



Roles and Responsibilities

Defining the responsibilities, authority and accountability of Club volunteers and office bearers

Document owner	Southlakes Roosters Junior Rugby League Football Club Executive Committee
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Volunteer requirements: All adult volunteers working with children, and any other person required by law or NSWRL requirements, must hold a current Working with Children Check verified by the Club. Volunteers are expected to follow the requirements relevant to their role, including applicable Club, NRL and NSWRL child-safety policies and codes of behaviour. The Club will provide access to the relevant information, training and support.

Supporting our volunteers: Southlakes Roosters is run by volunteers. Volunteers are expected to act reasonably, follow the guidance relevant to their role and ask for help when they are unsure. They are not expected to have legal, investigative, or specialist child-protection expertise or to manage serious matters alone. The Club will support volunteers who act honestly and in good faith, provide reasonable guidance, and refer matters to NSWRL or another appropriate authority when they are beyond the volunteer's role or experience.

How to read these role descriptions: The duties listed are a guide to the normal focus of each role. A volunteer is not expected to personally complete every listed activity or to provide professional advice outside their skills or qualifications. Priorities and responsibilities should be agreed with the Executive Committee and may be shared with other volunteers.

The heading "Responsible To" describes the usual reporting and support relationship for the role. It does not create an employment relationship or make the volunteer personally responsible for guaranteeing the performance of the Club, another volunteer or a particular outcome.

Where an NRL, NSWRL or competition process applies, the volunteer's role is generally to provide the required information, follow that process and seek assistance where needed.

Club contacts: These addresses may be used to raise a Club matter or request assistance. Serious, complex, conflicted or child-safeguarding matters may also be referred directly to NSWRL through the applicable reporting pathway.

President: president@southlakesroosters.com.au
Secretary: secretary@southlakesroosters.com.au

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PRESIDENT / CHAIR

The President/Chair coordinates the Club's governance with the support of the Executive Committee and other volunteers. The President should encourage a balanced Committee with a range of skills and experience and seek assistance where specialist advice or additional support is required.

Responsible To

The President is elected by the Club's members and responsible for representing the views of the members.

Duties

- Be fair, reasonable, and considerate towards the feelings and expectations of all Club members.
- Demonstrate impartiality and provide clear direction while setting an example for others to follow.
- Function as an effective Chairperson, promoting focused discussions and demonstrating a sound knowledge of meeting procedures.
- Represent the Club positively and professionally at League, Regional, State, and National levels.
- Stay well informed about all Club activities and ensure clear communication of responsibilities delegated to Committee members and office bearers.
- Maintain a thorough understanding of the Club's Rules, Constitution, and the responsibilities of all Committee members.
- Ensure the Club's financial management remains on track and oversee its planning and budgeting processes.
- Provide leadership that keeps the Club positive and progressive, while upholding its aims and objectives.
- Chair all Committee Meetings and the Annual General Meeting.
- Support the Executive Committee to consider significant Club risks and follow relevant NRL, NSWRL, venue and event-sanctioning requirements.
- Be prepared to make tough decisions in the best interest of the Club.
- Promote the NRL National Code of Conduct and refer disciplinary matters through the applicable Club or NSWRL process.

Helpful skills and experience

- Effective communication skills.
- Knowledge of the Club's operations, goals, and plans.
- Understanding of the Constitution, Club policies and procedures.
- An awareness of government grant opportunities and external developments affecting the Club.
- Well-developed decision-making skills and the ability to facilitate effective discussions.
- Leadership qualities that inspire trust and respect among Club members.

Notes

The President/Chair is vital for ensuring the ongoing good governance of the Club. They must foster a balanced Committee with a diverse range of skills and expertise to support the Club's objectives.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

VICE PRESIDENT

The Vice President is a key supporting leader within the Southlakes Roosters Junior Rugby League Football Club (the Club). The Vice President acts as a deputy to the President/Chair, providing leadership and ensuring continuity and effectiveness in their absence.

Responsible To

The Vice President is elected by the Club's members and collaborates closely with the President/Chair to represent the views of the members.

Duties

- Be fair, reasonable, and considerate towards all Club members.
- Support the President/Chair in providing clear direction and setting a positive example for others to follow.
- Be prepared to chair meetings and manage discussions in the absence of the President/Chair, ensuring effective decision-making and governance.
- Represent the Club positively and professionally at League, Regional, State, and National level events as required.
- Stay well-informed about all Club activities and assist in their coordination and communication.
- Help ensure the delegation of responsibilities to Committee members and office bearers is clear, communicated, and followed through.
- Maintain a sound understanding of the Club's Rules, Constitution, and the responsibilities of Committee members.
- Step into the President/Chair's role as needed, including making decisions or coordinating situations on behalf of the Club.
- Promote a positive and progressive Club culture, ensuring the objectives and aims of the Club are respected and observed.
- Assist the President and Executive Committee with practical risk matters and relevant NRL or NSWRL processes when requested.

Helpful skills and experience

- Effective communication skills.
- Understanding of the Club's operations, goals, and plans.
- Familiarity with the Constitution, Club policies and procedures.
- A supportive and collaborative approach to leadership.
- Well-developed decision-making skills and the ability to step into a leadership role when required.
- A professional demeanour when representing the Club at various levels.

