



2026 BLUES HANDBOOK



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WHO ARE WE? BLUES!

Welcome to the 2026 Season. Whether you are a returning player, or new to the Club, we hope you enjoy your year.

This handbook is designed to be your guide to all things Blues. Whether you are a Senior player, or a Junior parent or player, we hope that this guide will answer any questions you have about our Club and the year ahead.

First and foremost, we are a family friendly club, whose dedicated team of volunteers make it the great place you can enjoy. We live by the motto 'fun, fitness and friends', so we hope you can fulfil those expectations.

The Club is only as strong as its volunteers, especially the Committee, and we hope you will consider joining us in 2026.

This year, we are really focussing on getting back to "One Club". This means integrating our men and women and our junior/youth Club a lot more, so look out for opportunities to support each other.

Girls and Women's football continues to go from strength to strength, so keep an eye on that and support it wherever you can.

Importantly, on a weekly basis, we need support to help run the games, and the Club. We wholeheartedly encourage you to seek out any way that you can help.

Enjoy the season!

WHO ARE WE? BLUES!

The Hinterland Football Club has a long and storied history as one of the first four AFL Clubs established on the Sunshine Coast in 1970. Formerly known as Nambour and Hinterland AFC, we have members from under 6's all the way through to our senior men's and women's teams.

Our Palmwoods based, community club welcomes all players and promotes a safe and fun environment for the whole community. Come and enjoy family friendly fun for everyone. We support Palmwoods, the Hinterland and the local Sunshine Coast community.

We have supported Junior and Senior teams, with many successes both at a team and individual level, on and off the field.

Junior teams play in the SEQ Juniors Competition, with teams from AusKick to under 16's for both boys and girls.

Our men's team have had periods of great success and their fair share of turmoil. In 2023, our Senior Men were elevated to Division 1 after a successful build over a four-year period including taking out the QFA Div 2 North Premiership in 2022. Our Senior Men have worked hard to make the finals in 2023, 2024 and 2025; a great achievement for a Club in it's infancy in a higher division.

In 2024, we introduced our Friday night team in the QFA Division 4 Competition. Our Thirds team bought with it an exciting opportunity to bring in new (and returning) players to the Club.

Our Women's team plays in the QFAW Div 2 North competition. Our women's team has been through many structural changes over it's six year existence. Moving forward we continue to work towards a fresh strategic plan which would see our women's program become more professional and, hopefully, see an eventual elevation to Division 1. This plan will also focus on our girls and youth girls program, and fostering our junior players to see them grow into Senior Women's players.

WHO ARE WE? BLUES!

Our small club has had it's fair share of adversity, particularly when it comes to extreme weather and other "disaster" events. In 2022 alone, our ground was flooded some six times in the period of a season. The pandemic had a significant effect on our Club. However, we are a club but more importantly we are a family and an extension of our local community who rallied around the Blues and meant we have come back even stronger than ever.

In 2022, our new \$1.46m Clubhouse was opened by Minister for Sport, Stirling Hinchliffe. The new facilities include, perhaps most importantly, female friendly changerooms. This project was funded by the Queensland Government's COVID Works for Queensland program, Sunshine Coast Regional Council, AFL Queensland, Cricket Queensland and the Blues.

In 2023, we received a brand new lighting system to bring our facility to the next level. The new lighting will have three settings, with the lowest being an average of 100 lux across the ground.

In 2024, we were hopeful that we would be able to obtain a grant to erect new coaches boxes after they were demolished in the 2022 rebuild. In December 2025 we were notified that we are the recipients of a Gambling Community Fund Grant and construction of our new coaches boxes will hopefully start later this year.

Despite this, we still face challenges around access to our ground during the offseason. This is our greatest threat to both junior and senior footy in Palmwoods, and a battle that we still face after almost two years of discussion with Council. This year, we have been able to negotiate an agreement with Council to allow our teams access to the ground in our offseason to train.

