

**Volunteer Job Descriptions**

**Rugby League 2020**

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# President

The President is the principal leader of the Club and primarily responsible for ensuring the Club sets and meets its goals and objectives, is administered according to the Club rules and completes all legal and compliance obligations.

### Responsible To

The President is elected by the club’s members and responsible for representing the views of the members.

### Responsibilities

The President/Chairperson should:

* Represent the club at local, regional, state and national levels
* Attend local League monthly meetings and be informed of all League activities and operations
* Act as a facilitator for club activities, understand the future directions and plans of the members
* Have a good working knowledge of the constitution, rules and the duties of all office holders and sub committees
* Keep up to date with Government Grants
* Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
* Define and document the Club culture and behaviours and continuously communicate them to members, players, coaches, supporters and volunteers

### Initial Duties

* Liaise with the Secretary and the Treasurer to ensure that the bank account signatories are changed as required
* Ensure all Club positions, roles and sub committees have regularly reviewed position descriptions or terms of reference

### Governance & Knowledge Management

* Ensure the Club has clearly defined goals and objectives with documented strategies and implementation plans on how they will be achieved
* Implement strong financial controls to protect the cash and assets of the Club, as well as the volunteers handling the cash
* Ensure that the committee receive regular and accurate financial reporting, budgets and cash flow projections
* Ensure compliance and legislative obligations are met
* Ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures

### Meetings and Communication

* Liaise with the Secretary to set the agenda for each committee and general meeting, including the

Club’s annual general meeting

* Chair and manage all committee meetings and the annual general meeting
* Regularly liaise with sub committees to ensure they receive assistance and support as needed
* Liaise with relevant stakeholders and ensure that relationships are maintained and nurtured
* Ensure committee members and team staff fulfil their responsibilities to the club

### Links and Resources

* <https://sportscommunity.com.au/>
* <https://www.cairns.qld.gov.au/goclubs/about-go-clubs>
* <https://www.playbytherules.net.au/>
* <https://www.bluecard.qld.gov.au/>
* <https://www.qld.gov.au/recreation>
* [https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and- regulations/associations-charities-and-non-for-profits/incorporated-associations](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations)

### Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President/Chairperson is XX hours per week. The President is appointed for a XX-year term.

# Secretary

The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and other stakeholders.

### Responsible To

The secretary is directly responsible to the President and the club members.

### Responsibilities

The Secretary should:

* Understand the League and Club rules, By Laws, Policies and Procedures, and legal and compliance obligations
* Manage, collect, review and disseminate the Club’s information and knowledge
* Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies.
* Read, reply and file all Club correspondence promptly
* Oversee and coordinate the Clubs communication strategy - including its website, email newsletters, and social media
* Keep up to date with the Club’s Insurance Policy

### Initial Duties:

* Notify stakeholders of any changes to key office holders
* Prepare the AGM minutes to authorise changes in signatories on Club bank accounts or utility accounts (water, gas, electricity)
* Submit the Annual Return of Associations to the Office of Fair Trading within 1 month of the AGM
* Lodge on behalf of the Club all reports and notices as required by the relevant Incorporated Associations Act
* Gain access to administration systems, social media, post boxes and facilities, and remove those that no longer require access

### Meetings:

* In conjunction with the President, schedule all committee meetings and general meetings (including AGM) as early as possible
* Prepare and circulate meeting agendas, supporting documentation and reports for consideration/discussion by the committee in accordance with the constitution/club rules
* Take the meeting minutes and circulate to the relevant people within 7 days
* If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club rules are met
* Maintain the minute book/folder of the Club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming that they are a true reflection of the meeting

### Knowledge Management

* Maintain a register of the latest version of all Club documentation including but not limited to the Club Constitution and Rules, strategic plan, all policies and procedures, by laws, position descriptions, subcommittee terms of reference, leases and titles, coach and player development programs
* Maintain a register of all marketing material relating to the Club’s activities (letterhead, logos,

posters, brochures/fliers etc)

* Ensure that all volunteers update their position descriptions and operating manuals, policies and procedures annually
* Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers

### Player and Team Administration

* Maintain the Club’s membership database including life members and sponsors
* Liaise with the Registrar to ensure that all players are registered and cleared to play in their nominated teams
* Liaise with the Registrar to ensure all player and coach clearances and transfers are processed in a timely manner
* Monitor WWC Blue Card accreditations and submit renewals or applications as required

### Estimated Time Commitment Required

The estimated time commitment required as the Secretary is XX hours per week. The Secretary is appointed for a XX-year term.