Notes

The Vice President plays a critical role in supporting the President/Chair. They act as a key leader and collaborator within the Committee, fostering teamwork and continuity.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

SECRETARY

The Secretary is the key administrative officer of the Club. This role is central to the efficient management of the Club's operations and acts as the coordinating link between members, the Committee, and other stakeholders.

Responsible To

The Secretary is directly responsible to the President/Chair and the Club's members.

Duties

- Prepare agendas, reports, and documentation for all Committee meetings in consultation with the President/Chair, and ensure adequate notice is sent to attendees.
- Take minutes at all meetings, including the Annual General Meeting (AGM), and distribute them promptly.
- Maintain accurate records of correspondence, financial reports, minutes, competition details, and other key documentation.
- Function as the liaison between the Club, the League/Region/State, and other stakeholders, ensuring that all correspondence is acknowledged, distributed, and followed up as needed.
- Maintain up-to-date knowledge of the Club's Constitution, rules, and League/State regulations, and communicate important matters to the Committee and members.
- Function as the Public Officer for all correspondence relating to the Department of Fair Trading and other government agencies.
- Support communication and recordkeeping across Club portfolios, noting that each portfolio coordinator manages their agreed activities.
- Provide guidance and support to the Committee and other office bearers, ensuring collaboration and effective communication.
- Maintain currency and relevance of the information on the Club website.
- Share relevant NSWRL or competition updates with the appropriate Club officers and assist with follow-up where required.
- Encourage and support all members to respect and follow the NRL National Code of Conduct.

Helpful skills and experience

- Effective communication skills.
- Well-organised, meticulous, and capable of delegating tasks.
- Maintain confidentiality on sensitive matters.
- Possess a good working knowledge of the Club's Constitution, rules, and League/State regulations.

Notes

The Secretary is also responsible for safeguarding the Club's brand image, ensuring all logos, designs, and trademarks are used in accordance with Club policy. This role is critical to maintaining the Club's professionalism and smooth operations.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

TREASURER

The Treasurer ensures responsible stewardship of the Club's finances. This role involves maintaining accurate financial records, preparing financial reports, and overseeing the Club's cash flow, investments, and audits. The Treasurer helps the Club meet applicable financial and reporting requirements and should seek professional or external advice where a matter is outside their experience or authority.

Responsible To

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

Duties

- Prepare and carefully monitor the Annual Budget and present a Variance Report to the Committee.
- Provide monthly financial reports to the Committee (usually at each meeting).
- Prepare annual financial statements for presentation to the auditors, AGM, District League, and the Department of Fair Trading.
- Submit Business Activity Statements when required.
- Oversee the Club's cash flow, including maintaining petty cash.
- Keep the Committee informed of the Club's financial position, trends, and concerns.
- Prepare and distribute invoices for services rendered and ensure timely payment of bills.
- Issue receipts and deposit all received funds promptly.
- Ensure proper record-keeping of financial transactions.
- Be a signatory on the Club's accounts, alongside at least one other person.
- Ensure only authorised members handle, deposit, or manage Club funds.
- Manage the investment program and invest surplus funds appropriately.
- Ensure the acquittal of government and/or Council grants and submit necessary financial statements.
- Manage payroll and income tax for employees, if applicable.
- Negotiate with financial institutions for any overdrafts, loans, or other financial facilities on behalf of the Committee.

Helpful skills and experience

- Strong organisational skills and the ability to maintain accurate financial records.
- A solid understanding of accounting principles and financial procedures.
- A background or experience in financial management or accounting.
- The ability to communicate financial information clearly and ensure the Committee understands the Club's financial status.

Note

The Treasurer plays a crucial role in ensuring the financial health of the Club. The accuracy, transparency, and accountability of all financial practices are vital in maintaining the trust of the Committee, Club members, and external stakeholders. Compliance with relevant regulations and guidelines is paramount to the integrity and sustainability of the Club's finances.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

JUNIOR VICE PRESIDENT

The Junior Vice President is an executive leadership role focused on supporting the effective operation of the Club, with particular emphasis on player advocacy, NSWRL policy and procedure, and the planning and coordination of key activities across the rugby league season.

Responsible To

The Junior Vice President is directly responsible to the President and the Club members.

Duties

- Support the President and Secretary in navigating and applying relevant NSWRL, NRL and competition policies, procedures, by-laws and administrative requirements.
- Act as an advocate for junior players.
- Assist the President and Secretary with operational matters requiring interpretation of policy, process or competition requirements.
- Help develop and maintain the Club's operational timeline, identifying key dates, deadlines and activities from pre-season planning and registrations through to grading, competition, finals, presentation and end-of-season close-out.
- Support coordination and follow-up of key seasonal activities to help ensure responsibilities are understood and deadlines are met.
- Assist with player-related matters, including pathways, transfers, movement between teams and other participation matters, in conjunction with the Registrar and relevant Club officers and in accordance with applicable policy.
- Provide practical operational support to the President, Secretary and Committee as required, including liaison with team officials and Club portfolio holders.
- Promote consistent application of Club and NSWRL processes and support clear communication of requirements to members and volunteers.
- Represent the Club at meetings or forums when delegated by the President or Secretary.