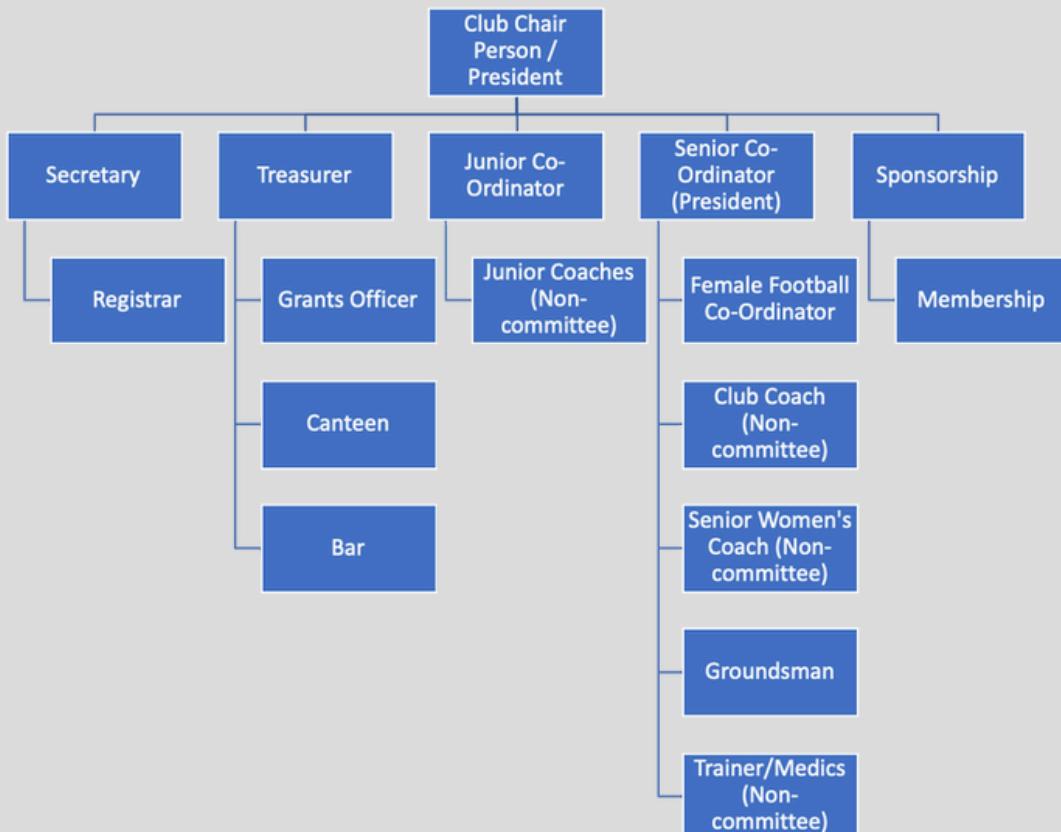
In 2022, PropertyLane, a local Real Estate Agent committed \$35,000 per year for a period of three years as the naming right sponsor of our ground. This, along with our other major partner the Palmwoods Hotel means that the Club is in a strong financial position going into season 2026 and beyond.

However, as always we are seeking the support from our local community to ensure that our great club continues to build.

Thank you for taking the time to consider supporting our Club.



COMMITTEE STRUCTURE



THE EXECUTIVE PRESIDENT

The President is primarily responsible for ensuring the club sets and meets their goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Hold current or willing to apply for a volunteer "Working with Children Check"
- Effective communication skills
- Approachable, positive and enthusiastic
- Experience in a leadership role
- Knowledge of the sport and competitions requirements at local, regional and state levels
- Be receptive to change

DUTIES AND RESPONSIBILITIES

Prior, during and post season the President duties may include but are not limited to:

- Defines and documents the club culture and behaviours
- Ensure compliance and legislative obligations are met
- Ensure and maintain the health and safety of all club members
- All complaints and disputes are investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions
- Volunteers are trained and supported throughout the year to undertake their roles successfully
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Effective meetings and communication to stakeholders are run accordingly
- Manage (chair) the Annual General Meeting and all committee and/or executive meetings
- Regularly liaise with sub committees to ensure they receive assistance and support when needed
- Ensure the key stakeholder relationships of the club are strong and maintained
- Liaise with all relevant stakeholders
- Establish and review for appropriateness the structure of the Club for the delivery of Club Programs at least once annually
- Ensure the club is reflective of the community
- Ensure that the Club operates in a financially responsible and accountable manner.
- Ensure that the Club acts legally, morally and ethically in all its dealings.

TIME COMMITMENT 4-10 hours per week or as requested

THE EXECUTIVE SECRETARY

The Secretary is there to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, to ensure the club is run accordingly. The Secretary is there to manage, collect, review and distribute the club's information and knowledge.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Hold or willing to apply for a current volunteer "Working with Children Check"
- High organisation skills
- Computer skills
- Effective communication skills
- Respects and keeps confidential matters confidential when necessary
- Knowledge or relevant experience of committee procedures

DUTIES AND RESPONSIBILITIES

Prior, during and post season the duties of the Secretary may include but are not limited to:

- Responsible for ensuring meetings are effectively organised and meeting minutes.
- Scheduling of committee and/or executive meetings as well as the Annual General Meeting.
- Develop meeting agendas in consultation with other committee members and distribute prior to the meetings
- Take meeting minutes at each committee and general meetings and circulate accordingly.
- Maintaining effective records and administration for the club.
- Keeping up-to-date contact details for the management committee and ordinary members of the club.
- Keeping a record of the organisation's activities & future activities.
- Ensure all players are registered and cleared to play in their nominated teams.
- Co-ordinate all player and coach clearances and transfers.
- Book venues for training and match day competitions.
- Responsible for upholding legal requirements.
- Act as the "public officer" under the Incorporated Associations Act.
- Lodging club reports and notices as required by relevant Incorporated Associations Act
- Providing effective and efficient communication and correspondence to the club
- Keeping a record of any publications (e.g. newsletters or flyers etc.)
- At the end of each year the review and update the position description to ensure it continues to reflect the requirements of the role.

