



# ROLE DESCRIPTIONS & RESPONSIBILITIES

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# PRESIDENT / CHAIR

The President/Chair is the principal leader of the Southlakes Roosters Junior Rugby League Football Club (the Club) and holds overall responsibility for the Club's administration, governance, and direction. This role provides leadership to the Committee, officials, and members to ensure the Club operates effectively and aligns with its goals and values.

## 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 and debating 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.
- Manage all Committee Meetings and the Annual General Meeting.
- Oversee risk management procedures for the Club.
- Be prepared to make tough decisions in the best interest of the Club.
- Ensure all members abide by the Club's discipline policies and uphold the NRL National Code of Conduct.

## Knowledge and Skills Required

- Strong and effective communication skills.
- In-depth knowledge of the Club's operations, goals, and plans.
- A solid understanding of the Constitution, Club Rules, and meeting 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.

## Time Commitment

The President/Chair is expected to commit approximately 10-20 hours per week, with increased demands during the playing season and lighter responsibilities during the off-season.

# 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 managing 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.
- Actively support the President/Chair in overseeing risk management procedures for the Club.

## Knowledge and Skills Required

- Strong and effective communication skills.
- A solid understanding of the Club's operations, goals, and plans.
- Familiarity with the Constitution, Club Rules, and meeting 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.

## Time Commitment

The Vice President is expected to commit approximately 8-15 hours per week, with increased demands during the playing season and lighter responsibilities during the off-season.

# SECRETARY

The Secretary is the key administrative officer of the Southlakes Roosters Junior Rugby League Football Club (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.
- Oversee Club activities, including social media, events, fundraising, and sponsorship efforts.
- 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.
- Monitor MySideline updates and ensure Club compliance with procedures.
- Encourage and support all members to respect and follow the NRL National Code of Conduct.

## Knowledge and Skills Required

- Have strong and effective communication skills.
- Be 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.

## Time Commitment

The Secretary can expect to dedicate approximately 20-30 hours per week, depending on the time of year. During the playing season, commitments may increase due to meetings, correspondence, and coordination activities. Off-season responsibilities include maintaining records, planning, and preparing for the upcoming season.

# TREASURER

The Treasurer is responsible for ensuring the 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 must ensure compliance with relevant regulations and guidelines while keeping the Committee and members informed of the Club's financial status.

## 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.

## Knowledge and Skills Required

- 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.

## Time Commitment

The Treasurer can expect to dedicate 8-12 hours per week, depending on the Club's financial complexity, and the time of year.

# JUNIOR VICE PRESIDENT & MEMBER PROTECTION INFORMATION OFFICER (MPIO)

The Junior Vice President & Member Protection Information Officer (MPIO) is an advocate for the wellbeing and safety of players and other vulnerable members of the Club. This role ensures that all participants, particularly young people and those at greater risk, are supported, respected, and able to participate in a positive environment. As the MPIO, the Junior Vice President also provides a confidential point of contact for members seeking information or support regarding complaints or welfare concerns, ensuring that concerns are addressed respectfully, constructively, and in line with Club and NSWRL policy.

## **Responsible To**

The Junior Vice President is elected by the Club's members and works closely with the Secretary, President, and Committee to champion player welfare and uphold the Club's commitment to safe, inclusive participation.

## **Duties**

- Act as an advocate for junior players and vulnerable members across all teams and levels.
- Promote and uphold the Club's values around safety, inclusion, and player wellbeing.
- Serve as the Club's MPIO, providing a confidential and impartial point of contact for members considering a formal complaint or seeking guidance.
- Support members by outlining their options, explaining procedures, and directing them to the appropriate resources or reporting pathways.
- Engage with players, parents, and volunteers to build trust and encourage open communication.
- Escalate serious concerns to the Secretary or President, where required, while maintaining confidentiality.
- Collaborate with the Committee to strengthen safe and supportive club practices, especially around inclusion and player welfare.
- Maintain appropriate MPIO training and stay current on relevant child protection and complaint-handling protocols.

## **Knowledge and Skills Required**

- Effective communication and people skills.
- A calm, fair, and non-judgmental approach.
- Ability to manage sensitive issues with discretion and impartiality.
- Knowledge of complaint resolution frameworks in community sport.
- Understanding of Member Protection, Child Safety, and Discrimination legislation.
- Completion (or willingness to complete) MPIO training modules.