Helpful skills and experience

- Strong communication, organisational and problem-solving skills.
- A sound working knowledge of Club operations and a willingness to develop detailed knowledge of NSWRL/NRL policies, procedures and competition requirements.
- Ability to interpret policy and procedural information and explain requirements clearly to others.
- A player-focused, fair and practical approach to decision-making and advocacy.
- Ability to work collaboratively with the President, Secretary, Registrar and other Club officials.

Note

The Junior Vice President is an Executive Committee position with a broad, player-focused remit. The role supports continuity across the rugby league season and may take responsibility for specific projects, operational priorities or representative duties as agreed by the Executive Committee.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

REGISTRAR

The Registrar coordinates player and volunteer registrations and assists the Club to follow relevant NSWRL registration requirements. Familiarity with online registration systems is helpful, and guidance can be provided.

Responsible To

The Registrar is directly responsible to the Secretary and the Club members.

Duties

- Plan, coordinate, and manage Club registration at the start of each season.
- Check players are registered on the online registration platform (MySideline).
- Verify and upload birth certificates or other proof-of-age documents for players where required by NSWRL registration processes
- Check photographs for all players and volunteers are uploaded to their respective MySideline member records.
- Confirm that all adult coaches, managers, sports trainers and other volunteers undertaking child-related roles have provided their full name, date of birth and current Working with Children Check number.
- Verify each volunteer's Working with Children Check through the Office of the Children's Guardian Employer Portal before they commence in a child-related role. Record the verification outcome and expiry date securely and repeat the verification when the Check is renewed.
- Prepare and distribute lists of players and volunteers for each team to the team manager.
- Check coaches, managers, sports trainers, and volunteers are registered on MySideline.
- Allocate all registered coaches, managers, sports trainers, and volunteers to their appropriate team squad lists in MySideline.
- Maintain a working knowledge of the NSWRL Transfer Policy and NRL National Clearance Policy and follow the applicable player movement requirements, seeking guidance where required.
- Check Team Managers have access to their team lists and player/team staff identification through www.manager.mysideline.com.au.
- Maintain up-to-date records of all players and volunteer registrations and transfers.
- Keep the Club committee regularly informed of the status of registrations.
- Take reasonable steps to handle registration information securely and in accordance with applicable privacy, NSWRL and Club requirements, and seek guidance where required.

Helpful skills and experience

- Effective communication skills.
- Highly organised with the ability to manage tasks effectively.
- Familiarity with Microsoft applications and experience working with online registration platforms preferred.
- Ability to consult with external stakeholders and other relevant organisations.

Note

The Registrar plays a vital role in ensuring the smooth operation of the Club by coordinating registrations and ensuring compliance with policies. Attention to detail, strong organisational skills, and a willingness to learn and use relevant registration systems are essential to successfully fulfilling this role.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

ASSISTANT SECRETARY (MINIS)

The Assistant Secretary (Minis) is a non-executive support role focused on assisting the Secretary with Club administration and the coordination of the Club's Mini League program. The role helps ensure families, team officials and volunteers in the Mini age groups receive timely information and practical support throughout the season.

Responsible To

The Assistant Secretary is appointed by the Committee and is responsible to the Secretary. This is a non-executive position and does not exercise the governance or decision-making authority of the Secretary or Executive Committee.

Duties

- Support the Secretary with day-to-day administrative tasks and correspondence as delegated.
- Provide a dedicated point of administrative support for the Club's Mini League program and assist with communication to Mini team officials and families.
- Assist with coordinating key Mini program activities across pre-season, the regular season and end-of-season periods.
- Help Mini coaches and team managers understand Club processes, key dates, requirements and available support, referring policy or governance matters to the Secretary as required.
- Assist with Mini-related meetings, information sessions, gala days, events and other activities as requested.
- Work with the Registrar, Coaching Coordinator, Team Support Coordinator and other portfolio holders to support the smooth operation of Mini teams.
- Maintain appropriate records and provide relevant information to the Secretary for inclusion in Club records and communications.
- Escalate complaints, conduct matters, safeguarding concerns or issues requiring formal Club action to the Secretary, President or appropriate Club officer rather than attempting to determine the matter independently.
- Support a welcoming and positive introduction to junior rugby league for new and returning Mini players and families.

Helpful skills and experience

- Strong organisational and communication skills.
- An approachable, supportive and practical manner when working with families and volunteers.
- Ability to manage administrative tasks accurately and maintain confidentiality where required.
- An understanding of, or willingness to learn, Club and NSWRL processes relevant to Mini League.
- Ability to work collaboratively and recognise when a matter needs to be referred to the Secretary or another Club officer.

Notes

The Assistant Secretary (Minis) supports the Secretary but does not replace the Secretary's formal responsibilities under the Club Constitution or relevant legislation. The role is intended to strengthen operational support for the Mini program and reduce the administrative burden on the Secretary.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

SOCIAL MEDIA COORDINATOR

The Social Media Coordinator is responsible for coordinating the Club's online presence across all platforms, ensuring effective communication with members and the broader community. This role plays a vital part in engaging supporters, promoting Club activities, and enhancing the Club's brand and image.

Responsible To

The Social Media Coordinator is directly responsible to the Secretary and the Club members.

