



Wangi Warriors Junior Rugby League Club

Club Job Descriptions

President

Responsibilities:

The President is the principal leader of the club and has overall responsibility for the club's administration. The President provides leadership and direction to the club's committee, office bearers, officials and members.

Duties:

- Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.
- Be unbiased and impartial, give clear direction and set an example for others to follow.
- Be an effective and efficient chairperson, encourage focused discussion and have a sound knowledge of meeting procedures.
- Represent the club at an Association level in a positive and professional manner.
- Be well informed of all club activities.
- Ensure that responsibilities delegated to the Committee and various office bearers are widely communicated, understood and followed through.
- Have a sound understanding of the club rules, the constitution and the responsibilities and duties of office bearers and sub-committees.
- Ensure the clubs financial management procedures remain on target.
- Maintain an overview of the club's strategic planning process.
- Ensure at all times the management of the club remains positive and progressive and the objects and aims of the club are respected and observed.
- Be prepared to make difficult decisions on behalf of the club if necessary.
- Insist on all members respecting and abiding by the clubs discipline provisions.
- Manage all executive, special and committee meetings and the Annual General Meeting.

Notes:

The President plays a crucial role in ensuring the ongoing good governance of the club. The President should ensure that the Committee is well balanced and has a good cross section of relevant skills.



Wangi Warriors Junior Rugby League Club

Vice President

Responsibilities:

The Vice President's role is to assist the President to complete any duties/responsibilities as required.

The Vice President is also responsible for completing the duties of President if they are unable to fulfill his/her responsibilities and/or duties at any stage throughout the season.

Duties (As Required):

- Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.
- Be unbiased and impartial, give clear direction and set an example for others to follow.
- Be an effective and efficient chairperson, encourage focused discussion and have a sound knowledge of meeting procedures.
- Represent the club at an Association level in a positive and professional manner.
- Be well informed of all club activities.
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- Manage all executive, special and committee meetings and the Annual General Meeting.



Wangi Warriors Junior Rugby League Club

Secretary

Responsibilities:

The Secretary is the key administrative officer of the club and is responsible for the efficient management of the organization.

Duties:

- Provide an open communication link between the Committee, subcommittees, members and other clubs and Associations.
- Clear the mailbox regularly so that correspondence can be distributed and dealt with at meetings.
- Record all inward and outward correspondence and acknowledge where necessary.
- Prepare agendas, reports and papers for all Committee meetings.
- Take minutes at all Committee meetings and at the AGM.
- Communicate all matters of importance from the Associations to the Committee and club members.
- Represent the club at an Association level in a positive and professional manner.
- Be the link between the local Associations and the club on all levels.
- Maintain a sound knowledge of Associations rules and regulations.
- Maintain confidentiality on relevant and delicate matters.
- Have a good working knowledge of meeting procedures.
- Have a good understanding of the club constitution, club rules and regulations and responsibilities of all office bearers.
- Be aware of the future directions and plans of club members.
- Co-operate with and assist the Committee and other office bearers with their duties and responsibilities.
- Manage the club's strategic planning process.
- Support and encourage all club members to respect and support the National Code of Conduct.
- Complete appropriate documentation to ensure insurance coverage is in place.
- Maintain club administration records - correspondence, financial records, minutes, competition details, staff records etc.
- Support all media, promotion, marketing and sponsorship activities.

Notes:

The Secretary is responsible for the club's brand image and should ensure that all logos, designs, colours, merchandise, trademarks, copyrights etc are protected (where necessary) and their use is in accordance with club policy.



Wangi Warriors Junior Rugby League Club

Assistant Secretary

Responsibilities:

The Assistant Secretary's role is to assist the Secretary to complete any duties/responsibilities as required. The Assistant Secretary is also responsible for completing the duties of Secretary if they are unable to fulfill his/her responsibilities and/or duties at any stage throughout the season.