## **Notes**

The Junior Vice President & MPIO plays a critical role in protecting the integrity of the Club and the wellbeing of its members. This position ensures that concerns are heard early, addressed respectfully, and aligned with the Club's obligations under NSWRL frameworks.

## **Time Commitment**

The Junior Vice President & MPIO can expect to dedicate 3-5 hours per week. Time requirements may vary based on the needs of the playing group and Club operations.

# REGISTRAR

The Registrar is responsible for the accurate and timely registration of all players, coaches, trainers, and other Club officials, ensuring compliance with all relevant regulations and policies.

## 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 in collaboration with the Committee.
- Ensure that all players are registered on the online registration platform (MySideline).
- Verify and upload birth certificates and other proof of age documents for each player and volunteer to their MySideline member record.
- Ensure that photographs for all players and volunteers are uploaded to their respective MySideline member records.
- Prepare and distribute lists of players and volunteers for each team to the team manager and coach.
- Ensure all 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 up-to-date knowledge of the NSWRL Transfer Policy and NRL National Clearance Policy, ensuring compliance with player movement restrictions.
- Ensure all Team Managers have access to their team lists and player/team staff identification through [www.manager.mysideline.com.au](http://www.manager.mysideline.com.au).
- Maintain up-to-date records of all players and volunteer registrations and transfers.
- Keep the Club committee always informed of the status of registrations.
- Ensure compliance with privacy regulations, implementing necessary measures to protect personal data.

## Knowledge and Skills Required

- Effective communication skills.
- Highly organised with the ability to manage tasks effectively.
- Familiarity with Microsoft applications and experience working with online registration platforms (e.g., MySideline).
- 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 accurately managing registrations and compliance with League policies. Attention to detail, strong organisational skills, and familiarity with the MySideline platform are essential to successfully fulfilling this role.

## Time Commitment

The Registrar can expect to dedicate 10-15 hours per week, with increased commitments during the pre-season and registration periods. Off-season duties may include maintaining and updating records and preparing for the upcoming season.

# SOCIAL MEDIA COORDINATOR

The Social Media Coordinator is responsible for managing 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 strategy aligned with the Club's goals and brand.
- Manage the Club's social media accounts, including creating, scheduling, and publishing daily 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 Club policies in all social media activities.

## Knowledge and Skills Required

- 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 always represent the Club.

## Time Commitment

The estimated time commitment is 8-10 hours per week, with additional hours during the pre-season, game days, and Club events.



# SPONSORSHIP COORDINATOR

The Sponsorship Coordinator is responsible for developing and managing the Club's sponsorship program to ensure a steady stream of revenue. 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 strategy aligned with the Club's financial and community objectives.
- Identify and cultivate relationships with local businesses and organisations as potential sponsors.
- Design tailored 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.

## Knowledge and Skills Required

- Effective communication and interpersonal skills to build and maintain relationships.
- Excellent organisational skills and attention to detail.
- Ability to develop creative and attractive sponsorship packages.
- Positive, enthusiastic, and innovative mindset.
- Experience in marketing, fundraising, or sponsorship management is an advantage.
- Familiarity with financial processes and budgeting is beneficial.

## Notes

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.

## Time Commitment

The Sponsorship Coordinator can expect to dedicate 8-12 hours per week, with increased commitments during the pre-season and sponsorship renewal periods.

# MERCHANDISE COORDINATOR

The Merchandise Coordinator is responsible for managing and overseeing the Club's merchandise, apparel, and equipment. The role is vital in ensuring the Club is well-equipped and professionally presented while also contributing to revenue generation through merchandise sales.

## Responsible To

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

## Duties

- Conduct a detailed stocktake of all team apparel, merchandise, and equipment 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.

## Knowledge and Skills Required

- Strong organisational skills and attention to detail.
- Ability to manage inventory and track orders effectively.
- Familiarity with 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.

## Notes

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

## Time Commitment

The Merchandise Coordinator can expect to dedicate 6-12 hours per week, depending on the time of year. Pre-season and early-season periods may require more intensive involvement for stocktake, ordering, and distribution. During quieter periods, the focus shifts to inventory management, promotions, and planning for the following season.