# Treasurer

The Treasurer is the chief financial management officer for the club. Duties include reviewing financial procedures and reporting, advising the Committee on current financial status and strategy and fundraising.

### Responsible To

The Treasurer is directly responsible to the President and the club members.

### Responsibilities

The Treasurer should:

* Keep up-to-date records of all transactions including evidence that all money received is receipted and banked in a timely manner, and provide documentation for all money that is paid out
* Ensure safe custody of money and prompt banking
* Prepare and distribute invoices or accounts for services rendered and pay bills as required
* Ensure that the Committee understands its financial obligations
* Ensure that the Club complies with tax regulations, such as GST, payroll tax and fringe benefits tax
* Generate a budget and monitor Club finances carefully
* Develop and maintain an asset register
* Prepare monthly financial reports for presentation to the Club/Committee meetings
* Ensure that all financial reports are understood by the Committee and Club members and copies are available upon request
* Prepare funding proposals for grants, special projects and sponsorship
* Work with the Secretary to acquit any successful grant applications
* Consider the use of online or cloud-based accounting programs to organise and monitor your finances - like Xero, MYOB, Wave
* Prepare and arrange the end of year Financial Audit - 1 Oct - 30 Sep annually
* Review all internal processes and reporting methods at least annually
* Produce an annual financial report
* Lodge returns with Australian Securities and Investments Commission (ASIC), the Office of Fair Trading and the Australian Tax Office (ATO).
* Keep the local League and QRL Club Support Manager abreast of any significant changes to the

Club’s financial situation throughout the year

### Initial Duties

Once elected to the role, the Treasurer should:

* Check details of all bank accounts and all signatories.
* Signatories will need to be changed following the Annual General Meeting - obtain the forms from the bank and take them to the AGM. Some banks will request a copy of the AGM minutes to verify the change of the Committee - liaise with the Secretary.
* Check details of credit cards or spending authorisations and organise for the return of all outstanding chequebooks or cards.
* Check who has the financial files and obtain all documents and budget information, including special events budgets and details of purchases. Obtain login or access codes for any online or cloud-based accounting programs – or create new logins if required.
* Make sure you have a master copy of your financial procedure manual and any previous financial audits.
* Organise for a briefing from the outgoing treasurer detailing any spending commitments or incomings not included in budget papers.
* Prepare a timeline of upcoming payments and dates when bills (insurance/rent/merchandise etc) are due.

### Financial Reporting

Treasurers are required to present monthly reports to the Club and Committee. These reports should outline the following:

 Cash Summary: a summary of the receipts and payments

 Aged Receivables: a summary of the money that is owed to the Club

 Aged Payables: a summary of the money that is owed by the Club

 Profit and Loss Statement: list of income and expenses on a monthly, quarterly or yearly basis

### Guideline of Accounts

For the purpose of preparing your audited Annual Financials, you may need to allocate your income and expenditure accounts to include but not limited to:

### Income (4-xxxx):

 Apparel/Merchandise Sales

 Bar Sales

 Canteen Sales

 Donations

 Fundraising / Raffles

 Gate Takings

 Grant Income

 Interest

 Registrations

 Sponsorship

 Sundry

### Cost of Goods (5-xxxx):

 Bar Purchases

 Canteen Purchases

### Expenditure (6-xxxx):

 Advertising

 Affiliation Fees

 Audit / Accounting Fees

 Bank Charges

 Club Events / Presentations

 Coaching Payments

 Donations

 Equipment

 Facilities Hire / Lease

 Fees / Permits

 First Aid

 Game Day Expenses

 Insurance

 Jerseys / Apparel

 Maintenance

 Merchandise

 Player Payments

 Referee Fees

 Representative Fees

 Stationary / Printing

 Training Courses

 Trophies

### Estimated Time Commitment Required

The estimated time commitment required as the Treasurer is XX hours per week. The Treasurer is appointed for a XX-year term.

# Registrar

The role of the Club Registrar is to supervise and be responsible for the proper registration of all players and volunteers with the club through My Sideline. This involves all elements of the registration process, including the conduct of sign-on days and the proper recording of individual details.

### Responsible To

The Registrar is directly responsible to the President and the club members.