Duties (As Required):

- Provide an open communication link between the Committee, subcommittees, members and other clubs and Associations.
- Clear the mailbox regularly so that correspondence can be distributed and dealt with at meetings.
- Record all inward and outward correspondence and acknowledge where necessary.
- Prepare agendas, reports and papers for all Committee meetings.
- Take minutes at all Committee meetings and at the AGM.
- Communicate all matters of importance from the Associations to the Committee and club members.
- Represent the club at an Association level in a positive and professional manner.
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- Maintain a sound knowledge of Associations rules and regulations.
- Maintain confidentiality on relevant and delicate matters.
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- Have a good understanding of the club constitution, club rules and regulations and responsibilities of all office bearers.
- Be aware of the future directions and plans of club members.
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- Support and encourage all club members to respect and support the National Code of Conduct.
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Wangi Warriors Junior Rugby League Club

Treasurer

Responsibilities:

The Treasurer is responsible for the management of the clubs accounts and its financial dealings.

Duties:

- Be fully aware of the financial position of the club at all times and keep the Committee informed of all financial trends and any areas of concern.
- Issue receipts and promptly deposit all monies received.
- Be responsible for ensuring that adequate records are kept regarding the clubs financial transactions.
- Manage the clubs cash flow and maintain a working level of petty cash
- Be a signatory on clubs cheques with at least one other person.
- Prepare regular bank account reconciliations.
- Ensure that other club members do not handle, deposit, pay out or otherwise deal with club funds without your knowledge.
- Prepare detailed budgets each year, as well regular variance reports when necessary.
- Prepare and present a detailed financial report at each Committee meeting.
- Prepare and present full financial statements to the AGM.
- Prepare and present financial statements to the league/group/region/state when required.
- Invest surplus funds and manage the club's investment program.
- Prepare annual financial accounts for auditing and provide the auditor with information as required.
- Ensure that annual returns and Business Activity Statements (including GST) are filed as required by state &/or federal legislation.
- Acquit funds received from government and/or council grants and submit the necessary financial statements.
- Handle payroll and income tax for employees if necessary.
- On behalf of the Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required.



Wangi Warriors Junior Rugby League Club

Registrar

Responsibilities:

The Registrar is responsible for the accurate and timely registration of all players, coaches, trainers and other club officials.

Duties:

- In conjunction with the Committee, plan club registration dates well before the start of the season.
- Obtain all relevant and necessary particulars of people wishing to play with the club.
- Obtain photographs for each new player and current players requiring new photographs.
- Complete documentation for each player as required by the Associations/League.
- Ensure that original copies of birth certificates and other proof of age documents are available for each new player.
- Co-ordinate club registration dates and times with local league officials.
- Prepare a list of players for each age group for distribution to team coaches.
- Assist players to complete transfer/clearance forms as required and authorise the transfer on the clubs behalf, keeping the Secretary informed of player movements.
- Closely monitor transfers to ensure they are only granted in accordance with club guidelines and League/Association rules.
- Collect registration (players) cards at the end of each season and if required, collate into age groups and return to the Associations.
- Attend qualification meetings of the local league if requested.
- Provide information to enable accurate player records to be maintained.
- Have a sound understanding of the Associations rules and regulations.
- Keep the Committee informed of the status of registrations at all times.
- Prepare weekly draw each week once received from the Secretary & Association
- Record all game scores (U10's-U17's) on the National Leaguenet Database at the conclusion of each round.
- Prepare and print player & team officials ID sheets each week

Notes:

The Registrar must ensure that all player details are correct and on the LeagueNet national database.



Wangi Warriors Junior Rugby League Club

Publicity Officer

Responsibilities:

The Publicity and Promotions Officer is responsible for ensuring that the club and its sponsors receive the widest possible media coverage.