Duties

- Develop and implement a social media plan aligned with the Club's goals and brand.
- Manage the Club's social media accounts, including creating, scheduling, and publishing routine posts on platforms like Facebook, Instagram, and others.
- Work closely with the Sponsorship Coordinator to promote sponsorships and partnerships.
- Develop and maintain a content calendar to ensure consistent and timely updates about Club events, games, and achievements.
- Engage with followers by responding to comments, messages, and enquiries in a professional and friendly manner.
- Monitor social media performance and provide regular updates to the committee, including engagement metrics and growth reports.
- Collaborate with other committee members to share important announcements, game results, and community news.
- Create engaging content such as graphics, videos, and photos to enhance posts and promotions.
- Stay informed about emerging social media trends and tools to enhance the Club's digital presence.
- Ensure compliance with privacy laws, and NSWRL and Club policies in all social media activities.

Helpful skills and experience

- Strong knowledge of social media platforms, including content creation, posting, and analytics.
- Proficiency in graphic design tools (e.g., Canva) and scheduling tools (e.g. META).
- Excellent written and verbal communication skills.
- Creativity and an eye for visually engaging content.
- Ability to collaborate with committee members and sponsors.
- Strong organisational skills and ability to manage multiple tasks simultaneously.
- Familiarity with social media trends and best practices.

Note

The Social Media Coordinator plays a key role in shaping the Club's reputation and fostering engagement with members and the community. They should act professionally and positively when representing the Club.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

SPONSORSHIP COORDINATOR

The Sponsorship Coordinator is responsible for coordinating the Club's sponsorship program. This role involves fostering positive relationships with existing sponsors, attracting new sponsors, and ensuring sponsorship agreements are executed effectively to create value for both the Club and its supporters.

Responsible To

The Sponsorship Coordinator is directly responsible to the President and the Club members.

Duties

- Develop and implement a sponsorship plan aligned with the Club's financial and community objectives.
- Identify and cultivate relationships with local businesses and organisations as potential sponsors.
- Design sponsorship packages, outlining benefits such as signage, event exposure, and online recognition.
- Maintain regular communication with sponsors to ensure satisfaction and build long-term relationships.
- Coordinate sponsorship invoicing with the Treasurer and ensure prompt payments.
- Fulfill all commitments in sponsorship agreements, including event promotion, advertising, and other deliverables.
- Collaborate with other Committee members to integrate sponsorship efforts into Club events, programs, and marketing activities.
- Maintain accurate records of sponsorship agreements, payments, and deliverables.
- Provide regular reports to the Committee on sponsorship performance and new opportunities.
- Recognise and thank sponsors publicly through events, social media, and newsletters.
- Stay informed about sponsorship trends and explore innovative ways to engage sponsors.

Helpful skills and experience

- Communication and interpersonal skills to build and maintain relationships.
- Organisational skills and attention to detail.
- Ability to develop creative and attractive sponsorship packages.
- Positive, enthusiastic, and innovative mindset.
- Experience in sponsorship management is an advantage.
- Familiarity with financial processes and budgeting is beneficial.

Note

The Sponsorship Coordinator is a key contributor to the Club's financial sustainability and community engagement. Building long-term, mutually beneficial relationships with sponsors is critical for enhancing the Club's reputation and ensuring continued support.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

MERCHANDISE COORDINATOR

The Merchandise Coordinator is responsible for coordinating the Club's merchandise and apparel. The role is vital in ensuring the Club is professionally presented while also contributing to revenue generation through merchandise sales.

Responsible To

The Merchandise Coordinator is directly responsible to the Secretary and the Club members.

Duties

- Conduct a detailed stocktake of all team apparel and merchandise at the start of the season.
- Assess requirements for new uniforms, training gear, and merchandise; liaise with the Secretary to obtain quotes and place orders.
- Ensure all on-field apparel complies with the NSWRL Licensing Program, including design and branding regulations.
- Distribute existing uniforms and training gear to Team Managers for allocation to players and staff.
- Maintain accurate records of all uniforms and merchandise issued to players and Club officials.
- Coordinate the design requirements for uniforms and other Club clothing in conjunction with the Secretary.
- Ensure sponsorship logos and other obligations are correctly displayed on apparel as per Sponsorship Agreements.
- Manage orders for additional Club-branded clothing and merchandise as approved by the Committee.
- Organise the collection of uniforms and equipment at the end of the season, ensuring they are accounted for and returned in good condition.
- Arrange the safe storage of Club uniforms, apparel, and equipment during the off-season.
- Promote Club merchandise to players, members, and supporters to maximise sales and engagement.
- Provide regular updates to the Committee on stock levels, sales performance, and any upcoming needs or issues.

Helpful skills and experience

- Organisational skills and attention to detail.
- Ability to manage inventory and track orders effectively.
- Willingness to learn the licensing and compliance requirements for sports uniforms.
- Creativity and initiative to promote merchandise effectively.
- Basic financial knowledge to track sales and expenses is an advantage.

Note

The Merchandise Coordinator plays a key role in ensuring the Club presents itself professionally on and off the field. The coordinator's efforts in coordinating and promoting merchandise directly contribute to the Club's image, culture, and revenue streams.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

CANTEEN COORDINATOR

The Canteen Coordinator is responsible for coordinating the Club's canteen operations during match days, events, and other functions nominated by the Committee. This includes ensuring compliance with health and safety standards, coordinating stock, and maintaining accurate financial records.