TIME COMMITMENT 4-10 hours per week or as requested

THE EXECUTIVE TREASURER

The Treasurer is responsible for managing the club's finances, ensuring accurate and transparent financial reporting, and advising the committee on financial matters for effective decision-making.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Strong understanding of financial management and accounting principles
- High level of accuracy and attention to detail
- Knowledge of budgeting, cash flow, and forecasting
- Familiarity with financial software or willingness to learn

DUTIES AND RESPONSIBILITIES

- Prepare the club's annual budget and regular financial reports for the committee
- Manage and monitor club funds, ensuring they are used responsibly and according to budget
- Ensure all club payments, including reimbursements and salaries, are processed in a timely manner
- Oversee record-keeping, including invoices, receipts, and financial records
- Maintain and report on cash flow, addressing any financial risks or discrepancies
- Act as a point of contact for financial inquiries and provide guidance to other committee members
- Liaise with auditors and ensure financial compliance with governing regulations
- Prepare and present financial statements at the AGM and other meetings as required

TIME COMMITMENT 4-10 hours per week or as requested

THE EXECUTIVE JUNIOR PRESIDENT

The Junior Football Coordinator is a key role within our football club, responsible for coordinating and overseeing all aspects of the junior football program. This position plays a vital role in ensuring the smooth operation and development of our junior teams, providing a positive and enjoyable experience for young players and their families.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Strong passion for football and experience working with junior players
- Excellent organizational and communication skills, with the ability to work collaboratively with coaches, parents, and club officials
- Leadership abilities to inspire and motivate coaches, volunteers, and junior players
- Proficiency in computer applications for record-keeping and communication purposes

DUTIES AND RESPONSIBILITIES

- Develop, implement, and manage the club's junior football program in line with club objectives and values
- Coordinate player registrations, and scheduling of training sessions in line with other club teams
- Collaborate with coaches, team managers, and parents to ensure effective communication and organization of all junior teams
- Foster a supportive and inclusive environment that promotes player development, teamwork, and fair play.
- Recruit, train, and support coaches and volunteers for the junior teams, ensuring they are aligned with the club's coaching philosophy and carrying out their role to support the team
- Provide guidance and mentorship to coaches and player development plans as required
- Facilitate pathways for talented junior players, including talent identification, trials, and opportunities to progress to higher-level teams or representative programs.
- Maintain accurate records of player registrations, team lists, and player statistics
- Communicate important information, such as training schedules, match fixtures, and club policies, to coaches, parents, and players in a timely manner
- Liaise with relevant stakeholders, including league officials, other club coordinators, and external organizations, to ensure compliance with regulations and participation in events or competitions

TIME COMMITMENT 2-6 hours per week or as requested

THE EXECUTIVE SPONSORSHIP

The role of Sponsorship Coordinator is to attract and retain club sponsors. They are to manage the relationship between the club and sponsors to ensure that all sponsors are serviced to a high level whilst being able to maximise revenue from the sponsorship base.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Strong written and verbal communication skills along with a strong persuasive personality
- High level of attention to detail
- Strong organisational skills and professionalism
- Creative in looking at new ways to service and satisfy sponsors
- Ability to build relationships with partners

DUTIES AND RESPONSIBILITIES

- Review and develop sponsorship categories which seek to grow and expand.
- Research sponsorship types and fees, then provide the committee with the recommendations.
- Meet the sponsorship budget target set as part of the annual financial planning process.
- Update the club website to reflect current sponsorship information.
- Assist with the collection of sponsorship applications and fees.
- Be the primary point of contact for all sponsorship enquiries.
- Ensure all contract obligations are met
- Ensure all the sponsors are thanked personally by the club for their support throughout the season.
- Request feedback from key sponsors to review on how the club can continue to create value for the next season.
- Update the sponsorship database with all information relating to club sponsors (e.g. contact details, sponsorship inclusions etc.).
- At the end of the year review and update job description to ensure it continues to reflect the requirements of the role.

TIME COMMITMENT 2-4 hours per week or as requested

THE COMMITTEE CAANTEEN COORDINATOR

To provide an appropriate canteen service at all home games and at other times agreed whilst providing support to the executive committee and committee members to ensure the efficient operations of the canteen.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Good communication skills
- Strong time management, organisational and decision-making abilities
- Honesty, reliability, commitment and good work ethic
- An understanding of health and safety and hygiene in a kitchen environment

DUTIES AND RESPONSIBILITIES

- Prepare and publish a roster at the commencement of each season detailing the families and teams who will be required to provide canteen services by date and time.
- Organise and set up the canteen operating environment to ensure it is safe, clean and practical.
- Provide an orientation day for new volunteers regarding the food preparation and other procedures.
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase.
- Ensure all goods are purchased at the best (not necessarily the cheapest) rates.
- Ensure the canteen is open for business from the commencement of the first game at home games.
- Monitor stock and dispose of or replenish products when required.
- Organise a large clean out at the end of each season.
- Review revise and update position description to ensure it continues to reflect the requirements of the role.