Duties:

- Develop and implement a public relations plan that will better market and promote the club.
- Write and issue regular media releases concerning upcoming events, interesting personalities and club activities and achievements.
- Assist in the preparation and publication of club newsletters.
- Act as a liaison officer for the media at all club events and functions.
- Develop and maintain a close working relationship with all local media personnel.
- Constantly promote the positive aspects of the club's activities, highlighting at all times the club's support of the National Code of Conduct.
- Keep the Secretary and Committee informed of all media activities.
- Ensure that the club's sponsors receive maximum exposure in all spheres.
- Assist with obtaining sponsorship for the club.
- Develop programs for the recruitment and retention of financial supporters of the club.
- Arrange for sponsor's advertising in the club's newsletter/club website/Facebook page and through the public address system at home games.
- Create a positive general public awareness of the club and its activities.
- Publicise and promote all events, programs and competitions within the club's area.

Notes:

It is important that the club website remains informative and is regularly maintained and also that fixtures, results and tables etc are always up to date.

In addition, always ensure that appropriate links to sites such as LeagueNet, NRL, CRL, ARL Development and your League/Association are operative.

The Publicity and Promotions Officer should also source articles, stories, interviews and profiles etc for inclusion in local newspapers and magazines.



Wangi Warriors Junior Rugby League Club

Sponsorship & Fundraising Officer

Responsibilities:

The Sponsorship & Fundraising Officer is responsible for all revenue generation for the club.

Duties:

- If necessary, form a sponsorship and fundraising sub-committee.
- Develop a fundraising strategy for the club.
- Set fundraising goals for the club.
- Organise fundraising activities and functions for the club.
- Supervise volunteers working on the fundraising sub-committee.
- Prepare rosters for volunteers assisting with fundraising activities.
- Ensure all materials required for fundraising are ordered and available.
- Supervise the collection of all monies raised and arrange payment to the Treasurer.
- At the end of each function or activity, reconcile all funds raised with Treasurer.
- Maintain appropriate fundraising records as required by the Treasurer.
- Develop a sponsorship program for the club.
- Identify all available sponsorship opportunities.
- Prepare submissions and all supporting material.
- Present proposals to interested parties.
- Ensure that all commitments are provided according to the terms of the respective sponsorship agreements.
- Maintain accurate records of all sponsorship, fundraising and donations received.
- Develop and implement a sponsorship servicing program that provides value for the club's sponsors.
- Arrange all necessary permits, registrations and approvals for fundraising activities as required.



Wangi Warriors Junior Rugby League Club

Canteen Coordinator

Responsibilities:

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.

Duties:

- If necessary, form a canteen sub-committee.
- Establish canteen operating hours and prepare a volunteer canteen roster
- Order all food and drink items considered necessary to stock the canteen at the beginning of the season.
- Arrange pick up/delivery of all canteen items.
- Prior to the start of the season, review all insurance arrangements.
- Ensure the canteen is regularly re-stocked throughout the season.
- Supervise canteen staff as required and assist during busy periods.
- Obtain and account for any floats that are required from the Treasurer.
- At the end of each day's trading in conjunction with the Treasurer or other designated Committee members, count and balance the takings.
- Monitor sales to ensure the canteen is not overstocked on certain items.
- Maintain appropriate records as required by the Treasurer and/or Committee.
- Ensure that the canteen and its contents are secure at all time.
- Keep the Committee informed of all relevant matters.



Wangi Warriors Junior Rugby League Club

General Committee

Responsibilities:

The Committee along with the Executive Committee (President, Secretary, Treasurer, Vice President and Assistant Secretary) is the decision-making group within the club and manages the club's affairs on behalf of the members.

Duties:

- Ensure the constitution, objects, aims, rules and regulations of the club and the decisions and by-laws of the Committee are respected and observed at all times.
- Monitor the corporate affairs, governance and policies of the club.
- Obtain and maintain a general understanding of the business of the club.
- Undertake regular reviews of the financial position of the club, and make further enquiries from those reviews if necessary.
- Specify authority levels of the President, Secretary, Treasurer and other Committee members.
- Ensure the club has effective risk management policies in place.
- Accept and discuss reports from key members and sub-committees concerning the day-to-day activities of the club.
- Co-operate, support and work with other Committee members on strategic planning initiatives for the clubs short and long term development.
- Meet regularly on agreed dates.
- Ensure there is free and open two-way communication throughout the club and with other clubs within the league/region/state.
- Have a discipline procedure in place to deal with exceptions.
- Ensure the club adheres to all state and national policies and rules.