Responsible To

The Canteen Coordinator is directly responsible to the President and the Club members.

Duties

- Obtain all relevant OH&S and safe food handling/preparation procedures and guidelines.
- Order all food, drink, and other necessary items to stock the canteen at the beginning of the season.
- Coordinate the pickup or delivery of canteen supplies as required.
- Review and confirm all insurance arrangements for the canteen prior to the start of the season.
- Regularly re-stock the canteen throughout the season to meet demand.
- Supervise canteen volunteers and assist during peak trading periods.
- Ensure that all canteen volunteers are familiar with correct food handling and hygiene practices.
- Obtain, and account for, floats required from the Treasurer or President.
- At the end of each day's trading, count and balance takings in conjunction with the Treasurer or another designated Committee member.
- Maintain accurate financial and inventory records as required by the Committee.
- Ensure that the canteen, equipment, and its contents are always secure.
- Monitor and maintain the BBQ and other equipment to ensure safe and proper working conditions.
- Keep the Committee informed of all relevant matters, including stock levels, sales performance, and equipment needs.
- Ensure a pleasant and positive working environment for all volunteers.

Helpful skills and experience

- Organisational and time management skills.
- Ability to communicate effectively and delegate tasks as needed.
- Willingness to learn health and safety procedures, particularly in food handling.
- Familiarity with pricing, stock management, and ordering processes.
- Basic financial management skills to handle cash and maintain records.
- Positive people skills to manage volunteers and interact with members.

Notes

The Canteen Coordinator plays a critical role in ensuring the smooth operation of match day and event catering while supporting the Club's financial objectives. Maintaining compliance with health regulations and fostering a team environment among volunteers is essential to the success of this role.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

COACHING COORDINATOR

The Coaching Coordinator is responsible for coordinating the Club's coaching program and promoting the value of coaching within the Club.

Responsible To

The Coaching Coordinator is directly responsible to the President and the Club members.

Duties

- Recruit coaches to meet the Club's requirements across all age groups.
- Provide clear information to coaches to help them organise their teams and meet Club requirements.
- Support the accreditation and education of the Club's coaches.
- Arrange and coordinate training sessions, including selecting appropriate locations, dates, and times.
- Foster a positive Club spirit among coaches and encourage sportsmanship.
- Meet regularly with coaches to discuss performance, provide feedback, and support their development.
- Consult with Committee members to ensure alignment with Club objectives and updates on coaching matters.
- Promote and uphold the NRL National Code of Conduct and the NRL SafePlay Code within the coaching program.
- Participate in the NRL Coach Coordinator Program to enhance Club coaching practices.

Helpful skills and experience

- Leadership and motivational skills.
- Effective communication and interpersonal skills.
- Ability to evaluate coach performance and provide constructive feedback.
- A sound understanding of modern coaching principles.
- Familiarity with the NSWRL rules and regulations, and the Club's overarching philosophy.
- Organisational skills to manage multiple coaching responsibilities effectively.
- A willingness to maintain or improve personal coaching accreditation levels.

Notes

The Coaching Coordinator plays a vital role in upholding and improving the standards of coaching within the Club. By supporting, mentoring, and educating coaches, this position ensures that players receive quality training in a positive, inclusive environment. For additional coaching resources, visit <https://www.playrugbyleague.com/coach>

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

TEAM SUPPORT COORDINATOR

The Team Support Coordinator is responsible for the training and retention of the Club's team managers and volunteers.

Responsible To

The Team Support Coordinator is directly responsible to the Secretary and the Club members.

Duties

- Assess the Club's volunteer needs, considering both regular operations and dedicated events.
- Organise team manager orientation and ongoing training sessions.
- Establish and maintain a communications program to keep team managers and volunteers informed of Club activities and updates.
- Provide ongoing support and feedback to team managers and volunteers, ensuring their satisfaction.
- Coordinate recognition of team managers and volunteers through initiatives such as Club awards and NSWRL Volunteer Awards nominations.
- Maintain records of team managers and volunteer contributions and submit regular reports to the Secretary and Committee.
- Help team managers and volunteers understand the Club's policies, available guidance and the requirements relevant to their roles, referring significant concerns to the Secretary or President.
- Organise the reimbursement of approved out-of-pocket expenses for team managers and volunteers.

Helpful skills and experience

- Communication and interpersonal skills.
- Positive, enthusiastic, and approachable.
- Excellent organisational skills.
- Understands the principles of volunteer recruitment, training, and retention.
- Maintain strong relationships within the Club and with external stakeholders.

Notes

The Team Support Coordinator plays a pivotal role in building a supportive and collaborative community within the Club. By empowering team managers and volunteers, the coordinator ensures the Club has the human resources necessary to thrive.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

EVENT & FUNDRAISING COORDINATOR

The Event & Fundraising Coordinator is responsible for planning, organising, and executing the Club's social and fundraising events throughout the year/season. These events foster community spirit, celebrate achievements, raise funds and awareness, and engage members and supporters.

Responsible To

The Event & Fundraising Coordinator is directly responsible to the Secretary and the Club members.

