



WE NEED YOU !

Waverley Park Hawks Volunteers.

Volunteers are an essential part of providing the football experience to our junior footballers and club members, without them we would not have a club.

We recognise that with everyone's diverse commitments, time is one of the main reasons that volunteering can be difficult and as such we have made the effort to re visit all the roles that are essential and made some new roles to minimise the time commitments.

Whilst some of these roles still require a significant commitment by one, others can be fulfilled by two or more volunteers. Volunteers can be parents, older siblings, relatives or friends, anyone that is willing to hold a WWC and support our junior footballers and club. You don't always need the skill, just the will.

In 2024 we've had some amazing volunteers support us, some of them will be continuing and others will be moving on to other roles. All of our 2024 volunteers are approachable and happy to chat with you and support you with learning any of our 2025 volunteer roles.

We'd really appreciate you taking a look at all our club roles and consider putting your hand up to help us continue to provide the great Waverley Park Hawks experience to your children.

The information and descriptions provided below are a summary of each role, for detailed information or any questions, please contact us

Michelle McCluskey - President
0414 300 800
president@wphawks.org.au

De'arne Whitfield - Secretary
0419 901 874
secretary@wphawks.org.au

Role	Description	Volunteers required	Role Type	Summary of tasks, commitment, aligned and supported by
President	The role of the President is to provide the principle leadership and responsibility for the club and committee, ensuring the club meets all legal and compliance obligations. The President will demonstrate all club and league expected behaviours to lead the culture of the club and have a clear understanding of all club policies, council regulations and league by-laws. The President is supported directly by the Vice President of Football Operations and the Vice President of Club Administration along with the Secretary and Treasurer.	One	Executive Committee	Committee Role, required at monthly committee meetings, after match, SMJFL meetings, Club events, relevant Council and community events. Significant commitment required throughout the season. Leads and provides direction to the Club and Committee to meet best practice outcomes. Represents the Club at all significant events, providing a positive profile and engagement with all.
Vice President Football Operations	The role of Vice President Football Operations is to support the President and lead all football operational committee and club roles to meet legal and compliance obligations. The VP Football Operations will demonstrate all club and league expected behaviours, supporting the culture of the club along with having a detailed understanding of league by-laws and all club policies. The VP of Football Operations is supported by the Boys, Girls, Auskick and Coaching Coordinators along with club roles pertaining to football operational tasks	One	Executive Committee	Significant commitment required throughout the season. Required at monthly Committee meetings. Represent WPH football operations at relevant SMJFL meetings. Disseminate information from the SMJFL and Club President, lead the direction and culture of all club football operations. Drive Club player equity and diversity goals and strategy. Serve as the point of contact for resolution of escalated football operations issues from Parents and Players. Support and aligned with the Club President
Vice President Club Administration	The role of Vice President Club Administration is to support the President and lead all club administration and administrative committee and club roles to meet legal and compliance obligations. The VP Club Administration will demonstrate all club and league expected behaviours, supporting the culture of the club along with having a detailed understanding of league by-laws, club policies and council regulations. The VP of Club Administration is supported by the Registrar, Events Coordinator Trainer & First Aid Coordinator and the Sponsorship Coordinator along with club roles pertaining to general club administration.	One	Executive Committee	Committee Role, required at monthly meetings, represent all WPH operational and administrative. Significant commitment required throughout the season. Liaise with the SMJFL and Council to establish and maintain best practice and financial positioning in administration and club management. Disseminate information and Lead the direction on administrative and operational tasks together with the appropriate committee and Club volunteers. Gather information from relevant Club roles, collate and report on club administrative and operational areas. Support and alignment with the Club President