Notes:

Committee members owe a 'duty of care' to the club and its members. This includes:

- A duty to act in good faith
- A duty not to gain advantage by improper use of their position
- A duty not to misuse information
- A duty to act with diligence and care
- A duty not to trade whilst insolvent.

Committee members are also required to comply with both common law duties (those imposed by the courts) and statutory duties (those imposed under the Corporations Act or Associations Incorporation legislation).



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Gear Manager

Responsibilities:

The Gear Manager is responsible for the safekeeping, distribution and maintenance of club equipment and also the ordering of club clothing eg Playing Shorts, Socks, Training Shirts, Hoodies/Jumpers etc.

Duties:

- At the commencement of the season, perform a stock-take of team apparel and other club equipment.
- Allocate existing uniforms to each Team Manager.
- Identify new uniform requirements and work with the club Secretary to obtain quotes and submit orders.
- Identify the number of footballs required and work with the club Secretary to obtain quotes and submit orders.
- Maintain records of uniforms issued.
- In conjunction with the Secretary, arrange screen printing requirements on all clothing and uniform.
- Order other club clothing as requested and authorised by the Committee.
- Arrange for the collection of club uniforms at the end of the season as directed by the Committee.
- Arrange for the safe storage of uniforms and other club equipment during the off season.
- Encourage players and club officials to respect the club's gear and equipment at all times.



Wangi Warriors Junior Rugby League Club

Grounds Manager

Responsibilities:

The Grounds Manager is responsible for ensuring that the rules and regulations regarding the club's playing fields are respected and observed.

Duties:

- Depending on the size of the club, form a grounds sub-committee to achieve the identified tasks.
- Liaise with the local league as required and have a sound understanding of the various requirements in relation to ground management.
- Ensure that League/Association policies in relation to ground management are observed.
- At the commencement of the season, order line marking and other equipment.
- Mark out the playing fields at the commencement of the season.
- Ensure that all ground maintenance equipment is in safe working order.
- Ensure the dressing rooms, referees room and toilets are in a clean and tidy condition each time they are used.
- Ensure the ambulance access is maintained at all times.
- Ensure that field lines are clearly marked and maintained in good order for all games.
- Ensure that the playing surface is in good order at all times.
- Ensure adequate supplies of sand are available if required.
- Advise the Committee of the overall condition of the fields to ensure continued availability.
- Liaise with Oval Board as required.
- Ensure you are contactable at all times.



Wangi Warriors Junior Rugby League Club

Coaching Coordinator

Responsibilities:

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

Duties:

- In conjunction with Association/League Coaching Coordinator, ensure all club coaches hold appropriate qualifications.
- Ensure there are enough coaches for the club's requirements.
- In conjunction with the Committee, 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.
- Have a sound understanding of the club's rules and regulations.
- Constantly highlight the club's support of the National Code of Conduct and the ARL Safeplay Code.
- Continually seek out potential coaches and recruit whenever possible.



Wangi Warriors Junior Rugby League Club

Coach

Responsibilities:

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.

Duties:

- Hold appropriate qualifications as stipulated by the League/Association.
- 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 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.
- Have a sound understanding of modern coaching and teaching principles.
- Maintain or improve your current accreditation level.
- Maintain a thorough knowledge of the laws of the game.
- Have good motivational and communication skills.
- 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.
- Foster club spirit amongst all players and encourage them to participate in a sporting manner.
- Liaise with the club's Coaching Coordinator as and when required.
- Support the coaching initiatives of the club and League/Association.
- Be able to evaluate player performance and provide positive coaching advice.