TIME COMMITMENT 2-4 hours per week or as requested

THE COMMITTEE CLUB REGISTRAR

The role of the Registrar is to ensure all players are registered or transferred in accordance with the league rules and regulations.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Effective communication skills
- Organisational and time management skills
- Positive and enthusiastic
- Strong computer skills

DUTIES AND RESPONSIBILITIES

- Register all new players within the league guidelines
- Register copy of injury reports
- Process insurance claims
- Security of all teams' players votes
- Number of games played by player
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate

TIME COMMITMENT 1 - 4 hours per week or as requested

THE COMMITTEE COUNCIL LIAISON

The Council Liaison Officer will form strong relationships with key local council staff (i.e. Sport and Recreation Staff, Council CEO, Councillors and the Mayor)

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Organisational skills
- High communication skills
- Comfortable a building relationship with Council
- Approachable and able to represent the club in council activities and public forums

DUTIES AND RESPONSIBILITIES

- Make sure you are the first point of contact between Council and the club.
- Ensure the club has all required council permits.
- Undertake a safety review of the council facilities that are handed over to the club for the season.
- Create and maintain a register of keys that are distributed for sporting facilities and make a note of who has them.
- Research Council events for the year and identify if the club can participate in the event to promote themselves and support the council's initiatives (e.g. ANZAC Day parades, Australia Day events, Easter parades and more community events)
- Distribute all messages from Council to the appropriate people within the club.
- Post-season, collect all keys that have been distributed out and return to the Council whilst updating the register.
- Ensure all facilities are clean and vacated by the date required by the Council.
- At the end of the year review and update your position description to ensure it continues to reflect the requirements of the role.

TIME COMMITMENT 5 - 10 hours per week or as requested

THE COMMITTEE EQUIPMENT OFFICER

The Equipment Officers main purpose is to maintain safe operation and durability of equipment.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- High communication skills
- Well organised, honest and trustworthy
- Strong understanding of the equipment needs of the club
- Ability to work with a variety of stakeholders

DUTIES AND RESPONSIBILITIES

- Identifying the club's equipment needs for the upcoming season.
- Repair equipment as required and disposing of equipment that is no longer usable.
- Obtain quotes and seek approval from the committee to purchase new equipment for the upcoming season.
- Maintain and update the equipment register for any new purchases.
- Maintain a budget and ensure all equipment is ordered and distributed appropriately.
- Allocate club equipment to appropriate club officers and keep track of who is responsible for each item in the equipment register.
- Communicating with appropriate club officers throughout the season to ensure enough equipment is supplied.
- Ensure the equipment storage rooms are tidy.
- Ensure those using club equipment have been trained or are qualified to do so.
- Update equipment register whilst collecting all equipment to be stored during off season
- Review and repair any equipment where necessary
- Follow up on non-returned equipment
- Ensure equipment register is up to date and important information of where equipment is currently stored and who is in possession/still in use of equipment.
- Review and notify the committee of equipment requirements for the following season
- Review and update position description to ensure it continues to reflect the requirements of the role

TIME COMMITMENT 1-2 hours per week or as requested

THE COMMITTEE EVENTS COORDINATOR

The Social Event Coordinator is responsible for coordinating social activities for the club. They will establish a broad social calendar for the season and end of season to provide a range of appropriate entertainment for all club members and to enhance the appeal of the club to the wider community.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Creative and well informed
- Effective communication skills
- Able to build strong relationships within the club
- Well organised and can delegate tasks

DUTIES AND RESPONSIBILITIES

- Working with the Treasurer to set social activities fundraising targets, to be reflected in the club's budget.
- Review previous seasons social activities and then decide on activities for the new season.
- Prepare a calendar of social events and update where necessary so it will attract the widest involvement from all members of the club prior to the season beginning.
- Liaise with the President and Committee to propose the social activities for the upcoming year (e.g. include budgets, proposed revenue and costs for each activity).
- Be the first point of contact for social enquiries, as well as any issues or complaints from social activities.
- End of season, review and revise social activities with the Treasurer to ensure the financial targets for social activities have been achieved.
- Document how each social activity was undertaken and include as much information as possible (e.g. suppliers involved, processes and procedures)
- Review and update position description to ensure it continues to reflect the requirements of the role

TIME COMMITMENT 2 hours per week (based on events running per season) or as requested

THE COMMITTEE **FACILITY MAINTENANCE**

The Facility Maintenance Officer is responsible for the club's physical facilities (e.g. buildings, grounds and ovals) are at a high standard of safety and presentation for matches, training, events and other activities run by the club.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Able to prioritise and coordinate activities
- Basic computer skills (e.g. Microsoft suit)
- Good communication skills

DUTIES AND RESPONSIBILITIES

- Ensure that the oval and surrounding areas are mowed, sprayed for weeds and in the case of the oval, that line marking is complete before all home games.
- Create and maintain a prioritised list of facility maintenance tasks needing to be done and to display these tasks and sign up/recruit.
- Create and maintain a list of member skills and qualifications and note in areas where they can lend a helping hand.
- Ensure the relevant areas of the facility are clean and working (e.g. change rooms, oval, kitchen, umpires rooms, toilets etc.).
- Develop a schedule of regular maintenance items with the committee (e.g. fire extinguisher checks)
- Alert committee of any major works or repairs required for their consideration.
- Review and update position description to ensure it continues to reflect the requirements of the role.