### Responsibilities

The Registrar should:

* Plan and manage sign-on / registration days
* Maintain an up to date register of all players, team staff and volunteers
* Complete documentation for each player as required by the local League
* Manage the season set up and registration process for players, team staff and volunteers, following up on pending registrations as required
* Communicate transfers / clearances as soon as possible to the Local League
* Provide information as required to enable player records to be maintained
* Keep your Club committee informed of the status of registrations by providing a report at the scheduled Club meetings
* Be aware of legal privacy regulations and ensure the requirements are implemented
* Have a good understanding of local rules and regulations regarding representative or development squad transfers

### Initial Duties

Once elected to the role, the Registrar should:

* Obtain access to registration database
* Attend education/training sessions and utilize on-line training resources
* Liaise with Club Executive and Coaching Staff to plan opening of registrations
* Monitor transfers/clearances to ensure that they are only granted in accordance with QRL/local league rules

### Player Administration

* Provide information and support to players/caregivers on the on-line registration process
* Obtain all relevant details of players and update the database as required
* Ensure that original copies of birth certificates and other proof of age documents are available for each new player/member and upload to the database as required
* Obtain photographs for each new and current player, ensuring that photographs have currency of 12 months
* Assist players to complete online clearance requests as required and authorise the transfer on the Club’s behalf, keeping the Secretary informed of all player movements.
* Liaise with the Treasurer to ensure that player payments are received prior to commencement of the season

### Team Administration

* Ensure that all team staff/Committee/volunteers are registered, monitoring accreditations and WWC Blue Card expiry dates
* Assist Team Managers with utilising My Sideline Manager

### Estimated Time Commitment Required

The estimated time commitment required as the Registrar is XX hours per week. The Registrar is appointed for a XX-year term.

# Sponsorship Coordinator

The Sponsorship Co-ordinator is responsible for organising fundraising and sponsorship arrangements.

### Responsible To

The Sponsorship Co-ordinator is directly responsible to the President and the members of the club.

### Responsibilities

The Sponsorship Co-ordinator should:

* Develop (as part of the club strategic plan) in conjunction with the Club Committee the sponsorship packages
* Work with the Treasurer to develop a sponsorship budget, and meet set targets as part of the annual financial planning process
* Submit regular reports to the club committee
* Co-ordinate all sponsorship for all areas of the club
* Ensure all existing sponsors are contacted three months prior to the season commencement
* Seek out new sponsors to supplement existing sponsors
* Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season - Ensure all sponsorship agreements are honoured
* Maintain contact with all corporate sponsors throughout the season
* Maintain strong relationships with all Club sponsors.

### Initial Duties

* Become familiar with all Club sponsors and current agreements
* Make contact

### Time Commitment Required

The estimated time commitment required as the Sponsorship Co-ordinator is XX hours per week. The Sponsorship Coordinator is appointed for a XX-year term.

# Canteen Coordinator

The Canteen Coordinator is responsible for the proper management of the club’s canteen on match days and at other events and functions nominated by the Committee.

### Responsible to:

The Canteen coordinator is responsible to the President of the Club.

### Responsibilities and Duties

The Canteen Coordinator should:

* + Review and price all stock items to be sold in conjunction with the club president
	+ Co-ordinate with president or appropriate person for arrangement of pick up/delivery of all canteen items
	+ Ensure the canteen is regularly re-stocked throughout the season
	+ Supervise canteen staff as required and assist during busy periods
	+ Ensure that the correct food handling and hygiene practices are observed to prevent food spoilage and contamination
	+ Ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices
	+ Obtain, and account for any floats that are required from the club treasurer
	+ Monitor sales to ensure the canteen is not overstocked on certain items
	+ Be responsible for counting and recording the daily takings with one other person
	+ Maintain appropriate records as required by the club president/treasurer
	+ Ensure a pleasant working environment for the volunteers
	+ Be responsible for security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.

### Knowledge and Skills Required

Ideally the Canteen Coordinator is someone who:

* Can communicate effectively and has good interpersonal skills
* Is well organised and can delegate tasks
* Has knowledge of Health and Safety procedures
* Has knowledge of pricing and ordering food

### Estimated Time Commitment Required

The estimated time commitment required for a Canteen Coordinator is XX hours per week.

# Coaching Co-ordinator

The Coaching Co-ordinator is responsible for the management of the club’s coaching program, behaviours and performance and promoting the value of coaching within the club.