Duties

- Plan and coordinate Club social and fundraising events for the season, such as Come and Try Day, Season Launch, Sponsor Events, Presentation Days, End of Year Events.
- Consult with the Social Media Coordinator and Sponsorship Coordinator to promote events effectively through various channels.
- Collaborate with the Treasurer to develop and adhere to budgets for all planned events.
- Help arrange venues, permits and supplies, with support from the Committee and other volunteers.
- Coordinate catering, entertainment, and other event coordination to ensure smooth execution.
- Maintain a calendar of events and provide regular updates to the Committee and members.
- Gather feedback from attendees to evaluate and improve events in the future.
- Help events operate consistently with the Club's values, applicable codes and any NSWRL conditions of approval, and raise concerns with the Executive Committee.

Helpful skills and experience

- Communication and people skills.
- Positive, enthusiastic, and approachable.
- Excellent organisational and time-management skills.
- Demonstrates the ability to motivate and inspire volunteers.
- Ability to delegate tasks effectively and work collaboratively with others.
- Has experience in event planning or coordination (preferred but not essential).

Notes

The Event & Fundraising Coordinator plays a crucial role in creating a vibrant and engaging Club atmosphere. Through effective planning and execution of events, the coordinator fosters community spirit and strengthens relationships among players, members, and supporters.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

MEMBER PROTECTION INFORMATION OFFICER (MPIO)

The Member Protection Information Officer (MPIO) is a non-executive, impartial point of contact for members seeking information about member protection concerns, complaints processes, rights, responsibilities and available options.

Responsible To

The MPIO is appointed by the Committee and operates independently of the Executive Committee. The MPIO may provide information to the President, Secretary or other appropriate complaint handler where required by policy but must remain impartial and avoid actual or perceived conflicts of interest.

Duties

- Provide an impartial point of contact.
- Listen to concerns and provide information about relevant Club, NRL and NSWRL policies, complaint procedures and available options.
- Maintain neutrality and treat all parties respectfully, without taking sides, judging the merits of a complaint or providing personal opinions about the outcome.
- Do not investigate complaints, interview witnesses for the purpose of determining facts, mediate disputes, impose outcomes or act as the Club's decision-maker on a complaint.
- Recognise conflicts of interest and refer the person to another appropriate MPIO, NSWRL or other suitable contact where impartiality cannot be maintained.
- Maintain confidentiality subject to legal, safeguarding and mandatory reporting obligations.
- Promptly refer concerns involving the safety or wellbeing of a child through the appropriate NSWRL or statutory pathway.
- Promote awareness of the MPIO role and ensure members know how to contact the Club's MPIO.
- Have access to current NRL and NSWRL member-protection and safeguarding guidance and seek advice when required.

Helpful skills and experience

- Willingness to complete the recognised Member Protection Information Officer training pathway:
 - Part 1 online MPIO training through the Sport Integrity Australia eLearning Hub (SIA EDGE), followed by
 - Part 2 MPIO workshop/webinar recognised in NSW.
- Ability to remain impartial, maintain confidentiality and manage sensitive information appropriately.
- Working knowledge of relevant NRL/NSWRL member protection and safeguarding policies and applicable reporting obligations.

Note

The MPIO is a support and information role that must remain neutral and separate from complaint investigation. For this reason, the Club's MPIO is a non-executive position and should not hold a role that creates an actual or perceived conflict with their obligation to remain impartial. Where a conflict exists, the matter should be referred to another appropriate MPIO or external pathway.

If the Club's MPIO position is vacant, unavailable or affected by a conflict, refer to the NSWRL MPIO at mpio@nswrl.com.au or another appropriate external pathway.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

GENERAL COMMITTEE

General Committee Members play an important role in supporting the governance and operations of the Club. They collaborate with the President, Vice President, Secretary, Treasurer, and other Committee Members to ensure the Club runs smoothly and aligns with its objectives.

Responsible To

General Committee Members report directly to the President and are accountable to the Club's members.

Duties

- Respect and uphold the Constitution, objects, aims, rules, and regulations of the Club, as well as the decisions and by-laws of the Committee.
- Respect the authority of the Club's appointed Executive Committee and ensure alignment with their leadership strategy for the Club.
- Participate in the Committee's oversight of Club governance, finances and policies through meetings, information provided and agreed Committee activities.
- Develop a general understanding of the Club's operations and priorities.
- Participate in regular reviews of the Club's financial position and raise inquiries where necessary.
- Support the Club's short-term and long-term planning initiatives to promote growth and development.
- Attend Committee meetings on agreed dates and actively contribute to discussions and decision-making.
- Assist in forming partnerships with relevant parties that benefit the Club.
- Support other Committee Members and assist with portfolios as required (e.g., sponsorship, team support, and event and fundraising coordination, social media, and public relations).
- Be available to represent the Club at meetings, events, or as a delegate when required.

Helpful skills and experience

- A commitment to the Club's mission and values.
- A willingness to contribute time and effort to the Club's operations.
- Communication and teamwork skills.
- Basic knowledge of governance, fiscal management, or Club administration (preferred but not essential).
- The ability to contribute to discussions and make decisions in the best interests of the Club.

Notes

General Committee Members shape the Club's future. By working collaboratively, they help manage the Club's affairs, foster community spirit, and support the development of junior rugby league within the region.

