

# Volunteer Job Descriptions

## Redlands Rugby League Club



## Contents

President .....	3
Vice President .....	4
Secretary .....	5
Treasurer .....	6
Registrar .....	7
Volunteer Coordinator .....	8
Marketing & Sponsorship Co-ordinator .....	9
Event Coordinator .....	10
Canteen Coordinator .....	11
Coaching Co-ordinator .....	12
Team Staff .....	13
Coach .....	14
League Safe .....	15
First Aid Officer .....	16
Time Keeper/Scorers .....	17
RRLC Structure .....	18

## **President**

The President is the principal leader of the RRLC club and has overall responsibility for the club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritize its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

### ***Responsible To***

The President is elected by the club's members and responsible for representing the views of the members. The President is directly responsible to the Management Committee and the club members.

### ***Responsibilities and Duties***

The President/Chairperson should:

- Manage committee and/or executive meetings
- Manage the annual general meeting & any other special general meetings of the members
- Represent the club at local, regional, state and national levels
- Act as a facilitator for club activities
- Keep up to date with Government Grants
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Ideally does not hold any other conflicting position within the club.
- Ensure that all leases, insurance policies & contracts are current and renewed as appropriate
- Represent the club at all times in an appropriate manner
- Foster a positive club spirit amongst all members
- Will fulfil game day duties as rostered

### ***Knowledge and Skills Required***

Ideally the President/Chairperson is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Has an understanding of RLB operations
- Has well developed decision making skills
- Is a supportive leader for all club members

The President is appointed for a 2 year term.

## Vice President

The Vice President is the assisting leader of the club and the primary responsibility of the Vice President is to be prepared to assume the powers and duties of the President in his/her absence.

### ***Responsible To***

The Vice President is elected by the club's members and responsible for representing the views of the members. The Vice President is directly responsible to the Management Committee and the club members.

### ***Responsibilities and Duties***

The Vice President should:

- In President's absence the Vice President assumes the responsibilities of the President
- Manage committee and/or executive meetings
- Represent the club at local, regional, state and national levels
- Act as a facilitator for club activities
- Keep up to date with Government Grants
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Ideally does not hold any other conflicting position within the club.
- Ensure that all leases, insurance policies & contracts are current and renewed as appropriate
- Represent the club at all times in an appropriate manner
- Foster a positive club spirit amongst all members
- Will fulfil game day duties as rostered

### ***Knowledge and Skills Required***

Ideally the Vice President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Has an understanding of RLB operations
- Has well developed decision making skills
- Is a supportive leader for all club members

The Vice President is appointed for a 2 year term.

## Secretary

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

### **Responsible To**

The secretary is directly responsible to the Management Committee and the club members.

### **Responsibilities and Duties**

The Secretary should:

- Prepare the agenda for club meetings in consultation with the Chairperson & Management Committee members
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain Blue Card Register in accordance with QRL policy
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
- Liaise with RLB regarding all committee, coaches (accreditation), officials, players, transfers and complete all required RLB/QRL paperwork
- Keep up to date with player insurance policy
- Will fulfil game day duties as rostered

### **Knowledge and Skills Required**

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution
- Has the ability to liaise with stakeholders
- Has an understanding of the RLB operations and requirements

The Secretary is appointed for a 2 year term.

## Treasurer

The Treasurer is the chief financial management officer for the club.

### ***Responsible To***

The Treasurer is directly responsible to the Management Committee and the club members.

### ***Responsibilities and Duties***

The Treasurer should:

- Implement and ensure sound financial practices are followed by all officials
- Computer based accounting skills or ability to learn
- Prepare a budget and monitor it carefully each year
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Prepare and distribute invoices/accounts for services rendered
- Pay the bills
- Will fulfil game day duties as rostered

### ***Knowledge and Skills Required***

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical manner
- Financial background of accounting procedures

The Treasurer is appointed for a 2 year term.

## Registrar

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

### **Responsible To**

The Registrar is directly responsible to the Management Committee and the club members.