# CANTEEN COORDINATOR

The Canteen Coordinator is responsible for managing and overseeing 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, managing 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 staff 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.

## Knowledge and Skills Required

- Strong organisational and time management skills.
- Ability to communicate effectively and delegate tasks as needed.
- Knowledge of 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.

## Time Commitment

The Canteen Coordinator can expect to dedicate 6-10 hours per week, with increased time required on match days and during major Club events. Off-season duties may involve planning, stock assessments, and consulting with suppliers to prepare for the upcoming season.

# COACHING COORDINATOR

The Coaching Coordinator is responsible for the management of 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

- Ensure there are enough coaches to meet the Club's requirements across all age groups.
- Maintain an accurate database of all coaches' details and accreditation information.
- Ensure all coaches have appropriate, current, and age-appropriate accreditation.
- 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.
- Actively recruit and identify potential coaches to maintain a strong coaching pool.
- 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.

## Knowledge and Skills Required

- Strong leadership and motivational skills.
- Effective communication and interpersonal skills.
- Ability to evaluate coach performance and provide constructive feedback.
- A sound understanding of modern coaching and teaching 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>

## Time Commitment

The Coaching Coordinator can expect to dedicate 8-12 hours per week, with increased demands during pre-season (for coach recruitment, education, and appointments) and slightly reduced requirements during the regular season.

# 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 annually, 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.
- Ensure appropriate 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.
- Ensure all activities involving team managers and volunteers comply with the Club's rules and regulations.
- Verify that all team managers and volunteers have the necessary accreditations to undertake their roles.
- Ensure all team managers and volunteers hold valid WWCC (Working with Children Check) clearance, maintaining appropriate records in compliance with NSW Office of the Children's Guardian regulations.
- Organise the reimbursement of approved out-of-pocket expenses for team managers and volunteers.

## Knowledge and Skills Required

- Effective 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. For additional resources on volunteering and compliance, visit [NSW Office of the Children's Guardian](#).

## Time Commitment

The Volunteer Coordinator can expect to dedicate 8-10 hours per week, with increased responsibilities during pre-season (recruitment and training) and special events. Time commitments may be lighter during periods of steady Club operation.

# 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, coordinate, and oversee all Club social and fundraising events for the season, such as Open Day/Discovery Day, Season Launch, Sponsor Events, Finals, 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.
- Secure venues, permits, and supplies for events as needed.
- Coordinate catering, entertainment, and other event coordination to ensure smooth execution.
- Organise the End-of-Year Presentation Night, celebrating player and Club achievements.
- 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.
- Ensure all events are inclusive, safe, and align with the Club's values and Code of Conduct.

## Knowledge and Skills Required

- Effective 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.

## Time Commitment

The Event & Fundraising Coordinator can expect to dedicate 5-10 hours per week, with increased time commitments in the lead-up to major events. During quieter periods, the focus may shift to planning and coordination for future activities.

# GENERAL COMMITTEE

General Committee Members play a vital 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.
- Actively monitor the Club's corporate affairs, governance, and policies.
- 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.

## Knowledge and Skills Required

- A commitment to the Club's mission and values.
- A willingness to contribute time and effort to the Club's operations.
- Effective 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 play a crucial role in shaping the Club's future and ensuring its success. By working collaboratively, they help manage the Club's affairs, foster community spirit, and support the development of junior rugby league within the region.

## Time Commitment

General Committee Members can expect to dedicate 4-8 hours per week, with additional time required during peak periods such as pre-season, major events, or Club planning initiatives.

# 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.

## Knowledge and Skills Required

A successful Coach will ideally:

- Possess strong 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

In specific age groups, coaches may remain on the field with participants during matches to give guidance to young participants.

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 all 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 ensuring the effective management of the team and 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.
- Resolve any issues that arise among team members, parents, coaches, and supporters.
- Escalate any issues that arise to the Secretary for further handling and resolution.
- 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.
- Ensure the welfare and safety needs of the team are always met.

