

Area/Functions	Management	Council	Board	Sub Committee*	Disciplinary	Clubs
New Clubs	1. Management to gather information as per by-laws and the constitution.	2. Council to provide a recommendation to the Board	3. Board approval			
Competition Nomination and Application Facilitation	1. Setup, distribution and collation of application and forms (to be sent by end to mid August to be completed by Early October) 2. Follow up on incomplete applications					Complete and submit the Form and follow up on incomplete application information. Payment of nomination fees. Confirm acceptance within the competition
Men's Premiership Declaration of Leagues	1. Provide declaration of leagues recommendation to Council based on Competition Rules and Assessment Criteria (if applicable)	2. Council endorses recommendation	3. Board approval			
Community Competition - Grading / Declaration of Divisions / Leagues	1. Review Nominations from clubs considering a number of criteria. 3. Facilitate appeal process with Council and clubs and recommend final gradings to the FSC Board.	3. Review Appeals with FSC Management Recommendation	5. Board approval			2. Clubs receive draft grading (option to appeal)
Calendar - Competition	1. Prepares a draft calendar. This will entail a 3 year calendar roll and a draft sent to clubs by mid November.	2. Reviews and provides feedback (via Heads of Council Meeting)				

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Draws	<p>Prepare and finalise draw with consideration to ground sharing etc.</p> <p>Men's Premiership: EOI's to be sent to clubs prior to commencement of second round to facilitate scheduling changes if required.</p>					<p>Review draft draws and liaise with internal management as necessary taking into consideration ground sharing requirements and other variables. Club escalates back to FSC management for resolution if required.</p>
System Set up (Registrations)	Set up Products for Club (where applicable)					Provide information FSC (as required) or complete their own set up
Budget	1. Draft the budget in consultation with Councils during October / November	2. Provide feedback on budget during November	3. Review and Approve in December.			

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Competition Day to Day Operations	Registration Process, Team Sheet compliance, disciplinary records, fixture changes, statistics, general correspondence, enquiries, social media, publicity, marketing, etc					Enter results, provide team sheets (where applicable)
Competition Rules <i>(Detail as per FSC By-Laws)</i>	2. Review all feedback, consult with councils and provide a final recommendation to the Board. 4. Advise Council and Clubs	1. Feedback is sought from Council and advised to Mgmt	3. Ratifies any changes			1. Feedback is sought from clubs and advised to Mgmt

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Competition Rules - Specific Exemptions that can be requested by clubs in relation to; (1) Registration Max number U17,U18, U16G, (2) General Regrade of players and (3) Admin	2. Management approves or declines exemption					1. Apply for an exemption.
Competition Rules - Specific Exemptions that can be requested by clubs in relation to; (1) Registration - U16 Girls - WYL, U17 Boys CL (2) Unusual regrade request (3) Movement Player dispensation (4) Borrowing dispensation - Junior Comps	2. Management provides a recommendation to Council	3. Council reviews recommendation and makes a determination				1. Apply for an exemption.
Rule Breaches (comp)	1. Management notifies club of breach and sanction. 3. Management Committee^ will review and determine next step which may include referral to the Council Sub-Committee	A. Notified of breaches. B. Deal with matters as listed within Competition Rules. C. Participation within the Council Sub-Committee on escalated matters.		4. Independent Review of information and decision		2. Clubs accept the sanction or escalates to the MC. 5. Club can lodge grievance
Disciplinary						
Cautions	Records updated, correspondence to Club as required. Provide a summary to Council on significant club issues.					Keep record, stand down players on accumulation

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Send Off (Via MRC)	1. Process sanction or refer to MRC 3. Process MRC decision	4b. Council determines acceptance or follows next step in Disciplinary process	Significant incident, Board updated by CEO		2. MRC Determine Sanction/ Hearing 5. Hearing and/or Appeal if required	4a. Club determines acceptance or follows next step in Disciplinary process
Incidents ... Reported from Match Officials	1. Refer matter to DC 3. Coordinate process	2. Receive notice of incident and outcomes on a weekly basis with general details	Significant incident, Board updated by CEO		2. DC reviews and determines next step.	3. Club is advised of incident as soon as possible to facilitate reports required.
Incidents ... Reported from Individual/Clubs	1. Determine appropriate course of action a) refer to Club b) refer to DC. If Club executives are involved - may refer direct to DC.	Receive notice of incident and outcomes	Significant incident, Board updated by CEO		2b. DC determines next step in process as required	2a. Club reviews and determines next step in process
Competition Strategy	2. Part of Consultative process	1. Driven by Council. Consult with management and clubs	3. Review and approves			2. Consultative process
Policies (all parties can identify the need for a policy)	1. Draft policy	2. Part of Consultative Process	3. Review and Approve			2. Part of Consultative process
FSC / FNSW Event Ground Allocations	2. Seeks EOI and assess against criteria and provides a recommendation to Council	3. Provides feedback on recommendation	4. Review and Approve	1. Risk and Audit Committee develop ground allocation criteria		5. Comply with hosting requirements
Ground Compliance	1. Determines the need for ground audits 3. Collates data, writes to clubs as required	2. Assists with ground audits as required				4. Clubs address issues from ground audit.
Club Relationship		1. Adhoc requests from clubs e.g. attendance at club AGM 2... Seek regular one-on-one feedback from clubs and report to management and/or Board				
Referee Appointments	As per process / policy					As per competition rules

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Strategy (corporate)		Assist with Board strategies that are relevant to that football stream	Driven by Board as required			
Club Meetings	1. Notification of meeting to members, correspondence. 3. Provide reports at meeting on operational competition matters e.g. registration	2. Standard Agenda Items with specific categories Record Minutes.				Mandatory attendance
Council Meetings	Competition and operational matters update via report. Attendance as per HOC request. Liaise with HOC before and after meeting on any operational implications	Standard agenda including calendar, reviewing/planning upcoming gameday events, competition strategy matters, ground audit reporting and scheduling, club feedback, budget tracking, prepare for upcoming club meeting, Board update				
Board Updates and Communication	.a. Document Board Summary Updates. b. Document decisions made by the Board that impact on Councils - to be sent to all Council Members	c. Ensure all board papers submitted by the Head of Council are circulated to all councillors for approval prior to submission	d. Discuss and determine areas of communication to Councils			
Annual Meetings - Notification and Nomination	1. Send out Meeting Notice, minutes and nomination forms. 2. Review Nomination Forms for compliance 3. Provide relevant annual information.	4. Provide an annual report	3. Approve nominations			

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Councillor - Casual Vacancies and Club Executive positions	a. Advertise EOIs	b. Review EOIs and make a recommendation to the Board	c. Board approval			
Events						
Game Day (Finals Series)	1. Admin functions e.g. team sheets, floats, gate keepers, run sheets, PA scripts, programme, EFPOS, social media, publicity, awards. Match Day Supervisor if required and available 2. Determining run sheets, resourcing requirements for Councils to assist with. 3. Trophy Procurement 4. Make determination on match day issues as Match Day Supervisors 5. Determine club and/or facility host requirements in conjunction with the Council.	Manage Sponsors, trophies, gate supervisors, liaising with ground /facility hosts on obligations, coordinating resources on the day (e.g. PA, ground officials). Run presentation. Work with management to document facility host requirements.				Deliver on match host requirements
FSC Functions	Assist as required	Assist as required	Assist as required			Assist as required
Sponsorship	Prepare proposals, agreement and ensure execution of all agreement requirements	Provide any leads or identify potential sponsors	Provide any leads or identify potential sponsors			