### **Responsibilities and Duties**

The Registrar should:

- Be conversant with the QRL and RLB registration policies, including playing ages, portability, clearances, finals eligibility
- Liaise closely with RLB regarding player and volunteer registrations
- Attend any relevant Registrar, Sporting Pulse training sessions
- Maintain an up to date register of all players & all volunteers
- Plan sign-on days at commencement of season
- Obtain photographs for each new player and current players requiring new photographs
- Complete documentation for each player as required by RLB
- Ensure that copies of birth certificates and other proof of age documents are for each new player
- Assist players to apply for transfers from other clubs as required and authorize the transfer on the Club's behalf, keeping the Secretary informed of player movements.
- Keep your Club committee informed of the status of registrations at all times
- Be aware of legal privacy regulations and ensure the requirements are implemented.
- Setup online registration products on the Sports TG system in October each year
- Train and give manager access to team details each year
- Ensure all team volunteers are correctly registered and accredited
- Liase with Development Officer and Management Committee regarding player numbers in each age group

### **Knowledge and Skills Required**

Ideally the Registrar is someone who is:

- Can communicate effectively
- Is well organised and pays attention to detail
- Has computer experience
- Has the ability to liaise with RLB and other stakeholders

## **Volunteer Coordinator**

The Volunteer Co-ordinator is responsible for the human resource planning, recruiting, selection, training and recognition of all volunteers.

### ***Responsible To***

The Volunteer Co-ordinator is directly responsible to the Management Committee and the members of the club.

### ***Responsibilities and Duties***

The Volunteer Co-ordinator should:

- Assess the human resource needs for the club for general running and special events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Organise the orientation and the induction of volunteers
- Work with the committee organising volunteer rosters and maintaining records
- Identify and organise the training and education opportunities for volunteers
- Develop job descriptions for all required tasks
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
- Ensure all volunteers are recognised for their efforts
- Submit regular reports to the club committee

### ***Knowledge and Skills Required***

Ideally a Volunteer Co-ordinator is someone who:

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised.



## Marketing & Sponsorship Co-ordinator

The Marketing & Sponsorship Co-ordinator is responsible for overseeing the implementation of the marketing plan as well as the chief organiser of fundraising and sponsorship arrangements.

### **Responsible To**

The Marketing & Sponsorship Co-ordinator is directly responsible to the Management Committee and the members of the club. The Marketing & Sponsorship Co-ordinator may chair the Marketing and Sponsorship Committee.

### **Responsibilities and Duties**

The Marketing & Sponsorship Co-ordinator should:

- Develop (as part of the club plan) in conjunction with the Marketing & Sponsorship Committee the club marketing plan and sponsorship packages
- Work with the Treasurer to develop a budget for the marketing plan
- Oversee the implementation of the strategies in the marketing plan
- Submit regular reports to the club committee
- Co-ordinate all sponsorship for all areas of the club
- Meet the sponsorship budget target set as part of the annual financial planning process
- Ensure all existing sponsors are contacted three months prior to the end of September
- Seek out new sponsors to supplement existing sponsors
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season
- Arrange sponsors functions
- Ensure all sponsorship agreements are honoured
- Maintain contact with all corporate sponsors throughout the season
- Maintain strong relationships with all Club sponsors.
- Ensure sponsors names and logos receive good exposure to all members regularly

### **Knowledge and Skills Required**

Ideally the Marketing & Sponsorship Co-ordinator is someone who:

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised
- Is innovative and dynamic
- Has a good knowledge of social media

## **Event Coordinator**

The Event Coordinator is responsible for organising all the social events for the year/season such as presentation nights, trivia nights, finals, disco's, family days, BBQ's etc.

### ***Responsible To***

The Event Co-ordinator is directly responsible to the Management Committee and the members of the club.

s

### ***Responsibilities and Duties***

The Event Co-ordinator should:

- Manage the Event subcommittee (if applicable)
- Plan and coordinate social events for the season
- Liaise with the Marketing & Sponsorship Co-ordinator regarding promotion of events
- Work with the Treasurer to develop a budget for the different events
- Organise the End of Year Presentations
- Liase with the Management Committee about proposed upcoming events and dates
- Arrange volunteers & staffing for these events as necessary

### ***Knowledge and Skills Required***

Ideally the Event Co-ordinator is someone who:

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised and can delegate tasks
- Has the ability to motivate others

## **Canteen Coordinator**

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

### ***Responsible to:***

The Canteen coordinator is responsible to the Management Committee of the Club.

