



PLAYER SPONSORSHIP COORDINATOR

Goal Statement:

The Player Sponsorship Coordinator oversees the collection of player sponsors fees to ensure the profitability of the Club.

Objectives:

- Oversee all player sponsorship related matters within the Club
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities:

- Develop and distribute a player sponsorship form to all players within the club
- Oversee the management of player sponsorships within the Club
- Provide sponsor information to the Media and Communications Manager for inclusion in the club's media channels
- Prepare invoices for player sponsorships in collaboration with the Treasurer
- Collect money for player sponsorship and forward to the Treasurer in a timely manner
- Develop and maintain an up to date player sponsorship payment tracking database in collaboration with the Treasurer and Membership Coordinator (juniors and/or seniors)
- Organise a player sponsor photo shoot and board for display within the clubrooms
- Follow up on outstanding debtors where necessary in collaboration with the Treasurer
- Uphold and actively promote club values throughout the Club as a whole
- Provide a report on portfolio operations at the monthly general committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

Relationships:

- This position will liaise with potential sponsors provided by the players
- This position will liaise with and have regular communication with committee members and players

Qualifications:

- Working With Children's Check

Accountability:

- The Player Sponsorship Coordinator is accountable to the Club President and general committee

Committee Member Name: _____

Committee Member Signature: _____ **Date:** _____