### Responsible To

The Coaching Co-ordinator is directly responsible to the NRL Game Development Officer, the Club President and the members of the club.

### Responsibilities

The Coaching Co-ordinator should:

* + In conjunction with the NRL, league/region/state, ensure all Club coaches hold appropriate qualifications and coordinate necessary accreditation opportunities
	+ Provide all relevant information to the Secretary/Registrar to ensure records of the Clubs coaches and coaching qualifications are maintained
	+ Maintain a thorough knowledge of the laws of the game
	+ Ensure there are enough coaches for the Club’s requirements
	+ Attend nominated games to assess coaching performance and meet regularly with coaches to discuss performance and provide feedback
	+ Support the Club’s coaches to identify age/skill appropriate drills
	+ Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner and enhance feelings of self confidence and self-esteem within the club coaches
	+ Encourage maximum participation from the club’s coaches
	+ Liaise with other allocated Club representatives regularly
	+ Continually seek out potential coaches and recruit whenever possible
	+ Constantly highlight the club’s support of the NRL National Code of Conduct and the NRL Safe Play Code

### Initial Duties

* + Ensure that there is enough equipment (balls, markers, jerseys, bottles etc) for each team for the upcoming season
	+ Ensure there is adequate training space for all teams - prepare a roster/schedule if required
	+ Ensure that all teams are allocated a coach for the upcoming season

### Time Commitment Required

The estimated time commitment required as the Coaching Coordinator is XX hours per week. The Coaching Coordinator is appointed for a XX-year term.

# Team Staff

Team staff consists of Coaches, Team Manager, LeagueSafe & First Aid Officer.

## Coach

The Coach is responsible for the development of player’s skills, as well as promoting positive attitudes to physical activity and sport in general.

### Responsible to:

The Coach is responsible to the President of the Club and all registered players.

### Responsibilities and Duties

The Coach should:

* + Attend accreditation courses as required and ensure that the WWC Blue Card is current
	+ Encourage players and team support staff to abide by and respect the NRL National Code of Conduct and Safe Play Code
	+ Encourage players to become involved in rugby league as a safe, healthy and enjoyable activity
	+ Introduce programs to improve player’s fitness levels for a healthier lifestyle
	+ Maintain a thorough knowledge of the laws of the game
	+ Encourage players to develop a proper attitude to competitiveness and foster Club spirit amongst all players and team staff
	+ Ensure that the coaching reflects the level of the competition being played
	+ Test, evaluate and refine each player’s individual skills and provide positive coaching advice/feedback
	+ Organise training and match days
	+ Liaise with the club’s Coaching Co-ordinator and support the coaching initiatives of the club, league/region/state

### Initial Duties

* + In the absence of a Team Manager, liaise with the Registrar to ensure that all players are correctly registered prior to training or playing
	+ Ensure that all qualifications/accreditations as required by the NRL, league/region/state are current
	+ Plan and prepare all training sessions using appropriate drills, and ensure that the necessary equipment (balls, markers etc) is available
	+ Ensure that field hardware (goal post protectors etc) are in place before the commencement of each training session
	+ Ensure all sanitization processes are adhered to
	+ Be punctual for all training sessions and games

### Game Day Requirements

* + In conjunction with the Team Manager, ensure all parents and players know when and where they are playing each week and ensure that players are correctly attired for each game
	+ Encourage maximum participation by all players and ensure that all players are treated fairly and equally - under no circumstances is the Coach to call instructions to his/her players during the game
	+ Always remain seated on the team bench - do not enter the field of play unless instructed by the referee

### Estimated Time Commitment Required

The Coach is appointed for 1 season.

Team Manager

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care at training and competition games.

### Responsible to:

The Team Manager is responsible to the President of the Club.

### Responsibilities:

The Team Manager should:

* + Liaise with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions
	+ Adjudicate any problems that may arise amongst team members, parents, the coach and supporters
	+ Encourage maximum participation by all players and see that no player is treated unfairly
	+ Act as liaison officer between the club and the team, represent the team at all club meetings
	+ Liaise with the Registrar to ensure that appropriate information has been supplied by each player and obtain an updated list of registered players prior to training or playing
	+ Ensuring all sanitisation processes are adhered to, equipment is safe, the first aid kit is ready for use and the players have their own drink bottle
	+ Ensure that all welfare and safety requirements for the team are met
	+ Receive money from players for fees, uniforms, fundraising and any club functions - liaise with the Treasurer to provide a receipt for all monies received, handing the money to the treasurer as soon as possible
	+ Ensure only registered players take the field to train or play
	+ Distribute to players and coaches any club correspondence

