

UC Football Club



Executive Prospectus 2019

About UC Football

UC Football is the biggest senior football club in the south island. We are based at Ilam fields near the UC campus, and the majority of our members are university students.

We have teams competing in all grades of the regional Mainland Football competition and we also run our own in-house competitions at Ilam fields during both summer and winter.

Throughout the year we have a number of social events to get our members having fun off the field as well!

Our Committee

UC Football is run by a committee of volunteers who work hard throughout the year to provide the best footballing experience to our members.

The committee is responsible for recruitment during UC Club's Days, setting up fields, maintaining equipment and coordinating all of our events. The committee is also responsible for maintaining the values and standards we hold at UC Football and driving the club forward in a positive way.

In 2019 we plan to have a larger committee with many specific roles to allow our volunteers to utilize their strengths and cover all aspects relating to the running of our club.





Executive 2019

>>> Leadership Team

PRESIDENT	VICE PRESIDENT	SECRETARY	TREASURER
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>>> Operations Team

FIELD MANAGER	GEAR MANAGER
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>>> Events & Media Team

SOCIAL EVENTS COORDINATOR	MARKETING MANAGER	MEDIA MANAGER
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>>> Communications Team

MENS' REP	WOMENS' REP	SOCIAL REP	REFEREE COORDINATOR
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GENERAL EXECUTIVES

>>> Leadership Team

PRESIDENT:

The role of the president is to oversee all matters relating to the club. They will be involved in the daily running of the club and facilitate discussions regarding club matters and drive positive future directions. They will ensure that committee members are completing tasks efficiently and effectively. They will attend meetings involving club matters and ensure that our members are representing UC Football appropriately.

VICE-PRESIDENT:

The duties of the Vice-president are similar to the president, however they will assist the president when needed and step in if the president is unavailable. They will offer advice and guidance and ensure tasks are being carried out effectively and efficiently.

SECRETARY:

The secretary will be responsible for organizing committee meetings including agendas and minutes. They will keep the club calendar up to date and offer reminders of upcoming events when necessary.

TREASURER:

The treasurer is responsible for all monetary matters relating to the club. They will keep track of the club bank account including the balance and payables and keep track of incoming payments and up to date with fees that need to be paid.



>>> Operations Team

FIELD MANAGER:

The field manager is responsible for implementing a system to ensure that Ilam fields pitches are set up at the correct times each weekend of the winter season. They will develop a roster and assign committee members to help with set-up/pack down each week. The field manager will also ensure that teams playing at away fields have the gear they need for the field they are using (eg. nets and flags).

GEAR MANAGER:

The gear manager will be responsible for ensuring every team has the playing equipment they need before the winter season starts including uniforms, balls, bibs, cones, first aid kits, and access to training equipment. Once the season is underway, they will be responsible for selling UC Football merchandise.

>>> Events & Media Team

SOCIAL EVENTS MANAGER:

The social events manager will be in charge of facilitating the events UC Football runs off the field! This includes preseason bbq, champion's league breakfast, FIFA tournament and prize-giving. They will be able to create any events they feel are worthwhile for the club, with the support of the rest of the committee.

EVENTS MARKETING:

The events marketing manager will be responsible for creating advertisements for our events (social and footballing) and ensuring Facebook events are created with all the necessary info.

MEDIA MANAGER:

The media manager will be responsible for reporting all things relating to football. This includes weekend reports on match scores, match programs for our top teams and developing a club newsletter (monthly).



>>> Communications Team

MENS REP:

This will be a representative for our top men's teams who will act as a contact point between the players and the committee. They will encourage feedback and suggestions from our members and help UCAFC to provide the best footballing experience to our players.

WOMENS' REP:

This will be a representative for our top women's teams who will act as a contact point between the players and the committee. They will encourage feedback and suggestions from our members and help UCAFC to provide the best footballing experience to our players.

SOCIAL REP:

The social rep will be someone who plays in one of our division teams or uni league who will act as a contact point between the players and the committee. They will encourage feedback and suggestions from our members and help UCAFC to provide the best footballing experience to our players.

REFEREE COORDINATOR:

The referee coordinator will be someone who has referee qualifications. They will be a contact point for the club when any issues arise regarding referees. They will help to encourage and support people who wish to train as referees whether it be officially or just for social games (eg. Uni league)

GENERAL EXECUTIVES (4):

The general executives are people who are keen to help out with a variety of tasks and offer an extra pair of hands when necessary! This role is suited to people who are reliable and will turn up when needed to help out. This is a great role for anyone wishing to get a foot in the door of the committee and potentially move on to a higher role in the future.