## Knowledge and Skills Required

An effective Team Manager should:

- Possess strong interpersonal and oral communication skills, with the ability to consult effectively with players, coaches, parents, and Club members.
- Have excellent organisational skills.
- Ensure that the team operates smoothly and that players feel supported, safe, and informed.
- 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 League Safe personnel play a crucial role in supporting the team's well-being. They collaborate closely with the Coach to ensure players reach and maintain their required fitness levels, while ensuring a safe, healthy, and enjoyable environment for training and matches.

## Responsible To

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

## Duties

- Control the warm-up, cool-down, and stretching drills for all players, ensuring safe practice and injury prevention.
- Assist the Coach in assessing player injuries sustained during training and matches, offering immediate treatment when required.
- Report all injury concerns to the Coach for further assessment and action.
- Keep up to date with modern techniques in injury treatment, rehabilitation, and fitness, applying current knowledge during practices and matches.
- Provide regular reports to the Coach on player development, attitude, and progress.
- Ensure that all players observe rules related to head injuries and take appropriate steps when suspected head injuries occur.
- Ensure the team has necessary first aid equipment, including first aid kits, squeeze bottles, ice packs, etc.
- Ensure that all health requirements for the treatment of players are met.
- Provide details of all player injuries to the Club President for record-keeping and 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 by section 1.2 of 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.

No match will start under any circumstances whatsoever without, as a minimum, the on-field safety personnel prescribed by the NRL On-Field Policy present and available at the match venue. Reference must be made to the NRL On-Field Policy, where these requirements are specified.

## Notes

Player injury can only be determined by a qualified First Responder – that is a League First Aid, Level 1 Sports Trainer, or Level 2 Sports Trainer.

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 ensures that the field is safe for play by managing spectator behaviour and consulting with match officials.

## Responsible To

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

## Duties

- Ensure that the Club's rules and regulations regarding ground management are adhered to.
- Maintain access for emergency vehicles (ambulances) and ensure all safety equipment is in good condition.
- Ensure First Responders are on-site and have the appropriate qualifications per the NRL On-field Policy.
- Monitor spectator behavior and support match officials in maintaining order.
- Support game day operations to ensure all fixtures run on schedule.
- Ensure that all safety measures are in place to protect referees, touch judges, and players.
- Provide incident reports for any issues or accidents occurring at the venue through the [Ground Manager Incident Report system](#).
- Consult with local authorities (such as the local council and police) as needed to address any issues related to field conditions or safety.

## Knowledge and Skills Required

Ideally, the Ground Manager should 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 health and safety regulations specific to playing fields and facilities.
- Ability to ensure safety procedures are followed.

## Notes

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

### **President/Chair**

- Leads the Club with strategic direction, ensuring alignment with goals, values, and legal requirements.
- 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**

- Manages administration, agendas, minutes, and records.
- Liaises with League/State officials and oversees communications.
- Ensures compliance and acts as Public Officer.

### **Treasurer**

- Oversees budget, reports, and cash flow.
- Ensures compliance with financial regulations and audit requirements.
- Manages payroll, accounts, and funds per Club policy.

### **Junior Vice President and MPIO**

- Advocates for juniors and vulnerable members.
- Provides confidential guidance on complaints/welfare.
- Promotes safety, inclusion, and wellbeing.
- Maintains MPIO training and legal awareness.

## COMMITTEE ROLES

### **Registrar**

- Manage Club registration and ensure compliance with policies.
- Verify player and volunteer documents and upload to MySideline.

### **Social Media Coordinator**

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

### **Sponsorship Coordinator**

- Develop sponsorship strategies 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**

- Manage canteen operations and stock ordering.
- Ensure health and safety compliance and maintain records.

**Coaching Coordinator**

- Ensure adequate coaching staff and maintain accreditation.
- Coordinate training and provide coaching support.

**Team Support Coordinator**

- Recruit and support Club team managers and volunteers.
- Ensure volunteers have necessary accreditations and clearances.

**Event & Fundraising Coordinator**

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

**General Committee**

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

**OTHER CLUB 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**

- Ensure clear communication about schedules and Club events and resolve issues within the team.
- Ensure compliance with competition rules and prioritise player welfare and safety.

**Sports Trainer/FAO**

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

**Ground Manager**

- Ensure safety and maintenance of playing field and manage spectator behaviour.
- Consult with match officials, support game-day operations, and ensure compliance with safety regulations.

**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](#)