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Secretary	The role of Secretary is to manage, collect, review and distribute all club policies, procedures, information and ensure the club's compliance with all legal, league and constitutional requirements. The Secretary will exhibit a strong knowledge of the clubs policies, constitution, league by-laws and all compliance obligations required by the club.	One	Executive Committee	Committee Role, required at monthly committee meetings. Significant commitment required throughout the season. Updates all club documentation, including policies, strategies, club forms and surveys. Disseminates and supports communication of all relevant information to members from the President, Vice Presidents, SMJFL, council and other organisations. Takes minutes at all Club meetings, notes and communicates all actions to relevant committee and volunteers.
Treasurer	The role of the Treasurer is to provide financial governance of all club funds and assets to meet legal and compliance obligations.	One	Executive Committee	Committee Role, required at monthly committee meetings. Substantial commitment required throughout the season. Provides the President and Committee with all financial reporting using XERO. Setting budgets and financial reporting for all club events & activities.
Boys Coordinator	The role of Boys Coordinators together with the Girls Coordinator is to support the VP of Football operations together and teams in all the clubs boys senior and junior teams to manage player lists and selections in line with SMJFL by-laws and club policies. The roles will seek to ensure a diverse and equitable variation of player genders and abilities across the club and demonstrate all club and league expected behaviours in supporting the club culture. The roles will have a detailed knowledge of the SMJFL by-laws and club policies to educate and ensure compliance by all teams.	One	Committee	Committee Role, required at monthly committee meetings. Significant commitment required throughout the season. Works closely with the Coaching Coordinator and coaches, for team, NGA / Coates and league selections. Attends and coordinates all team grading with SMJFL and Club Stakeholders. Organises pre season practice matches. Connects and liaises with SMJFL and other SMJFL clubs to assist in boys team game day discrepancies and communications. Liaise with Registrar and coaches for inter club transfers and player allocation. Negotiate and arrange training schedules in conjunction with Girls Coordinator and coaches to provide equitable access to all facilities and equipment Supported and aligned with the Vice President Football Operations
Boys - sub committee	Support the Boys Coordinator in various operational and administrative tasks.	Two or more	Club role(s)	Various tasks and commitments. Supported by Boys Coordinator, aligned with Vice President Football Operations Not required at Committee meetings

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Girls Coordinator	The role of Girls Coordinators together with the Boys Coordinator is to support the VP of Football operations together and teams in all the clubs Girls senior and junior teams to manage player lists and selections in line with SMJFL by-laws and club policies. The roles will seek to ensure a diverse and equitable variation of player genders and abilities across the club and demonstrate all club and league expected behaviours in supporting the club culture. The roles will have a detailed knowledge of the SMJFL by-laws and club policies to educate and ensure compliance by all teams.	One	Committee	Committee Role, required at monthly committee meetings. Significant commitment required throughout the season. Works closely with the Coaching Coordinator and coaches, for team, NGA ,Coates and league selections. Attends and coordinates all team grading with SMJFL and Club Stakeholders. Connects and liaises with SMJFL and other SMJFL clubs to assist in girls team game day discrepancies and communications. Liaise with Registrar and coaches for inter club transfers and player allocation. Negotiate and arrange training schedules in conjunction with Boys Coordinator and coaches to provide equitable access to all facilities and equipment. Supported and aligned with the Vice President Football Operations
Girls - sub committee	Support the Girls Coordinator in developing programs and activities to retain current players, recruit new girls and deliver a range of focused events in 2025	Two or more	Club role(s)	Various tasks and commitments. Not required at committee meetings, Supported by Girls Coordinator, aligned with Vice President of Football Operations. Not required at committee meetings
Coaching Coordinator	The role of the Coaching Coordinator is to provide, support and mentor coaches with best practice coaching methods. The Coaching Coordinator will have a detailed understanding of all relevant SMJFL by-laws and will support the club culture and diversity by demonstrating all club and league expected behaviours. The Coaching Coordinator will regular engage with and be supported by the VP of Football Operations and the Boys and Girls Coordinators.	One	Club role - ★ welcome to join committee	Significant commitment required throughout the season. Recruit interview and appoint coaches Design and implement a club wide game style / coaching philosophy Coaching resources & Training aids - create and deliver appropriate practice and policies for their use and storage. Coaches meetings - prepare and deliver at least two coaches meetings. Arrange guest speakers and presentation. Coach development, training & education Coach support and outreach Parent / player complaints - support and resolve according to club policy Lead club grading / player lists where there are two teams in an age group according to club policies and SMJFL by-laws. Supported and aligned with the Vice President Football Operations. Welcome to attend committee meetings as required.