### Game Day Duties:

* + Ensure that all players are correctly registered prior to their first game
	+ Be responsible for all club gear given to the team and ensure its prompt return at the end of the season
	+ Ensure all parents and players know when and where they are playing each week
	+ Arrange for team jerseys to be washed each week and ensure that they are available for the next game
	+ Ensure that all players are correctly attired for each game
	+ Ensure the score card/match sheet and any other rules/regulations of the competition are completed/carried out as required
	+ Always remain seated on the team bench - do not enter the field of play unless instructed by the referee
	+ Under no circumstances call instructions to players during the game

### Estimated Time Commitment Required

The Team Manager is appointed for 1 season.

## LeagueSafe / First Responders

There are two clearly defined match day roles for on-field safety: LeagueSafe Trainer and First Responder. Each role has the primary objective of keeping participants safe. Matches cannot commence until the required on-field personnel are available.

### Minimum Requirements:

### Responsibilities:

* + Must have completed the appropriate NRL course and hold a current NRL accreditation (minimum age for LeagueSafe is 14 years, minimum age for First Responders is 18 years)
	+ Must always wear the designated coloured shirt and appropriate enclosed footwear
	+ Must access the field from an onside position and return immediately to their team’s bench area as soon as possible after fulfilling their duties - not stay on the field or walk along the sideline
	+ Are not allowed on the field of play after the referee has ordered a scrum until the ball has emerged and the team is in possession
	+ Any water runner that is sent from field for breaching any of these rules will not be permitted to re-enter the field of play for the duration of the game
	+ Are bound by the NRL’s On-Field Policy and Code of Conduct

### LeagueSafe Trainer - Yellow Shirt:

Field of play access for LeagueSafe Trainers during a match varies depending upon the age group:

**U6 - U12’s:** maximum of one (1) LeagueSafe trainer is permitted on the field of play at the following times only:

* After a try has been scored
* During a time out called by the Referee
* In the event of an injury, a LeagueSafe trainer can attend to the injured player until the First Responder arrives

**U13 and above:** maximum of two (2) LeagueSafe trainers are permitted to access the field of play at the following times only:

* After a try has been scored
* During a time out called by the Referee;
* In the event of an injury, a LeagueSafe trainer can attend to the injured player until the First Responder arrives
* When their team is in possession of the football to conduct interchange and to provide water only

### First Responders

* Must remain seated on the team bench and cannot enter the field of play until there is a break in play; or unless summoned by the Referee
* Must administer first aid and/or offer advice to injured or ill players
* Maintain accurate records in relation to player medical advice cards, injurie management and return to play provisions
* Assist an injured/ill player on and off the field of play at training and/or game
* Assist by observing and monitoring players during play as well as those who have been removed from the field of play through injury/illness
* Should further assistance be required by the Sports Trainer, he/she should seek the attention of either the Referee or Touch Judge who will stop play immediately as they become aware of situation
* All assessed injuries and illnesses must be recorded in accordance with the NRL injury reporting guidelines
* Shall determine at their discretion whether a player should continue in a match
1. ***League First Aid - Green shirt:*** the minimum accreditation required for U6 to U15 teams, and are permitted on the field of play at the following times:
	* After a try has been scored
	* During a time out called by the referee
	* In the event of an injury
2. ***Level 1 Sports Trainer - Blue Shirt*:** the minimum accreditation required for U16 to opens teams and:
	* Has unlimited access to attend an injured/ill player and to administer water
	* Is not allowed or permitted to carry, convey or deliver messages
	* Must assist an injured/ill player on the field in the absence of a Level 2 Sports Trainer or when more than one accredited Sports Trainer is needed
3. ***Level 2 Sports Trainer – Orange shirt:*** maximum accreditation required for all teams and:
	* Is the most senior person within the Sports Trainers team and will supervise all on field personnel including LeagueSafe.
	* Will make the final decision on a player’s welfare in the absence of a medical professional - Coaches/Administrators/ Players must always comply with the decision of the Level 2 Sports Trainer
	* All directions given to on field personnel by the Level 2 Sports Trainer must always be adhered to

### Estimated Time Commitment Required

The LeagueSafe/First Responder is appointed for 1 season.