TIME COMMITMENT 2-4 hours per week or as requested

THE COMMITTEE SPORTS TRAINER COORDINATOR

To ensure medical support is in place for players & officials during training sessions and matches.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Meet the minimum qualifications as set out within the AFL National Community Football Policy Handbook ("National handbook")
- Good communication skills (players, coaches, parents)
- Strong decision-making abilities
- Honesty, reliability, commitment and good work ethic
- Strong conflict resolution ability

DUTIES AND RESPONSIBILITIES

- To assist with recruitment of required Sports Trainers / First Aid Officers (where requested by the club)
- To ensure that all Team Sports Trainers / First Aid Officers meet the minimum qualifications as set out within the National handbook
- Familiarity with relevant medical, health & safety related protocols as set out within the National handbook – including but not limited to, concussion, extreme weather, protective equipment, injury management etc.
- Becoming familiar with concussion procedures / protocols based on up to date information - including (but not limited to) having the 'HeadCheck Concussion Management App' available for immediate use
- Ensuring that all Sports Trainers / First Aid Officers are aware of their duties as set out within their individual Position Descriptions and are meeting their requirements
- Constantly monitor adequacy of the clubs' medical equipment / supplies for the various teams and the equipment / supplies in place at home grounds – including but not limited to first aid equipment, stretcher & neck brace, defib etc.
- Gain early support for replenishing any equipment / supplies as required to avoid any gaps
- In addition to regular in-season monitoring of equipment levels, undertake a post season stocktake of all returned equipment to ensure supplies are replenished before the start of the next pre-season
- Regular reporting to the Committee to ensure that key club officials are aware of how well the club is managing its first aid / medical program.
- Clear record keeping
- Ensure that there are sports trainers rostered for each game and training session.
-

TIME COMMITMENT 4 - 8 hours per week or as requested

THE COMMITTEE GRANTS COORDINATOR

The role of Grants Coordinator is responsible for coordinating and overseeing the grant application and management process including:

- Identification of potential new funding sources
- Development of funding resources for existing and proposed programs and/or services
- Writing grants including developing budgets, collaborating on grant applications with various club members
- Processing, monitoring and coordinating required report evaluations on existing grants

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Strong written and verbal communication skills
- High level of attention to detail
- Strong organisational skills and professionalism • Ability to build relationships with council and government people
- Ability to work to a deadline

DUTIES AND RESPONSIBILITIES

- Identify and maintain future projects and programs database to meet the priorities and goals of the club (grants wish list)
- Identify opportunities, develop applications and coordinate reporting for grants
- Coordinate and oversee the development and submission of grant applications
- Coordinate and oversee the development and submission of grant acquittals
- Document processes, maintain records and produce reports on all grants for the club committee

TIME COMMITMENT 1-4 hours per week or as requested

THE COMMITTEE GAME DAY MANAGER

To ensure all home match day operations are conducted smoothly throughout the season.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Ability to work automatically and to a schedule • Good communication skills
- Strong time management, organisational and decision-making abilities
- Honesty, reliability, commitment and good work ethic
- Strong conflict resolution ability
- Have a sound understanding of the competition By-laws and Regulations

DUTIES AND RESPONSIBILITIES

- Set up and pack down all equipment and fields for the day
- Act as Ground Marshall on all game days
- To ensure the ground and surrounding areas are safe for the day's activities and all match-day insurance checklists are completed
- To ensure the Team Managers, Umpires, Canteen volunteers, Timekeepers and Gate Keepers are organised and well equipped for the day
- Collect all relevant match day paperwork at the start and end of games
- Be the first point of contact for matchday issues
- Be clearly identifiable at all times during the day (wear clearly identifiable bib or shirt)
- Act as the Umpire Escort:-
 - Escort the umpires from their change rooms to the centre of the field prior to the start of each match.
 - Escort the umpires from their assembly point on the field to their change rooms at half time.
 - Escort the umpires from their change rooms to the centre of the field after the half time break.
 - Escort the umpires from their assembly point on the field to their change rooms at the conclusion of the match.
 - Stand with the umpires during the quarter and three-quarter time intervals.

TIME COMMITMENT 4-8 hours per week or as requested

THE COMMITTEE MARKETING & COMMUNICATIONS

The Publicity and Media Officer is responsible for sourcing and providing information and stories for the local media (e.g. local newspapers, radio and TV stations). The Social Media Coordinator will communicate and interact with members, potential members and supporters. In this role you will build your club audience on social media and p

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Excellent Computer skills
- High communications skills verbally and written
- Ability to meet strict deadlines
- Knowledge on how to present media releases and articles
- Ability to plan what the club needs to communicate and when to communicate
- Effective and respectful communication
- Understanding or willing to learn existing policies (i.e. Codes of Conduct, Privacy Policy and Taking Images Policy

DUTIES AND RESPONSIBILITIES

- Identify the local media whom the club would like to publish stories and identify the key reporters, producers and editors.
- Create and maintain a media register, detailing local media reporters, producers and editors and all other key information.
- Ensure weekly media information (e.g. results & scores) are provided on time and is accurate.
- Manage the public comment concerning any situation or incident that may reflect on the public wellbeing of the club.
- Coordinate the production and submission of weekly media releases, which may include quotes, articles, videos and photographs.
- Provide regular articles for the club newsletter and/or website.
- Organise media coverage for publicity for club milestones, events and activities.
- Submit stories to each of the key media outlets and meeting their publication deadlines each week.
- Assist other committee members in their duties as requires as well as assisting any requested tasks by executive committee
- At the end of each year review and update your job description to ensure it continues to reflect the requirements of the role.