Indicative time commitment

The time required will vary throughout the season and according to the tasks agreed with the Committee. Responsibilities may be shared or delegated where additional support is needed.

COACH

The Coach plays a pivotal role in developing players' skills, fostering a positive attitude toward rugby league, and promoting physical activity as a healthy and enjoyable pursuit.

Responsible To

The Coach is directly responsible to the President of the Club.

Duties

The Coach is expected to:

- Encourage players and team officials to always abide by the rules of the game.
- Promote and support adherence to the NRL National Code of Conduct.
- Inspire players to view rugby league as a safe, healthy, and enjoyable activity.
- Maintain an up-to-date understanding of the laws of the game.
- Instil a healthy and balanced attitude toward competition and sportsmanship.
- Tailor coaching strategies to reflect the level of competition.
- Evaluate, assess, and refine individual player skills to maximize potential.
- Plan and organise training sessions and match-day activities.
- Foster a sense of Club spirit among players and encourage participation in a sporting and inclusive manner.
- Collaborate with the Club's Coaching Coordinator when necessary.
- Support the coaching initiatives of the Club, as well as those of the league, region, or state.

Helpful skills and experience

A successful Coach will:

- Possess leadership skills.
- Hold the appropriate coaching qualifications as mandated by the league, region, or state.
- Demonstrate effective motivational and communication skills.
- Be skilled in evaluating player performance and providing constructive feedback.
- Maintain or enhance their coaching accreditation through continued learning.
- Understand and apply modern coaching and teaching principles.

Coaches on the Field

Coaches are allowed to remain on the field in all matches until the year prior to competitive age groups. This will allow for coaches to remain on the field in Under 5s, Under 6s and Under 7s matches.

Note

A Coach cannot act in the role of both an on-field safety person required under the NRL On-Field Policy and Coach during the same game, and vice versa, even if appropriately accredited. One individual is required for each role.

For more information, visit [Coaches | Hunter Junior Rugby League](#)

TEAM MANAGER

The Team Manager is a vital role within the Club, responsible for the effective management of the team and supporting the welfare of players during training and competition.

Responsible To

The Team Manager is directly responsible to the Secretary of the Club.

Duties

- Consult with players, parents, coaches, and officials to ensure all players are informed of training schedules, competition dates, and Club events.
- Assist with routine team queries and refer conduct, complaint, welfare or other significant matters to the appropriate Club official.
- Refer significant conduct, complaint, welfare or safety concerns to the Team Support Coordinator, Secretary, President or other appropriate Club contact. Matters beyond the Club's authority or experience should be escalated through the applicable NSWRL or external pathway.
- Function as a liaison between the Club and the team, ensuring clear communication.
- Oversee the proper completion of scorecards and adherence to competition rules and regulations.
- Support a safe and positive team environment and promptly raise any welfare or safety concerns.

Helpful skills and experience

An effective Team Manager should:

- Possess strong interpersonal and communication skills, with the ability to consult effectively with players, coaches, parents, and Club members.
- Have excellent organisational and time management skills.
- Contribute to the overall success and spirit of the Southlakes Roosters.

Note

Team Managers should be properly registered as volunteers with the Club. There is an age requirement of 14 years for Managers for teams aged Under 6 to Under 12 and an age requirement of 18 years for Managers for teams aged Under 13 and above.

For more information, visit [Team Managers | Hunter Junior Rugby League](#)

SPORTS TRAINER/FAO

Sports Trainers and other accredited First Responders support injury prevention and provide injury assistance within the scope of their current accreditation and the applicable NRL On-Field Policy. LeagueSafe personnel perform the separate on-field communication and assistance functions permitted by that policy and must not undertake clinical assessment or treatment outside their accreditation.

Responsible To

The Sports Trainer/FAO works with the Coach and Team Manager and follows the applicable NRL On-Field Policy and accreditation requirements.

Duties

- Coordinate with the Coach the warm-up, cool-down, and stretching drills for all players, ensuring safe practice and injury prevention.
- Assess player injuries sustained during training and matches, offering immediate treatment when required.
- Keep up to date with relevant injury treatment, rehabilitation, and fitness, applying current knowledge during practices and matches.
- Provide regular reports to the Coach on player development, attitude, and progress.
- Check that all players observe rules related to head injuries and take appropriate steps when suspected head injuries occur.
- Check the team has necessary first aid equipment.
- Provide first aid within the scope of their current accreditation and follow the applicable NRL policies and protocols.
- Complete and submit an injury report through MySideline as soon as practicable following an injury sustained at training or on game day and provide the relevant details to the Club Secretary for record-keeping and any required follow-up.
- Always hold the appropriate qualifications and maintain current accreditations.

Sports Trainers

The minimum requirements for on-field safety personnel for each match are prescribed in the [NRL On-Field Policy](#). These vary for each age range and from the Under 16 age group upwards require there to be a currently accredited and registered sports trainer at the venue for each team playing in the match.

Note

Injury assessment and decisions about whether a player may return to play must be made by an appropriately accredited First Responder in accordance with the applicable NRL On-Field Policy and concussion requirements.

A Coach cannot act in the role of both an on-field safety person required under the NRL On-Field Policy and Coach during the same game, and vice versa, even if appropriately accredited. One individual is required for each role.

