



**POSITION DESCRIPTIONS OF NON-
STATUTORY ELECTED AND APPOINTED
MEMBERS AND ADMINISTRATIVE STAFF**

For The

**EASTERN RAPTORS RUGBY LEAGUE CLUB
(Inc)**

(Registration No. A00056201U)

Version History

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Acceptance

Position	Approval Date	Version	Name	Next Review
President	24/10/13	1.0	Jo Leiper	9/2014
Secretary	24/10/13	1.0	Kelly Rowell	

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PRESIDENT - ELECTED

Role:

The role of the President is to provide the principle leadership and responsibility for the ERRLC and the Committee. The President is elected by the ERRLC members and is responsible for representing the views of the ERRLC members.

Responsibilities (but not limited to):

- Chair Committee meetings ensuring that they are run efficiently and effectively,
- Coordinate and set the strategic and annual goals,
- Act as a signatory for the Club in all legal purposes and financial purposes,
- Have a sound knowledge of the ERRLC constitution and the clubs rules, regulations and duties of office bearers,
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to all members and volunteers,
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution,
- Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members,
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- Serve as a spokesperson for the Club when required,
- Act as club ambassador on match days and events,
- Communicate regularly with the Presidents of other Clubs, and the VRL,
- Attend VRL club meetings and act as the link between the VRL and the club.
- Assist key stakeholders in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.

Skills & Attributes:

Ideally the President/Chairperson is someone who:

- Be a positive role model for the Club, its members, partners and stakeholders in all situations,
- Be proactive and willing to delegate to achieve the goals of the club
- Be well informed of all organisation activities and able to provide oversight,
- Be a person who can develop good relationships internally and externally,
- Be forward thinking and committed to meeting the overall goals of the Club,
- Be able to work collaboratively with other Committee Members,
- Be a good listener and attuned to the interests of members and other interest groups,
- Be open to differing points of view, allowing for members to be heard,
- Have effective conflict resolution skills whilst being diplomatic and discreet
- Be a competent public speaker.

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Complaint Handling training *
3. Working with Children Checks **
4. LeagueSafe ***

* Courses supplied FREE OF CHARGE by the Australian Sports Commission at <https://learning.ausport.gov.au/jportal/Courses/tabid/62/Default.aspx>

** FREE for volunteer work. Lodge applications at Australia Post.

*** FREE through VRL

VICE PRESIDENT - ELECTED

Role:

The Vice President is responsible for assisting the President where necessary. The Vice President is to assume the responsibilities and duties in the Presidents absence.

Responsibilities (but not limited to):

- Act as chair at club meetings in the Presidents absence.
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Subcommittees
- Coordinate the development of ERRLC plans and present to Committee for review and approval,
- Be an alternate signatory for the Club for legal purposes and financial purposes
- Attend VRL club meetings and act as the link between the VRL and the club (in partnership with the President).
- Have a sound knowledge of the ERRLC constitution and the clubs rules, regulations and duties of office bearers,
- Promote and support all club members to follow and support the ERRLC and the VRL code of conduct.
- Actively promote and provide the link between the council and the club.
- Have a sound knowledge of all committee members roles and responsibilities.
- Ensure the committee and club work within the clubs values.
- Represent the Club at meetings and forums as agreed with by the President
- Act as club ambassador on match days and events,
- Other duties as nominated by the President and / or Committee

Skills & Attributes:

- Be a positive role model for the Club, its members, partners and stakeholders in all situations,
- Be able to raise concerns with the President where they arise,
- Be willing to support the President in the execution of their role,
- Be well informed of all organisation activities and able to provide oversight,
- Be a person who can develop good relationships internally and externally
- Be forward thinking and committed to meeting the overall goals of the Club
- Be able to work collaboratively with other Committee Members
- Be a good listener and attuned to the interests of members and other interest groups
- Be open to differing points of view, allowing for members to be heard,
- Have effective conflict resolution skills whilst being diplomatic and discreet
- Be a competent public speaker