Wangi Warriors Junior Rugby League Club

Team Manager

Responsibilities:

The Team Manager represents the team on behalf of club management and ensures all team members are kept up to date with club requirements.

Duties:

- Ensure that all players are correctly registered prior to the first game.
- Liaise closely with the club Registrar to ensure that appropriate information has been supplied by each player.
- Ensure the safekeeping of player registration cards and that they are on the official table for each match.
- Be responsible for correctly completing the sign-on sheet at the official table for each game and ensure that each player signs the sheet as required.
- Remain at the official table for the duration of the game and ensure that all particulars in relation to the game are correctly entered on the score sheet prior to signing by the referee.
- Be responsible for all club gear given to the team and ensure its prompt return at the finish of the season.
- Arrange/Create roster for team jerseys to be washed each week and ensure that they are available for the next game.
- Ensure that all players are correctly attired for each game.
- Ensure that all players and parents know when and where they are playing each week.
- Represent the team at all club meetings.
- Ensure that club newsletters are distributed to all team members and ensure that team parents are fully informed of what is happening in the club.
- Encourage maximum participation by all players and see that no player is unfairly treated in relation to team selection.
- Liaise with Committee members regularly.
- Check weekly scores and tables to ensure they are correct.
- Have a sound understanding of the League/Association rules and regulations.
- Have a good working knowledge of the club constitution and rules.
- Ensure all team members respect and support the club at all times.

Notes:

The Team Manager must be familiar with all aspects of the National Code of Conduct and in conjunction with the Ground Manager, is responsible for its application on game days.

The Team Manager supported by other team officials if necessary, may be called upon to advise the team's fans of breaches of the ARL Code of Conduct.



Wangi Warriors Junior Rugby League Club

LeagueSafe/Trainer

Responsibilities:

Leaguesafe/Trainers work in conjunction with the Coach and FAO to ensure all players reach and maintain required fitness levels and ensure they have a safe, healthy and enjoyable training and playing environment.

Duties:

- Control the warm-up, cool-down and stretching drills for all players.
- Assist the coach to assess player injuries sustained during training and playing.
- Report all injury concerns to the coach and club Sports Trainer/FAO.
- Liaise regularly with club's Sports Trainer/FAO.
- Keep up to date with modern methods and techniques, especially in the area of the treatment and rehabilitation of injured players.
- Ensure all players observe the rules in relation to head injuries.
- Ensure that all necessary team first aid equipment is available.
- Ensure the various equipment required by the team is available: for example, water bottles and ice packs.
- Ensure that all health requirements are being observed for the treatment of players by the club's Sports Trainers/FAO's.
- Provide details of all player injuries to the club's Sports Trainer/FAO.
- Hold appropriate qualifications and current accreditations at all times.

Notes:

ARL policy states that all personnel over the age of 14 who enter the Field of Play, including water runners, message carriers, coaches, referees etc, must possess an ARL LeagueSafe Certificate as a minimum qualification.



Wangi Warriors Junior Rugby League Club

Sports Trainer/FAO

Responsibilities:

The Sports Trainer/FAO provides a high level of sports medicine knowledge, procedures and advice within the club.

Duties:

- Ensure that all necessary first aid equipment is available for all games.
- Supervise Trainers/Leaguesafe's to ensure that all health requirements are being observed for the treatment of players.
- Explain to players the necessity of reporting medical problems and injuries.
- Explain the rules in regard to head injuries and other serious injuries.
- Explain to players the importance of personal hygiene in relation to contact with blood.
- Keep accurate records of player injuries.
- Keep the Committee informed of all relevant issues.

Notes:

ARL policy states that all personnel over the age of 14 who enter the Field of Play, including water runners/message carriers, coaches, referees etc must possess an ARL LeagueSafe Certificate as a minimum qualification.

The ARL policy further states that the minimum qualification to act as an ARL First Aid Officer is FAO Level 1.

Please note, not all positions are required each season and are subject to change given the needs of the club at the time.