TIME COMMITMENT 2-4 hours per week or as requested

THE COMMITTEE MEMBERSHIPS COORDINATOR

The Membership Coordinator is to provide coordination of Club membership activities

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Effective communication skills
- Organisational skills
- Positive and enthusiastic

DUTIES AND RESPONSIBILITIES

- Develop and maintain strategies for the ongoing expansion of the membership base of the Club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by Club Committee.
- Liaise with stakeholders to ensure membership fees reflect current opinions of various sections of the Club.
- Provide to the Committee as soon as possible after the completion of each season with recommendations for all membership types and fees for the ensuing year.
- Ensure that tickets and related membership data are prepared for distribution.
- Ensure Life Members receive their memberships prior to the commencement of the season.
- Assist with the collection of membership fees.
- Provide details of all members to the Club Secretary to maintain the Club data base of membership.

TIME COMMITMENT 1-3 hours per week or as requested

THE COMMITTEE MERCHANDISE COORDINATOR

The Merchandise Coordinator's main purpose is to ensure the effective management of the club's clothing/merchandise sales.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Strong communication and customer service skills
- Well organised, honest and trustworthy
- Flexible availability as they may need to be available during training nights, game days and events to manage sales

DUTIES AND RESPONSIBILITIES

- Prepare a report proposing a suitable range of apparel and merchandise for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of all apparel and merchandise items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all apparel (online or order forms)
- Ensure sufficient apparel and merchandise stocks are maintained to ensure orders are filled promptly
- Knowledge of the relevant league/state apparel guidelines and suppliers
- Maintain strong relationships with approved apparel suppliers

TIME COMMITMENT 1 - 3 hours per week or as requested

THE COMMITTEE VOLUNTEER COORDINATOR

The Volunteer Coordinator is to recruit, support and recognise volunteers throughout the club. Ensuring that all volunteers have the knowledge, training and support required to undertake and succeed in their nominated roles.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Effective communication skills
- Organisational skills
- Positive and enthusiastic and can sell involvement to others

DUTIES AND RESPONSIBILITIES

- Create a detailed list of the volunteer requirements for the club in conjunction with the committee.
- Consider the knowledge, skills and time required for each role.
- Support new volunteer inductions by organising relevant orientation and training days.
- Coordinate volunteer rosters and work with the secretary to maintain club records.
- Ensure the club has a suitable number of volunteers in each area of the club.
- Be the primary contact for volunteers should they have any concern or problem.
- Continually promote the efforts of the volunteers throughout the year (not just at the end of season).
- Submit regular reports to the club/group committee as required.
- Attend committee meetings
- Identify ways to improve the volunteering experience, either through training or support.
- Work with the committee or selected subcommittee to develop and review volunteer support resources (e.g. volunteer handbook, role descriptions and training programs).
- Review and update the Volunteer Coordinator position description to ensure it continues to reflect the requirements of the role.
- **Junior role:-**
 - [Jacinta input needed]
- **Senior role:-**
 - Drafting raffle roster for Friday night raffles and checking in with players before each rostered shift
 - Drafting the game day roster for home games and checking in with players before each rostered shift

TIME COMMITMENT 2-6 hours per week or as requested

THE COMMITTEE WOMEN & GIRLS COORDINATOR

The Women and Girls Director/Coordinator is to coordinate the operations of women and girls football programs as well as ensuring this group is considered and represented in all facets of your club.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a "Working with Children Check"
- Works well in a team environment
- Organisational skills
- Effective communication skills
- Think strategically in setting the future direction of our women's football program
- Have a passion and advocate for women's football

DUTIES AND RESPONSIBILITIES

- Assisting with recruitment of coaching staff and players.
- Ensuring the team managers, coaches and staff have all necessary resources and information to enable those individuals to excel in their role
- Being a strong, representative voice for the women and girls football programs ensuring they are aligned with club traditions and public expectations, and incorporated in clubs strategic documentation
- Promoting women and girls with a view to focus on improving the environment and sustainability within your club and attracting more players and teams for females
- Ensuring women and girls are provided fair access to club facilities, resources, and training schedules where they are considered as part of the broader club football program
- Ensuring the women and girls team are represented in relevant events, media or social posts by your club and the language used is all encompassing
- Being a key voice to ensure that the investment of your club's funds are supporting the club's women and girls programs

TIME COMMITMENT 4 - 6 hours per week or as requested

GAME DAY ROLES

RUNNER

The role of the Runner is to assist coach on match day by delivering messages to players during the match.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Effective communication skills
- Organisational and time management skills
- Positive and enthusiastic
- General level of fitness

DUTIES AND RESPONSIBILITIES

- To deliver messages from the coach to players whilst each quarter is in progress.
- To deliver the message as quickly as possible and return to the coach's box immediately.
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game
- The runner must be correctly attired in accordance with league requirements.