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SECRETARY - ELECTED

Role:

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

Responsibilities (but not limited to):

- Maintain records of the Committee and ensure effective management of Club's records,
- Manage the relationship between the ERRLC and Consumer Affairs Victoria and submit required documents (i.e. Annual Reports, Constitutions and declarations of material changes to governance or operations),
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Assistant Secretary does so, and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days,
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting,
- Is sufficiently familiar with all current Club documents to note applicability during meetings,
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements,
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained,
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records,
- Receive and file relevant Police Check records, Working with Children, Coaching, Training documentation,
- Ensure that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc,
- Provide an up-to-date copy of the Constitution and bylaws at all meetings,
- Ensure that proper notification is given of Committee and Club meetings as specified in the bylaws,
- Manage the general correspondence of the Committee except for such correspondence assigned to others,
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders, including:
 - VRL, other Rugby League Sporting clubs, Shared Tenancy Sporting Clubs, ERRLC members and subcommittees.
 - Communicate all matters of importance from the VRL to the committee and club members including all VRL courses.
 - Email/ distribute weekly fixtures to the Committee, Team managers and Coaches.
- Maintain a sound knowledge of the VRL rules and regulations.
- Maintain confidentiality on relevant and delicate matters.
- Ensure the club has access to an up to date insurance policy document.
- Clear the PO box regularly and record all incoming mail in the correspondence log.
- Ensure all mail is distributed to the relevant person and bring the correspondence log to all meetings.
- Record all necessary inwards and outwards emails on the correspondence log.
- Ensure a neat and efficient filing system with all documents, including correspondence, competition details, and member's records (Working with children checks), minutes, agendas etc.
- Have a good knowledge of procedures pre and post committee meetings including:
 - Making arrangements including the date, time and venue for each committee meeting.
 - Taking the minutes and recording actions during committee meetings/ AGM
 - Prepare Agendas and email to all committee members 4-5 days prior to the upcoming meeting (including all other relevant documents).
 - Allocate an appropriate time to each agenda item.
 - Circulate the minutes and action sheet 3-4 days post committee meeting to all committee members.

- Read out the agenda during committee meetings.
- Ensure all unfinished agenda items are re allocated on the next committee meeting agenda.
- Ensure all actions are being completed.
- Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards,
- Encourage and support all club members to respect and support the club and VRL code of conduct.
- Be available on game days and club events to assist with the running of the day.
- Have a good working relationship and be able to but still be responsible for any delegation of tasks to the appointed Assistant Secretary.

Skills & Attributes:

- Able to communicate effectively.
- Be able to delegate, monitor and review progress effectively,
- Be systematic and well organised
- Able to maintain confidentiality on relevant matters
- Has computer and emailing skills.

Note: This is a substantially large role. Therefore a assistant secretary should be utilised. It should be noted that this does not remove the obligations of office. The Secretary will be ultimately responsible for the assistant secretary's operational conduct.

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4. LeagueSafe ***

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TREASURER - ELECTED

Role:

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

Responsibilities (but not limited to):

- Prepare an Annual Budget, and present this to the Committee along with a Variance Report.
- Prepare Monthly Financial Reports to be presented to the Committee (usually every monthly meeting).
- Prepare full annual financial statements for presentation to:
 - The AGM of the club,
 - The VRL,
 - The Department of Consumer Affairs (Victoria),
 - The financial auditors for the club (if chosen to use)
- Prepare and submit Business Activity Statements (if required).
- Manage the clubs cash flow and maintain a working level of petty cash.
- 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.
- Be a signatory on club cheques with at least one other person (President, Vice President or Secretary.)
- Ensure that other members do not handle, deposit, pay out or otherwise deal with club funds without your knowledge.
- Work with other revenue generating officers (i.e. Director of Fundraising, Canteen etc) to institute sound financial management practices.
- Acquit funds received from government and/or council grants and submit the necessary financial statements.
- File financial reports with the Department of Consumer Affairs (Victoria) at the end of each financial year (after AGM through the Secretary.) See [Annual statement - Consumer Affairs Victoria.doc](#)
- Reassess the Club's tax liabilities (Income tax and GST) at the end of each financial year (prior to AGM.) See [Income tax exemption and sporting clubs.pdf](#)
- Perform a risk management assessment on the clubs financial status and structure.
- On behalf of the Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities (if required.)
- Invest surplus funds and manage the club's investment program (if required).
- Arrange for an audit to be performed each year (should the members request at an AGM).