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Auskick Coordinator	The Auskick Coordinator will have a strong knowledge of the AFL Auskick program, actively supporting the program and meeting all compliance obligations. The role will endeavour to ensure best outcomes for parent and player engagement, recruitment, education and planning of pathways to Waverley Park Hawks Junior football programs. They will have a good understanding of club policies and demonstrate all club and Auskick program expected behaviours in line with the club culture. This Auskick Coordinator will regularly engage and be supported by football operational committee members and club operational committee members to ensure continuity of members from Auskick to junior football.	One	Committee	Committee Role, required at monthly meetings. Significant commitment required throughout the Auskick season. Externally Supported by AFL Auskick. Aligned and supported by Vice President Football Operations
Registrar	The role of Registrar is to manage and maintain all player registrations, player transfers and the club registration process. The role will have a detailed knowledge of relevant club policies, SMJFL by-laws and diversity targets along with ensuring all players are registered with compliant details. The Registrar will support the club culture and player diversity by demonstrating all club and league expected behaviours. The role will be supported by the VP Club Operations along with committee and club roles involved in recruitment.	One	Committee	Committee Role, required at monthly meetings. Significant commitment pre and early season. Adhoc throughout the season. Updates PlayHQ and provides membership and registration reports as required to relevant committee and club volunteers. Initiates and completes all documentation in relation to player transfers in consultation with the Boys and Girls Coordinators Supported by and aligned with Vice President of Club Administration
Events Coordinator	Responsible for Club social and fundraising events.	One	Committee	Committee Role, required at monthly committee meetings. Significant Commitment. Supported with event activities by a social committee. Significant time commitment for event planning and being present at events. Plans and executes with the support of the Social Committee and in coordination with other relevant committee members all Club events and SMJFL themed rounds. Supported and aligned with the Vice President Club Administration.
Social Committee	Supports the Events Coordinator with organising events and at events.	Two or more	Club roles	Various small and large commitments. Supported by the Events Coordinator and aligned with the Vice President Club Administration. *Not required at committee meetings.

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Sponsorship Coordinator	Responsible for seeking out sponsorship opportunities, building relationships and support from sponsors. Works closely with the president,	One	Committee	Committee Role, required at monthly committee meetings. Significant during pre and early season and post season. Intermittently throughout the season. Seek out, build, manage and maintain relationships with sponsors. Arrange appreciation night. Liaise and negotiate with president & club stakeholders on best sponsorship agreements in terms of payment and / or goods / services in kind. Supported and aligned with Vice President Club Administration
Incident Officer	Works closely with the President to investigate and communicate with the league and relevant parties regarding game day and club incidents. Requires a detailed knowledge of SMJFL by-laws and a high level of communication skills.	One	Club role - ★ welcome to join committee	Relevant to the incidents, some weeks no time commitment and others a few hours. Supported by the President and executive committee. Welcome to attend committee meetings as required.
Child Safety Officer	The Child Safe Officer is essentially an education role to promote awareness at the club, to be a voice for the children/young people where required and distribute or promote the Child Safe policy and procedures to members.	One	Club role - ★ welcome to join committee	Minimum general time commitment unless a situation requires. Supported and aligned with Vice President Club Administration. Welcome to attend committee meetings as required.
Grants Coordinator	Responsible for identifying and applying for relevant grants. The Grants Coordinator will have a high level of written and verbal communication skills.	One or more	Club role - ★ welcome to join committee	Time commitments are varied and relevant to the grants application processes. Communicates with relevant committee to advise on relevant grants and determine grant requirement needs for players, club and volunteers to provide an improved experience. Supported and aligned with Vice President Club Administration. Welcome to attend committee meetings as required.
Trainer & First Aid Coordinator	Responsible for managing training and support of team trainers, first aid equipment and ground medics.	One	Club role - ★ welcome to join committee	Compile and distribute trainer kits to trainers. Record and Ensure first aid and ERC training compliance as well as WWC for trainers. Arrange education and training opportunities for best practice. Educate and support all trainers on the use of Trainer applications and agreed standards. Report injury data to committee on a monthly basis and any serious incidents at time of occurrence. Coordinate and book Ground medics as required Supported and aligned with Vice President Club Administration. Welcome to attend committee meetings as required.

