative support is provided to the President, General Committee and sub committee's.
- To provide a "whole of Club" discipline plan focus to ensure the overall efficient management of the club.
- To provide support to the Executive, Management and Committee members to ensure the efficient operation of the Club.
- To provide a safe and enjoyable environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

Responsibilities

- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Is on the Discipline Sub Committee
- Maintain a complete record of all discipline incidents of the Club.
- Be familiar with the rules of the Club, League, State Body, AFL and any other body that has governance to give advice to the President and Committee as required.
- Prepare and send correspondence in accordance with the direction of the President and Discipline Sub Committee.
- Maintain the Clubs Disciplinary Matrix, Issue Resolution Policy and Parent and Player Improvement Plans.
- Undertake tasks at the request of the President or Discipline Sub Committee.
- Committee members are to assist in Game Day Roster / Set Up.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with sub committee's.

Accountability

- The Discipline Coordinator is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
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Elena Mustard

President

Piara Waters Junior Football Club

Piara Waters Pirates – Position Description				President			
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