Skills & Attributes:

- Able to communicate effectively,
- Be systematic and well organised,
- Be honest and trustworthy,
- Ability to maintain accurate and up to date records,
- Tertiary qualifications in accounting, business or have working experience of accounting and/or book-keeping,
- Able to maintain confidentiality on relevant matters,
- Have effective skills in Microsoft Excel at a minimum, however MYOB or XERO is preferred.

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Complaint Handling training *
3. Working with Children Checks **
4. LeagueSafe ***
5. National Police Criminal Check (Cost \$42 per application)

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*** FREE through VRL

JUNIOR MEMBER REPRESENTATIVE - ELECTED

Role:

The Junior Member Representative is in many ways the guardian of the future of the club. You'll be responsible for representing the junior members and their parents to the committee and club.

Responsibilities (but not limited to):

- Ensure the 'voice' of the junior members are represented to the committee,
- Be the first port of call for any minor complaints in partnership with the Director of Coaching and work to resolve the complaint to the satisfaction of all parties whilst keeping the President & Committee apprised of progress
- Attend subcommittee meetings if they concern junior members
- Work alongside other club officers to coordinate the running and playing of rugby league competitions, match fixtures and training
- Ensure all junior members and their parents understand their obligations to adhere to the member protection policy and code of conduct and represent the ERRLC in a positive manner at all times.
- Ensure those who are new to the club and people from all backgrounds are welcomed into an inclusive environment so they can enjoy rugby league and the ERLRC.

Skills and Attributes:

- An experienced and effective people manager
- Confident and good at communicating
- Have effective conflict resolution skills
- Be friendly and approachable
- Diplomatic and discreet
- Well acquainted with the running of a club
- Be well organised and responsive

Accreditation (Note: to be completed prior to beginning of next season):

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 - b) Harassment and Discrimination training *
2. Complaint Handling training *
3. Working with Children Checks **
4. LeagueSafe ***

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DIRECTOR OF COACHING - ELECTED

Role:

The Director of Coaching is responsible for the development of players, coaches and managers in key areas to improve the skills and abilities of all involved in Rugby League. Their key role is to work in partnership with the coaches and managers to ensure that a positive environment is established for all involved with the ERRLC.

Responsibilities (but not limited to):

- Ensure the 'voice' of the coaches are represented to the committee, and hold monthly Coach/Manager meetings where information can be passed on,
- Development recruitment plans to expand the player numbers,
- Provide coaching requirements/reports and reports to the committee on a monthly basis,
- Be the first port of call for any minor complaints in partnership with the Junior Member Representative and work to resolve the complaint to the satisfaction of all parties whilst keeping the President & Committee apprised of progress,
- Ensure all coaches understand their obligations to adhere to the member protection policy and code of conduct and represent the ERRLC in a positive manner at all times,
- In partnership with the Secretary, maintain records of all Coach and Team Manager accreditations,
- Create an atmosphere where Coaches feel they are supported in their volunteer work,
- Work with coaches to review and update the ERRLC goals of Rugby League Coaching within the club,
- Support the coaches in development of training plans for the club,
- To ensure VRL coaching criteria is adhered to and assist coaches with their development by providing coaching development opportunities and make all Coaches aware of upcoming courses,
- Be aware of all game rules and rule changes and develop a relationship with the VRL and within the club where these rules can be communicated and understood.
- Develop a safe and happy environment where the children can train and play,
- Develop a cohesive environment with all members of the Committee and assist with other jobs as required in the best interests of the club
- Ensure the club complies with legislative requirements in relation to Coaching and Development.
- Supervise and work with a Senior Rugby League Coordinator, Junior Rugby League Coordinator and Head Trainer.