### ***Responsibilities and Duties***

The Canteen Coordinator should:

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

### ***Knowledge and Skills Required***

Ideally the Canteen Coordinator is someone who:

- Can communicate effectively and has good interpersonal skills
- Is well organised and can delegate tasks
- Has knowledge of Health and Safety procedures
- Has knowledge of pricing and ordering food
- Holds a current Food Safety Supervisor certificate

## Coaching Co-ordinator

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

### **Responsible To**

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

### **Responsibilities and Duties**

The Coaching Co-ordinator should:

- In conjunction with league/region/state Coaching Co-ordinator, ensure all club coaches hold appropriate qualifications and are registered with the club for the current season
- Ensure all coaching staff hold a current Blue Card
- Ensure there are enough coaches for the club's requirements.
- Develop a budget for the club's coaching accreditation program
- Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained
- Develop an understanding of the role of sports science in coaching
- Arrange appropriate coach training sessions, locations, dates and times
- Be available to assist at games if necessary
- Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner
- Enhance feelings of self confidence and self-esteem within the club coaches
- Meet regularly with coaches to discuss performance and provide feedback
- Arrange for, and conduct where appropriate, assessments of the club's coaches
- Encourage maximum participation from the club's coaches
- Liaise with other Committee members regularly
- Constantly highlight the club's support of the NRL National Code of Conduct and the NRL Safepay Code
- Continually seek out potential coaches and recruit whenever possible.

### **Knowledge and Skills Required**

Ideally the Coaching Co-ordinator is someone who:

- Has leadership skills
- Has good motivational and communication skills
- Is able to evaluate coach performance and provide positive advice
- Maintains or improves his/her current accreditation level
- Have a sound understanding of modern coaching and teaching principles
- Can communicate effectively and has good interpersonal skills
- Have a sound understanding of the club's rules and regulations
- Is well organized
- Is a Level 2 Club coach.

### **Time Commitment Required**

The estimated time commitment required as the Coaching Coordinator is 20 hours per week.

## Team Staff

Team Manager, Coaches, League safe & First Aid Officer

### Team manager

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

#### **Responsible to:**

The Team Manager is responsible to the Team Coach and ultimately to the Management Committee of the Club.

#### **Responsibilities and Duties**

The Team Manager should:

- Liaise with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions
- Adjudicating any problems that may arise amongst team members, parents, the coach and supporters with the support of the Management Committee
- Acting as liaison officer between the club and the team
- Ensuring the game sheet and any other rules/regulations of the competition are carried out & adhered to in the times required
- Ensuring all welfare and safety requirements for the team are met.
- Ensure that any team fundraising or collection of funds is banked with the Club in a timely manner after receipt
- Distributing to players and coaches the club newsletter and any relevant information.
- Ensure all team volunteer details are supplied to the Registrar prior to the first game of the season
- Ensure any changes to players within the team (leaving or joining) are communicated immediately to the Registrar
- Foster club spirit amongst all players and parents and encourage them to participate in a sporting manner

#### **Knowledge and Skills Required**

Ideally a Team Manager is someone who:

- Has strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Has strong organisational skills
- Has a sound knowledge of the selection procedures and rules/regulations of the competition
- Must hold a current Working With Children blue card

Team manager is appointed for 1 season.

#### **Rules & Regulations**

Team managers are to remain within spectator areas at all times. Under no circumstances is the Team manager to call instructions to players during the game and at no time is he/she permitted to enter the field of play unless instructed to by an Official. At NO time is a Team manager to pass comment to any Official regarding rulings that have or have not been made. This includes all comments that are directed at the Referee or Touch Judges. Any comments made either to the Referee or Touch Judge will result in serious action being taken against offenders.

## Coach

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

### **Responsible to:**

The Coach is responsible to the Coaching Co-ordinator and ultimately to the Management Committee of the Club.