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Team Manager Coordinator	Responsible for training and support of team managers. Good knowledge of club processes, SMJFL by-laws and the TM role	One	Club role - ★ welcome to join committee	Significant time at the beginning of the season and advocacy throughout with enquiries from TM's. Works closely with the Facilities and Equipment Officer. Compiles and distributes Team Kits to TM's. Provides training and guidance to TM's on By-laws, Club processes and required documentation. Ensures accurate and up to date club records and contacts of all Team Managers. Supported and aligned with Vice President Club Administration. Welcome to attend committee meetings as required.
Club Statistician	Responsible for managing all club and player statistics	One	Club role - ★ welcome to join committee	Collecting team sheets and collating team and player statistics. Liaises with SMJFL in relation to playHQ player statistical data. Works closely with Registrar, and relevant team volunteers to provide statistics to inform team, club and league awards. Aligned with Vice President Club Administration. Welcome to attend committee meetings as required.
Website / scoreboard & Tech Manager	Responsible for managing our website using the WIX platform. Scoreboards at Wellington and Columbia and relevant club tech as required.	One or more	Club role - ★ welcome to join committee	Approx. an hour to two per week. Updates and reviews the club Website regularly. Website updates include, policy documents, event information and ticketing, merchandise, club and league promotions, contacts, user and help guides for volunteers and members and other relevant club material as provided by the committee. Scoreboard instructions and remotes. Manage Club related tech. Aligned with the Vice President Club Administration. Welcome to attend committee meetings as required.
Trophies & Medals Coordinator	Responsible for organise, ordering and distributing coaches medals, milestone awards, annual trophies and updating honour boards. Works closely with the committee.	One	Club role - ★ welcome to join committee	At intervals, ordering and distributing coaches medals and milestone awards. End of season team / club trophies, annual awards and honour board updating. Aligned with the Vice President Club Administration. Welcome to attend committee meetings as required.
Merchandise Coordinator	Responsible for all our club branded apparel, training tops, game day shorts and socks. Coordinating the ordering, selling and promoting. Works closely with our Grounds & Equipment Officer and TM Coordinator with regard to player jumpers.	One or more	Club role - ★ welcome to join committee	Required availability on Registration Day and significant events, throughout the season as orders are placed. Aligned with the Vice President Club Administration. Welcome to attend committee meetings as required.

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Grounds & Equipment Officer(s)	Responsible for all club equipment and working with Council on grounds and facilities maintenance; for example, coaching kits, team kits, ground line marking, player game day jumpers, maintenance requests. Works closely with our Merchandise Coordinator, TM Coordinator, Coaching Coordinator and Monash Council.	One or more	Club role - ★ welcome to join committee	Most of the time commitment for this role is pre and post season with kits and jumpers. Throughout the season, line marking and equipment replacement and maintenance. Supported by both the VP Football Operations and VP Club Administration. Welcome to attend committee meetings as required.
Social Media Coordinator	Responsible for posting and promoting the club via social media platforms. Post information supplied by committee.	One	Club role - ★ welcome to join committee	Design, schedule and deliver club social media content in line with Newsletter, club events and SMJFL social media content and events. Minimal - moderate time commitment. Supported and aligned with Vice President Club Administration. Welcome to attend committee meetings as required.
Newsletter Coordinator	Responsible for collecting information, designing and distributing the WPH weekly newsletter. High level of written and verbal communication skills together with publishing skills required.	One or more	Club role.	Approx. time commitment a couple of hours per week. Gather and collate information and photographs. Collate, design and publish the Club newsletter. Liaise with President, Secretary and teams for content and editing. Supported and aligned with Vice President Club Administration.
Yearbook Coordinator	Responsible for designing, collating and publishing the Club Yearbook	One or More	Club role	collating and collecting all annual reports from coaches, TM's, photos, milestones, awards and events. Works closely with Newsletter Coordinator and Club Statistician. Design layout, publish, gather orders and arrange printing. Coordinate distribution. Supported and aligned with the Vice President Club Administration
Canteen Manager	Responsible for our club canteens at Columbia and Wellington and Bar at Columbia. Stock and inventory control, canteen and bar rosters, food preparation and serving.	One or more	Club role	This is a significant time commitment for one person, however there is opportunity here for a small group to manage successfully and minimise the time commitments. All regulatory training is provided at no charge to those that volunteer. Supported and aligned with the Vice President Club Administration. Welcome to attend committee meetings as required.