Desirable Skills and Attributes:

- Hold coaching certificate, League safe as required by The VRL,
- Be willing to progress and update these courses and skills to the highest level available,
- Highly motivated, proactive and responsible person,
- Future orientated, forward planning person and one who sees the big picture.
- Excellent communication skills,
- Be well organised and have good time management skills,
- Computer skills – email and word would be advisable,
- Must be able to liaise with all players, parents and committee.

Accreditation (Note: to be completed prior to beginning of next season):

1. Level 1 Club Coaching Accreditation minimum (see below), Level 2 Senior Club Coach preferred
2. Play by the Rules
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 - b) Harassment and Discrimination training *
3. Complaint Handling training *
4. Working with Children Checks **
5. LeagueSafe ***

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PYRAMID OF COACH ACCREDITATION

TYPE OF AWARD	AWARD	NCAS LEVEL OF ACCREDITATION	ARL POLICY [See notes below]	PERSONNEL COVERED BY POLICY
Non-coaching	Preliminary Award	Level 0	Advised/ encouraged	<ul style="list-style-type: none"> Persons who have had little experience at coaching or in Rugby League – and who wish to gain an elementary knowledge of either or both Teachers “in charge” of intra-school Rugby League teams Parents/Youth assisting with the game development of youngsters Participants at skills clinics/courses/seminars A team’s assistant coach/manager/trainer – who wishes to be of greater value to coach and players Referees/Officials within the game
Coaching	MGC (Modified Games Coach)	Level 1	Compulsory	<ul style="list-style-type: none"> Coaches of RL Club Teams: 6-12 years Coaches of Primary School Teams (or as per Education Dept policies) Coaches/players assisting at skills clinics/courses/camp for youngsters aged 6-12 years
Coaching	IGC (International Games Coach)	Level 1	Compulsory	<ul style="list-style-type: none"> Coaches of RL Club Teams: 13 years to Open Age with the exception of Head Coaches (refer to notes below) Teachers/Coaches of School Rep Teams (or as per Education Dept policies) Directors of Preliminary Award/Aussie Sport” (Level 0)/MGC/CC Courses Players assisting at skills clinics/camps/courses in an unsupervised capacity
Coaching	CC (Club Coach)	Level 1	Combined Award	<ul style="list-style-type: none"> Awarded to holders of both MGC and IGC Awards
Coaching	SCC (Senior Club Coach)	Level 2	Compulsory [Refer to Notes (1) and (2) below]	<ul style="list-style-type: none"> “Head Coaches” of all Clubs Club Coaching Co-ordinators Senior Rep Team Coaches e.g. City, Country, Division, Group, Ages State Junior Rep teams e.g. 15, 17 years J.R.L. Club Rep teams e.g. U15, 17, 19 years/First Division Education Course Providers
Coaching	HPC (High Performance Coach)	Level 3	Compulsory [Refer to Note (1) below]	<ul style="list-style-type: none"> NRL Coaches National and State Coaching Directors Coaches of National and State Rep Teams
Coaching	Master Coach	Level 4	Achievement Award	<ul style="list-style-type: none"> Awarded to HPC Award for outstanding achievements and involvement in coaching and/or coach education

DIRECTOR OF FUNDRAISING - ELECTED

Role:

The Director of Fundraising is responsible for setting fundraising targets and maximising the generation of funds for the Eastern Raptors Rugby League Club. The position will also be expected to lead the Fundraising Sub Committee.

