



FERNTREE GULLY EAGLES FOOTBALL CLUB



Est. 1892

Address: Ferntree Gully Recreation Reserve, Glenfern Road, FERNTREE GULLY VIC 3156
Phone: 03 9758 9880 | **Postal Address:** PO Box 1154, Mountain Gate VIC 3156 | **Website:** www.ferntreegullyfc.com
ABN: 23 661 342 448

Duties carried out at Ferntree Gully Eagles Football Club through out the Year:

1. General Committee and Executive Committee

- Attend Monthly Meetings
- Distribute agenda for upcoming meetings
- Take minutes at meetings
- Distribute minutes of meetings to Committee members
- Maintain and update Committee contact details

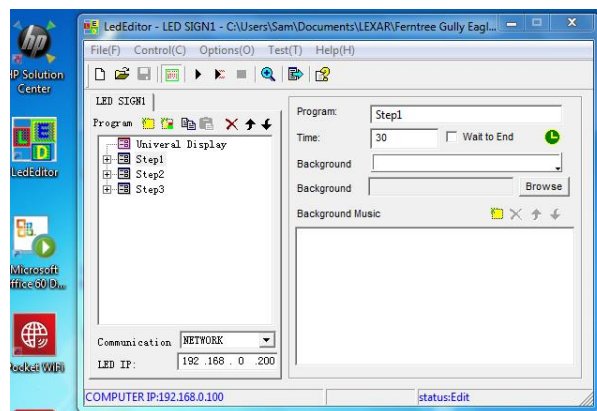
2. Australia Post Mail

- Check Post Office Box on a weekly basis during Football Season - Distribute mail accordingly



3. Electronic Scoreboard Message

- Update Electronic Scoreboard Message at all home games, this can be done via the clubs laptop computer via a WI-FI connection



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4. Knox Council

- Contact
 - Knox Council Contact is Robert Morton . Email Address: Robert.Morton@knox.vic.gov.au Phone Number: (03) 9298 8335
- Emails
 - Receive and Distribute e-mails from Knox Council on a weekly basis
- Forms
 - Complete and Submit Contact Listing form after AGM
 - Complete and Submit Seasonal Tenancy form at the start of the season this will be sent to you via e-mail
 - Complete and Submit Casual Booking form for use of grounds during the off season
 - Complete and Submit Application to Sub-let facilities form when someone wishes to use clubrooms for a private function

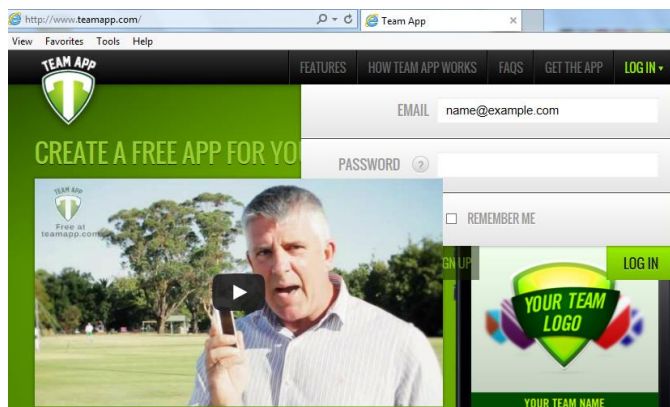
All these forms can be found on the Knox website at the following webpage address http://www.knox.vic.gov.au/Page/page.asp?Page_Id=268&h=1

5. Hotmail Account

- A hotmail account has been set-up for people to send e-mails too.

6. Team App

- The Team App account for Ferntree Gully Eagles Football Club has been set-up to access and update the app you will have to access the following web address:



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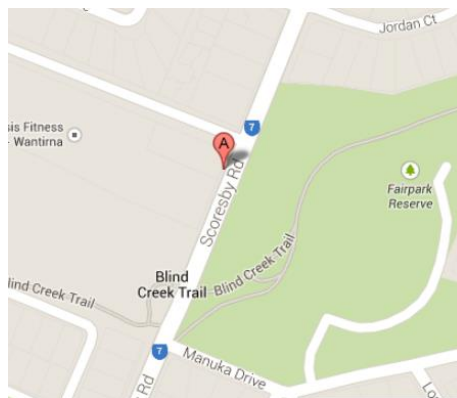


7. Twitter

- A twitter account has been set up for the Club Secretary and linked to the Team App the account can be accessed via your smart phone

8. Eastern Football League

- Emails
 - Receive and Distribute e-mails from the EFL on a weekly basis.
- EFL Mail Box
 - Check EFL Mail Box on a weekly basis during football season - located at EFL House (key provided) - Distribute mail accordingly



- EFL Player Registration / Transfer
 - These are both done through the EFL Sporting pulse website . You must register first with Sporting pulse and then link to the Ferntree Gully Football Club Account
 - Registrations have to be done by the individual player by giving them a Username and Password which can be obtained through the Member Database website.
 - Transfer from the club, a request will be sent via e-mail we have 7 days to either approve or decline the transfer . you can only decline a transfer if the player has club property (jumper) or owes money. This needs to be checked prior to approving Transfers from the club.
 - Transfer to the club, the player that wishes to transfer to the club must complete an EFL Registration and Transfer form. Then the Transfer is to be uploaded to the EFL Sporting pulse website.



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- Team Sheets
 - Selected Teams for the Under19s, Reserves and Seniors need to be inputted onto the EFL Sporting pulse website by 10am on a Friday and then Team Sheets need to be either emailed or given to team managers for Saturday games. You also have to place players in selected positions on the EFL Sporting pulse website.
- Notes for the Record
 - The notes for the record need to be written and sent to Ben Waterworth bwaterworth@efl.org.au at the EFL on a weekly basis throughout the season, by no later than Tuesday 12:00pm. The notes normally contain a brief description of the last round, a preview of the up coming round and notification of any upcoming functions, thankyou to sponsors and people that provide help.
- Collection of Records & New Footballs
 - The collection of Records and New Footballs for home games needs to be done on a Friday; these items can be collected from EFL house.
- Voting Cards
 - After each Under 19s, Reserves and Senior game you will receive 3 voting cards for the Best and Fairest award from each team these need to be collated and at the end of the year votes have to be calculated so trophy winners can be determined.
- Umpire Reports forms
 - Completed Umpire Report forms need to be collected from all 3 teams from Team managers / coaches after Saturday games and either faxed or handed in to the EFL by no later than 5pm Tuesday following the game.
- Senior Office Bearers form
 - The Senior Office Bearers form needs to be completed and submitted to the EFL after the AGM.
- Vilification Officer
 - Attend information sessions run by the EFL, become first point of contact for any complaints for our club and be liaison person for any complaints against our club. Objective of Vilification officer is to have the matter sorted out between the two parties without having to involve EFL.
- Tribunal Advocate
 - Act on behalf of the club as player advocate for any tribunal hearings involving our players. This is done on a Tuesday night, the EFL will advise you of the time of the hearing via e-mail.



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