TIME COMMITMENT 1-4 hours per week or as requested

GAME DAY ROLES TEAM MANAGER

Ensuring there is successful management of the team and welfare of the players in their care whilst ensuring all off-field football matters are dealt with efficiently and effectively

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Holds or is willing to apply for a “Working with Children Check”
- Strong oral and written communication skills
- Strong organisational skills
- Knowledge or willing to learn of the selection procedures and rules/regulations of the competition
- Hold current or willing to obtain First Aid Certificate
- Previous experience in managing a team

DUTIES AND RESPONSIBILITIES

- Administration and management of the team.
- Game day responsibilities (e.g. team sheets, goal kickers, club best & fairest, trainers' equipment, footballs, transport of gear, umpires etc).
- Ensure the coach and players are provided with enough equipment to ensure efficient operation of the team.
- Ensure all players are registered with the League or an approved clearance from previous club.
- Complete any transfers or permits.
- Receive all Club Best & Fairest Votes and give them to the relevant committee member.
- For juniors, collection of completed player profiles, signed obligated forms including codes of behaviour, parent/guardian agreement and any relevant medical forms.
- At the end of each year review and update position description to ensure it continues to reflect the requirements of the role.

TIME COMMITMENT 2-4 hours per week or as requested

GAME DAY ROLES

TIMEKEEPER

The Timekeeper is to act as the official keeper of time for the duration of the match.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Effective communication skills
- Organisational skills
- Positive and enthusiastic

DUTIES AND RESPONSIBILITIES

- Keep time for each quarter of the match
- Record on timecards the time taken to play each quarter
- Lodge completed timecards with the Team Manager after the game has finished
- Sound the siren in accordance with the procedures contained in the association / league rules and regulations
- Stop the clock used for timing of each quarter as required by the association / league rules and regulations
- Perform any other function as may be directed

TIME COMMITMENT 2 - 6 hours per week or as requested

GAME DAY ROLES

WATER CARRIERS

The role of the Water Carrier is to assist deliver water to players during the match.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Ability to follow instructions
- Positive and enthusiastic
- General level of fitness

DUTIES AND RESPONSIBILITIES

- To deliver water to players whilst each quarter is in progress
- To deliver the water as quickly as possible and return to the boundary as quickly as possible
- If not delivering water, Water carriers must stay off the playing surface and stay being the boundary line to enable the Boundary Umpire to carry out their duties
- The water carrier must not loiter on the ground
- The water carrier must not deliver messages to players
- The water carrier must not interfere with any players or officials throughout the game
- The water carrier must be correctly attired in accordance with league requirements
- The water carrier must follow league requirements with respect to uniform / attire requirements (e.g. water carrier bib), whether they are permitted to enter the coach's box during the quarter
- Please note that your club must also follow league rules / regulations with respect to the number of water carriers permitted, any age requirements for

TIME COMMITMENT 2-6 hours per week or as requested

CULTURE

PLAYER EXPECTATIONS

Our players are ambassadors of our club and are expected to represent our values, at all times.

We believe we have an obligation to our young people to teach the values of respect, honour and sportsmanship.

Players are bound by the player Code of Conduct which is located in the Policies section of this handbook.

Our Coaches are actively encouraged by the Committee to stamp out umpire abuse and poor sportsmanship by imposing a loss of match time on any guilty players.

The club takes breaches of the code of conduct very seriously and will deal with matters on a case by case basis.

PARENT EXPECTATIONS

Similar to our players, our parents and guardians have the responsibility and privilege to represent our Club with pride.

Our parents and guardians, along with the Coaching staff, are responsible for setting the culture and tone of our club.

We also have a broader responsibility to the game of Australian Football to ensure our competition is a great place to play, coach and umpire.

Parents and guardians are bound by the AFL's Parent Code of Conduct which can be located in the Policies section of this handbook.

Parents and guardians also tick off on this code of conduct when registering their child.

The Club takes breaches of this code of conduct very seriously. Breaches can result in financial sanctions, loss of competition points or individual suspensions from AFL Queensland. If deemed serious enough, the Club may elect to de-register a child due to poor parent behaviour.

CULTURE

COMPLAINTS PROCESS

The Club Committee are committed to dealing with player or parent/guardian complaints as they arise.

Should you have an issue you would like to take up with the Committee, please contact the Club Secretary, who will direct your complaint to the relevant person.

Should you have an issue with AFL Queensland, you MUST take your issue to the Club Committee at first instance. AFL Queensland will immediately refer any complaints from players or parents back to the Club for endorsement before pursuing any further.

Please ensure that complaints are kept in a discreet manner and are not posted on social media.