Responsibilities (but not limited to):

- Generate increased income from existing sources,
- Identify and research potential funding opportunities,
- Work with the Treasurer to define the short term and long term funding needs for the Club and work out a fundraising plan,
- Issue receipts for any money received and maintain detailed records of income and expenditure (in partnership with the Treasurer),
- Work with the Head of Sponsorship and Grants to establish sponsors,
- Work with the Head of Canteen to maximise revenue generating activities,
- Liaise with Head of Media and Marketing to promote fundraising activities,
- Develop an event budget for each fundraising activity to establish feasibility for Committee approval,
- Establish and manage a Fundraising Sub Committee,
- Carry out recruitment of volunteers for Sub Committee as necessary
- Hold subcommittee meetings when required for a particular fundraising event and provide reports to Committee
- Engage in the execution of all aspects of fundraising events in partnership with subcommittee (i.e. planning, marketing, communication via email, regular mail, phone and face to face with all sponsors of events.)
- Supervise and reconcile the collection of all monies raised and arrange payment to Treasurer; working within the Treasurer's book keeping and accounting policies.

Skills and Attributes:

- Excellent team management, motivation, coordination and delegation skills,
- Good communication and presentation skills,
- Good interpersonal and sales skills,
- Great telephone skills and face to face relationship development,
- Good time management and organisation skills,
- Practical understanding of Microsoft Excel and Word

Accreditation (Note: to be completed prior to beginning of next season):

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 - b) Harassment and Discrimination training *
2. Working with Children Checks **

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DIRECTOR OF FACILITIES - ELECTED

Role:

The role of Director of Facilities is to coordinate and supervise the operations and maintenance of the ERRLC clubrooms, equipment and grounds.

Responsibilities (but not limited to):

- Managing the Equipment manager, Uniform manager and Grounds management team,
- Work with Council to establish annual ground rental agreements,
- Work with Council, Department of Planning and Committee to develop plans for ground and/or clubroom improvements,
- Work with Utilities providers (Electricity, Gas, Water etc) and Treasurer to ensure quality of service is maintained,
- Ensure the club house is always in a clean and fit for use state,
- Maintaining the quality of all playing surfaces,
- Work with suppliers for the surveying and establishment of rugby league playing grounds at the beginning of each season,
- Develop and coordinate the match day ground set up and pack down roster with all of the teams and parents,
- Ensure all game day signage is set up inline with sponsorship and marketing needs,
- Develop a roster of suitably qualified ground managers for match days,
- Ensure that all grounds managers understand and enforce their VRL match day obligations including:
 - VRL Competition Rules and Regulations (applicable to or enforceable by the Ground Manager.)
 - VRL Code of Conduct (applicable to or enforceable by the Ground Manager.)
 - VRL Tough Love Policy (applicable to or enforceable by the Ground Manager)
 - Ground set up
 - Duty of Care checklist
- Coordinate with Coaches and Team Managers for the opening of club rooms and availability of equipment for out of schedule training,
- Source and manage relationships with suppliers for the storage of equipment in the off-season,
- Coordinate with fellow tenants (i.e. Cricket Club) for the use of grounds in the off season,

Skills and Attributes:

- Good team management skills,
- Proactive and well organised,
- Sound communication skills,
- Approachable and open to improvements,
- Deal with any conflict in a calm, controlled and fair manner

Accreditation (Note: to be completed prior to beginning of next season):

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** Free for volunteer work

RUGBY LEAGUE DEVELOPMENT OFFICER - APPOINTED

Role:

The Rugby League Development Officer is responsible for developing the sport in the Eastern Suburbs and growing the number of 'playing' members at the ERRLC. This is achieved by developing relationships with external sources including primary and secondary schools, after school care organisations, fairs and open days and holding rugby league training clinics.