### **Responsibilities and Duties**

The Coach should:

- Encourage players and team support officials to abide by the rules at all times
- Encourage players and team support officials to support and respect the NRL National Code of Conduct
- Encourage players to become involved in rugby league as a safe, healthy and enjoyable activity
- Introduce programs to improve player's fitness levels for a healthier lifestyle
- Maintain a thorough knowledge of the laws & rules of the game applicable to your age group
- Encourage players to develop a proper attitude to competitiveness
- Ensure that the coaching reflects the level of the competition being played
- Test, evaluate and refine each player's individual skills
- Organise players for training and match days
- Foster club spirit amongst all players and encourage them to participate in a sporting manner
- Liaise with the club's Coaching Co-ordinator as and when required
- Support the coaching initiatives of the club and league/region/state
- To ensure your coaching accreditation is up to date and attend coaching updates conducted by the QRL/NRL
- To attend meetings as and when required

### **Knowledge and Skills Required**

Ideally a Coach is someone who:

- Has leadership skills
- Holds appropriate qualifications as required by the league/region/state
- Has good motivational and communication skills
- Is able to evaluate player performance and provide positive coaching advice
- Maintains or improves his/her current accreditation level
- Have a sound understanding of modern coaching and teaching principles
- Must hold a current Working With Children blue card

The Coach is appointed for 1 season.

### **Bench Rules & Regulations**

Coaches are to remain seated on bench at all times. Under no circumstances is the Coach to call instructions to his players during the game and at no time is he/she permitted to enter the field of play unless instructed to by an Official. At NO time is a Coach to pass comment to any Official regarding rulings that have or have not been made. This includes all comments that are directed at the Referee or Touch Judges. Any comments made either to the Referee or Touch Judge will result in serious action being taken against offenders.

## League Safe

Within the clubs the league safe member will have the final decision in player welfare as well as observing and monitoring players who have been removed from the field of play through injury/illness.

### **Responsible to:**

The League Safe member is responsible to the Head Sports Trainer and ultimately to the Management Committee of the Club.

### **Responsibilities and Duties**

The League safe member must have minimum qualification to enter the field of play. The leaguesafe must wear the appropriate QRL leaguesafe shirt to enter the field of play.

Access to the field of play unlimited access as per the following conditions:

- When a try has been scored (not during a penalty goal attempt);
  - During a time out called by the referee for an injury;
  - During technical stoppages in play (except scrums). On Field personnel are **not allowed** on the field of play after the referee has ordered a scrum;
  - When the referee calls an agreed 'drinks break' option (agreed by both coaches and referee prior to kick off);
  - Leaguesafe may attend to an injured player in back play only;
  - If an Accredited NRL Sports Trainer is busy attending a player, the leaguesafe may assist an injured/ill player under the Guidelines of Leaguesafe training until a person of higher training arrives. The Leaguesafe must report all incidents to the accredited NRL Sports Trainer.
- 
- Leaguesafe officers are not to engage in any communication with match officials unless about an injured player.
  - Leaguesafe officers are not to engage in any conversation with any member of the opposition team.
  - Leaguesafe may walk the interchange players along the sideline to affect the desired interchange, they must not enter the field of play during this process and must return to the dugout area immediately after the interchange has been made.
  - Leaguesafe must remain in the dugout area at all other times.

### b) Duties

- to administer water
- to assist in the interchange process
- to convey messages. NOTE: Messages must NOT be given to the team whilst play is in progress.

### **Knowledge and Skills Required**

League safe member is someone who:

- Holds Leaguesafe qualifications as required by QRL
- Must hold a current Working With Children blue card

***Bench Rules & Regulations***

Two League Safe per team is allowed on the field. Leaguesafe for U6 to U18 must be at least 16 years of age or 14 years of age if an accredited junior referee. Leaguesafe for seniors must be at least 18 years of age or 16 years of age if an accredited referee. After each water run, leaguesafe must return to bench, not stay on field or walk along sideline. At NO time is a Leaguesafe to pass comment to any Official regarding rulings that have or have not been made. This includes all comments that are directed at the Referee or Touch Judges. Any comments made either to the Referee or Touch Judge will result in serious action being taken against offenders.