For more information, visit [Trainer Rugby League - Play Rugby League](#)

GROUND MANAGER

The Ground Manager plays a crucial role in ensuring the safety, maintenance, and proper management of the Club's playing fields and facilities. The Ground Manager coordinates the required game-day checks, supports match officials and raises venue, safety or spectator concerns through the applicable competition or escalation process.

Responsible To

The Ground Manager works with the Club's game-day officials and reports significant matters to the President or delegated Executive Committee member.

Duties

- Adhere to NSWRL policies and procedures.
- Maintain access for emergency vehicles (ambulances) and ensure all safety equipment is in good condition.
- Confirm that the First Responder coverage required by the NRL On-Field Policy is recorded and available. If the required coverage is not available, notify the relevant match officials and follow the applicable competition process.
- Monitor spectator behavior and support match officials in maintaining order.
- Support game day operations to ensure all fixtures run on schedule.
- Complete the checks and responsibilities required under the applicable Ground Manager and competition procedures and raise any issue requiring additional support.
- Provide incident reports for any issues or accidents occurring at the venue through the [Ground Manager Incident Report system](#).
- Escalate matters requiring Council, Police, emergency-service or NSWRL involvement to the President or delegated Club official, except where immediate emergency contact is required.

Helpful skills and experience

The Ground Manager must have:

- A valid NSW Working with Children Check, as required by the Hunter Junior Rugby League.
- Strong organisational and communication skills to effectively manage grounds operations and consult with various stakeholders.
- Knowledge of the NSWRL policies and procedures relevant to the Ground Manager role.
- Ability to ensure safety procedures are followed.

Note

This role requires ongoing collaboration with coaches, team managers, and other Club members to ensure the overall safety and effectiveness of the playing environment.

For more information, visit [Ground Managers | Hunter Junior Rugby League](#)

SUMMARY

EXECUTIVE COMMITTEE ROLES

Executive Committee members coordinate Club-level decisions within their authority. Serious, complex, conflicted or specialist matters should be referred to NSWRL or the appropriate external authority rather than being managed by an individual volunteer.

President/Chair

- Leads the Club with strategic direction.
- Oversees administration, finances, risk, and member communication.
- Represents the Club at all levels and chairs Committee/AGM meetings.

Vice President

- Supports the President, acting in their place when required.
- Represents the Club and ensures communication and task delegation within the Committee.
- Promotes a positive culture and upholds the Club's aims.

Secretary

- Coordinates administration, agendas, minutes, and records.
- Liaises with League/State officials and oversees communications.
- Supports the Club to follow applicable requirements.

Treasurer

- Oversees budget, reports, and cash flow.
- Checks compliance with financial regulations and audit requirements.

Junior Vice President

- Supports the President and Secretary with NSWRL policy, procedure and operational requirements.
- Provides practical operational support across player, team and competition matters.

COMMITTEE ROLES

Registrar

- Coordinates Club registration and supports the Club to follow applicable requirements.

Assistant Secretary (Minis)

- Supports the Secretary with administration, with a dedicated focus on the Mini League program.
- Helps coordinate Mini communications, key dates, team support and seasonal activities.

Social Media Coordinator

- Develop social media strategy and manage accounts.
- Create engaging content and analyse social media performance.

Sponsorship Coordinator

- Develop sponsorship plan and maintain relationships.
- Design sponsorship packages and manage invoicing.

Merchandise Coordinator

- Conduct stocktake and manage uniform orders.
- Promote merchandise sales and maintain inventory.

Canteen Coordinator

- Coordinate canteen operations and stock ordering.
- Check health and safety compliance and maintain records.

Coaching Coordinator

- Coordinate coaching volunteers.
- Coordinate training and provide coaching support.

Team Support Coordinator

- Recruit and support Club team managers and volunteers.

Event & Fundraising Coordinator

- Plan and coordinate Club events and fundraising throughout the season.
- Work with other coordinators to promote events and fundraising activities.

General Committee

- Support Club governance and contribute to decision-making.
- Assist with planning, Revenue generation, and representing the Club.

Member Protection Information Officer (MPIO)

- Provide impartial information and guidance about member protection concerns and complaint pathways.

- Remains separate from complaint investigation and Executive decision-making and maintains recognised MPIO training.
- If the Club's MPIO position is vacant, unavailable or affected by a conflict, refer to the NSWRL MPIO at mpio@nswrl.com.au or another appropriate external pathway.

NON-COMMITTEE ROLES

Coach

- Develop players' skills, foster sportsmanship, and ensure a positive, healthy rugby experience.
- Promote adherence to NRL Code of Conduct, plan training sessions, and tailor strategies for competition levels.

Team Manager

- Deliver clear communication about schedules and Club events.
- Assist with routine team matters and escalate concerns where required.

Sports Trainer/FAO

- Coordinate warm-ups, injury prevention, and provide first aid when necessary.
- Maintain safety equipment, report injuries, and ensure compliance with head injury protocols.

Ground Manager

- Complete required checks of playing field and monitor spectator behaviour.
- Consult with match officials, support game-day operations, and complete required checks and raise concerns.

HELPFUL LINKS

[Club Administrator: NSWRL Club Hub](#)

[Policies and Guidelines - Play Rugby League](#)

[Play Rugby League: The official website of the National Rugby League for Participation - Play Rugby League](#)