Responsibilities (but not limited to):

- To contact School and Active After School Programs to 'sell' the benefits of a Rugby League training program,
- To provide children not associated with the ERRLC and opportunity to experience Rugby League and become a member,
- Provide development plans and reports to the Director of Coaching,
- To run Coaching clinics at schools, to be active after schools and fairs and to represent the club in the best way possible.
- Liaise with external sources i.e. active after Schools and ERRLC to assist with development strategies.
- Develop a safe and happy environment where the children can train and play

Skills and Attributes:

- Highly Motivated and responsible person,
- Hold current Coaching certificate & LeagueSafe as required by The VRL.
- Be willing to progress and update these courses and skills to the highest level available (see below),
- Future orientated, forward planning person and one who sees the big picture,
- Excellent communication skills,
- Well organised and good time management,
- Computer skills – email and word would be advisable.

Accreditation (Note: to be completed prior to beginning of next season):

1. Level 1 Club Coaching Accreditation minimum (see below), Level 2 Senior Club Coach preferred
2. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
3. Working with Children Checks **
4. LeagueSafe ***

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HEAD TRAINER - APPOINTED

Responsibilities:

The Head Trainer (FAO's – First Aid Officer) works in conjunction with the Director of Coaching, respective Coaches and trainers (FAO's) to ensure all players reach and maintain required fitness levels and ensure they have a safe training and playing environment. They are responsible for ensuring that all players are fit to take part in rugby league activities.

Responsibilities (but not limited to):

- Assist the coach to assess player injuries sustained during training and playing,
- Report all injury concerns to the committee, coach, team manager and team trainer,
- Submit injury reports to the VRL,
- Collect all required doctors certificates from injured players before giving clearance to return to active rugby league activities,
- Must obtain and manage all player medical files,
- Ensure each team has a qualified trainer (level 1 minimum) available for training and/or games,
- Keep up to date with modern methods and techniques, especially in the area of the treatment, and rehabilitation, of injured players,
- Ensure all players, coaches and trainers observe the rules in relation to head injuries,
- Ensure that all necessary first aid equipment is available for use by the team trainers, (i.e. squeeze bottles, ice packs, stretcher etc)
- Ensure that all health requirements are being observed for the treatment of players by the club's Trainers/FAO's.
- Hold appropriate qualifications and current accreditations at all times.

Skills and Attributes:

- Cautious yet diligent in the execution of official duties,
- Approachable and well organised,
- Able to keep composed in high pressure situations,
- Able to know when to draw the line and call in professional medical assistance,
- Discreet and able to manage confidential information sensitively,
- Minimum Level 1 Trainer certification – Level 2 preferred or willingness to attain
- LeagueSafe certification

Accreditation (Note: to be completed prior to beginning of next season):

1. Level 1 Trainer Accreditation (\$120 bond paid by you. Refunded to you upon completion of the course.)
2. Play by the Rules
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Head Trainer - Orange Shirt (minimum Level 1 Trainer Accreditation but Level 2 takes priority)

- a) Is allowed unlimited access to the playing field to attend injured players and carry water.
- b) Is allowed to be on-field to be involved in the interchange process (i.e. to go to player on-field to be interchanged).
- c) Must NOT carry messages or provide directions to players at anytime.

HEAD OF SPONSORSHIP AND GRANTS - APPOINTED

Role:

The Head of Sponsorship and Grants is responsible for identification and development of sponsorship arrangements with businesses within our community and abroad for the Eastern Raptors Rugby League Club with a view to the generation of support e.g. fund, goods and services.

Responsibilities (but not limited to):

- Develop and review the ERRLC Sponsorship plans and packages (cost/benefits) and present to the Committee.
- Set financial goals to work towards with oversight by Director of Fundraising and Treasurer.
- Present Sponsorship and Grant plans and reports at the monthly committee meeting.
- Keep a detailed record of all Club Sponsor details and record any amounts of monies, goods and services received in compliance with Treasurer book keeping and accounting policies.
- Source and develop relationships with potential sponsors.
- Present sponsorship proposals and close business opportunities,
- Maintain a Memorandum of Understanding with each club sponsor that is approved by the Committee.
- Manage the ongoing relationship with sponsors and maximize future opportunities where possible.
- Apply for grants (council, gaming, local government, state government, federal government, companies).
- Liaise with the Director of Fundraising and Head of Marketing and Media to ensure social events support our sponsors and, where appropriate, raise money for the club.
- Invite all Sponsors to Club events where appropriate.
- Depending on level of sponsorship, seek approval to have sponsor's logos on uniforms, on stationary, in clubroom etc.
- Liaise with the Club Treasurer to get invoices for sponsorship if necessary.
- Alert Committee members of any out of the ordinary costs incurred throughout the season and provide an event budget if needed.
- Ensure the club complies with legislative requirements in relation to Sponsorships.