## First Aid Officer

Sports Trainers &/or FAO's work in conjunction with the Coach to ensure all players reach and maintain required fitness levels and ensure they have a safe, healthy and enjoyable training and playing environment. There are two levels:

### 1: Accredited NRL Sports Trainer – Blue shirt/vest

#### **Responsibilities and Duties**

Sports Trainers have unlimited access to attend an injured/ill player and to administer water. They are permitted to carry, convey or deliver messages to assist by observing and monitoring players during play as well as those who have been removed from the field of play through injury /illness

- to assist an injured / ill player on and off the field of play at training and / or a game
- to assist an injured / ill player on the field in the absence of a Head Trainer or when more than one Accredited NRL Sports Trainer is needed

#### **Knowledge and Skills Required**

A sport trainer is someone who:

- Hold a minimum qualification of NRL Sports Trainer level 1
- Must hold a current Working With Children blue card

### 2: Accredited NRL Head Trainer – Orange shirt/vest

#### **Responsibilities and Duties**

An NRL Head Trainer must be a qualified Level 2 NRL Trainer. The NRL Head Trainer has unlimited access to monitor players and administer water during play and to attend to an injured/ill player.

- The Head Trainer will be the most senior person within the NRL Sports Trainers team and will supervise all on field personnel including Leaguesafe.
- The Accredited NRL Head Trainer will make the final decision on a player's welfare in the absence of a medical professional
- Coaches / administrators / players must comply with the decision of the NRL Head Trainer at all times.
- All directions given to on field personnel by the Level 2 Sports Trainer / Head Trainer must be adhered to at all times.

#### **Knowledge and Skills Required**

An NRL Head Trainer is someone who:

- Holds a minimum qualification NRL Sports Trainer – Level 2
- Must hold a current Working With Children blue card

#### **Bench Rules & Regulations**

One Sports Trainer shall be permitted on the field of play at anytime to attend an injured player. This player cannot be active in the process of the game for the Sports Trainer to have necessity to attend him/her. Should further assistance be required by the Sports Trainer, he/she should seek the attention of either Referee or Touch Judge who will stop play immediately they become aware of the situation if it is deemed by the Referee to continue play would endanger the injured player.

## Time keeping/scoring

The time keeping and scoring person is responsible for the correct scoring and timing of a game.

### **Responsibilities and Duties**

- Keep and record time
- Sound the siren
- Record send-offs on correct paperwork
- Make sure game sheets and send off sheets are given to the game day office staff
- 

<u>Scoring</u>	<i>Try</i>	<i>Goal</i>	<i>Field goal</i>
Under 7 – Under 12	4 points	2 points	-
Under 13- Opens	4 points	2 points	1 point

<u>Time keeping</u>	<i>Length of Game</i>	<i>Interval</i>	<i>Max players</i>
Under 6/7 (Mini)	4 x 8 mins	4 x 2 mins	6
Under 8/9 (Mini)	4 x 8 mins	4 x 2 mins	8
Under 10/11 (Mod)	2 x 20 mins	5 mins Halftime	11
Under 12 (Mod)	2 x 20 mins	5 mins Halftime	13
Under 13-18(International)	2 x 30 mins	5 mins Halftime	13
Seniors (International)	2 x 35 mins	5 mins Halftime	13

*All Players in u/7 to u/12 must play a full half of game.*

### Time Out

U6 to U12 no time out for injuries except in Final Series.

### Drawn game – extra time

In Final Series only, extra time will be played as follows:

1. All International games – 5 minutes each way. If still equal 5 minutes each way Golden Point
2. Players are interchangeable in extra time periods. Limited interchange game only 2 max
3. If score remains equal after extra time is played, first scorer, first penalty received.

### Sin Bin 10 min all International games

Sin Bin time is for playing time only and is calculated after the Referee signals time on or when the play re-commences, either of which should occur after the dismissed player crosses the touch line.

Time in the Sin Bin is suspended if further time is called off during the 10 minute period. Suspended time re-commences when time is signaled “on” by the Referee. Suspended time is not included in halftime. A player can be with his team during the half time break.

### Blood bin

A reserve player may temporarily replace a player receiving treatment for bleeding.

The player must return to the field within 10 mins or take no further part in the match.

## RRLC Club Structure