OTHER INFORMATION

Play AFL has a huge range of wonderful resources that you can access for free here:- <https://play.afl/>

Below, we highlight some other important information you might want to check out:-

- [Laws of the Game](#)
- [National Community Football Policy Handbook](#)
- **CONCUSSION:**
 - [AFL Community Concussion Guidelines](#)
 - [The Management of Sport-Related Concussion in Australian Football](#)
 - [Concussion Recognition Tool](#)
 - [SCAT6: Sport Concussion Assessment Tool \(Adults & 13+\)](#)
 - [SCAT6: Sport Concussion Assessment Tool \(Children 8 to 12 years\)](#)
 - [Stages of Graded Return to Play](#)
 - [Match Day Head Injury Assessment & Referral Form \(12 years & Under\)](#)
 - [Match Day Head Injury Assessment & Referral Form \(13 years & above\)](#)
 - [Medical Clearance Form](#)
 - [Headcheck App](#)
 - [Return to Play Following Concussion](#)
- **DIVERSITY**
 - [Tips for creating a more Diverse & Inclusive Club or Program](#)
 - [Making your Club culturally inclusive for Aboriginal and Torres Strait Islander People](#)
 - [AFL Gender Diversity Policy - Community Football](#)
 - [LGBTQI+](#)
- **SAFETY**
 - [AFL Respect & Responsibility Policy](#)
 - [AFL Safeguarding Children & Young People Code of Conduct](#)
 - [AFL Bodies Privacy Policy](#)
 - [Conflict & Incidents](#)
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PLAYER & OFFICIALS

CODE OF CONDUCT

The Nambour & Hinterland Blues Australian Football Club Inc Players and Official Code of Conduct is in place to ensure football is a positive and enjoyable for everyone. All players are expected to abide by the Code of Conduct.

Each Player and Official must:

1. Not bring the game of Australian Football, the AFL, or the League or the Club into disrepute;
2. Participate in Competition Matches in accordance with the Laws of Australian Football;
3. Respect the spirit of the Laws of Australian Football and fair play, and behave accordingly;
4. Display and foster respect for Umpires, opponents, Coaches, administrators, Officials, parents and spectators;
5. Never argue with or dispute a decision of an Official or Umpire. If a Participant disagrees with a decision, they should deal with their dispute in accordance with the relevant Rules, Regulations, Policies and Determinations;
6. Control their emotions, and not engage in verbal abuse of or swearing at or in the vicinity of others, sledging Players and/or Coaches or behaviour that deliberately distracts or provokes an opponent;

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7. Comply with the AFL and AFLQ Rules and Regulations including the National Member Protection Policy, the League By-Laws and this Code of Conduct;
8. Never engage in any type of violence either on or off the field;
9. Contribute to a safe sporting environment and respectful culture which is accepting of individual differences, and behave accordingly;
10. Cooperate with their Club Officials, Coaches and team-mates;
11. Participate for their own enjoyment and benefit and for the enjoyment and benefit of their teammates, Coaches and Club Officials;
12. Comply with and observe the AFL Vilification and Discrimination Policy including respecting the rights, dignity and worth of all participants regardless of gender, ability, sexual orientation, cultural background or religion;
13. Not engage in conduct that is, unethical, unbecoming or likely to cause harm to the reputation of the Participant or the Club;
14. Not take part in any form of bullying including via the use of social media;
15. Not make or post inappropriate, offensive or discriminatory comments in public, including via social media, about Players, Clubs, Umpires, Officials, the AFL, or the League. Social media includes, but is not limited to, email, instant messaging, text messages, phone messages, digital images, website postings (including social media such as, but not limited to Facebook, Twitter, LinkedIn, Instagram, websites and blogs) and;
16. Use appropriately the facilities and equipment made available for administration, coaching, training, Competition Matches and events, including facilities provided by the opposing teams;



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PARENT & SPECTATOR CODE OF CONDUCT

The Code of Conduct aims to provide a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

Each Parent and Spectator must:

1. Support the participants and enjoy the Match;
2. Encourage participation, but don't force it;
3. Teach that enjoyment is more important than winning;
4. Not ridicule mistakes or losses;
5. Lead by example and respect all Players, Coaches, Umpires, Officials and spectators. Physical or verbal abuse will not be tolerated;
6. Recognise all volunteers who give up their valuable time;
7. Not publicly criticise Umpires and instead raise personal concerns with Club Officials in private;
8. Do not use remarks based on race, religion, gender or ability as many such comments are politically incorrect and it is your Coach, team-mates, Club and family that are let down with such remarks;



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9. Respect the facilities and equipment of their own and opposing Clubs;
10. Not engage in physical and/or verbal intimidation, abuse or conduct toward any Player, Official, Umpire or supporter;
11. Condemn the use of violence in any form, whether it is by spectators, Coaches, Officials or Players;
12. Not to enter the field of play in any sanctioned Competition Match unless granted permission by an Official to do so;
13. Not take part in any form of bullying including via the use of social media;
14. Not make or post inappropriate, offensive or discriminatory comments in public, including via social media, about Players, Clubs, Umpires, Officials, the AFL, or the League. Social media includes, but is not limited to, email, instant messaging, text messages, phone messages, digital images, website postings (including but not limited to Facebook, Twitter, LinkedIn, Instagram, websites and blogs).



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CLUB SONG

**We are the Navy Blues
We are the Old Dark Navy Blues
We're the team that never lets you down
We're the only team from Nambour Town
With all the champions
They like to send us
We'll keep our end up
And they will know that they've been
playing
Against the famous Old Dark Blues**

*(Sung to the tune of the Leslie Stuart song
"Lily of Laguna")*