Skills and Attributes:

- Highly motivated, proactive and responsible person,
- Good communication and presentation skills,
- Good interpersonal and sales skills,
- Great telephone skills and face to face relationship development,
- Good time management and organization skills,
- Practical understanding of Microsoft Excel and Word

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Working with Children Checks **

* Courses supplied FREE OF CHARGE by the Australian Sports Commission at <https://learning.ausport.gov.au/jportal/Courses/tabid/62/Default.aspx>

** FREE for volunteer work. Lodge applications at Australia Post.

HEAD OF CANTEEN - APPOINTED

Role:

It is the responsibility of the Head of Canteen to run the canteen efficiently and profitably. The Head of Canteen has the delegated authority to manage the day-to-day operation of the canteen, using established routines, methods and procedures. The Head of Canteen must ensure that safe and appropriate practices are followed in relation to hygiene, health laws and regulations.

Responsibilities (but not limited to):

- Manage the Canteen and BBQ on game days.
- Provide regular stock takes and budgets for expenditure approval,
- Source and procure product to be sold on game days and events,
- Manage the finances including budget, float and earnings, and provide reconciled accounts to the Treasurer for banking,
- Set up and pack up of the canteen on game days,
- Clean up of the canteen area (through delegation) in line with OH&S and Food Safety laws,
- Be thoroughly aware of current Food Handling and Hygiene Laws,
- Ensure that all daily monitoring and records are maintained (as per Food Safety Program) for inspection purposes,
- Keep abreast of current food handling requirements, attending appropriate training or Personal Development courses as required or recommended by Law,
- Work toward the ongoing improvement of service, facilities and Safe Food Handling.
- Establish effective procedures for the canteen's operation.
- Ensure all volunteers are briefed on appropriate canteen procedures and guidelines and food safety requirements.
- Facilitate a happy, supportive and productive canteen environment, where canteen staff and or volunteers feel valued and welcome.
- Ensure a safe work environment and work practices are followed at all times.
- Maintain accurate and complete records.
- Provide reports to the Committee as required.

Skills and Attributes:

- Food Safety Level 2 certification (or the intention to pursue)
- Proven ability to run a canteen,
- Cash handling experience,
- Supervise volunteers in a warm and professional manner,
- Provide customer service in a warm and professional manner with patrons,
- Work collaboratively in a busy team environment.
- Have a working knowledge and appropriate accreditation in line with Safe Food Handling regulations.

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Working with Children Checks **

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** Free for volunteer work

HEAD OF MARKETING AND MEDIA - APPOINTED

Role:

The Head of marketing and media is required to coordinate all marketing activities to communicate with all stakeholders and promote the ERRLC.

Responsibilities (but not limited to):

The Head of Marketing and Media has primary responsibility for:

- Production of League publications (*eg* monthly newsletters, fixture books, handbooks, Annual Report, *etc*),
- Preparation of content for, development and maintenance of the ERRLC website (www.easternraptors.com.au),
- Liaison with VRL and Sporting Pulse personnel where required,
- Development of social media platforms and content,
- Identification and activation of commercial opportunities available through the ERRLC website, publications and communications vehicles,
- Preparation and dissemination of media releases and articles,
- Liaison with the Head of Sponsorship and Grants in relation to servicing of sponsors and merchandise suppliers and VRL,
- In partnership with the Head of Sponsorship and Grants, ensure sponsor details are advertised on the club website, social media, club newsletters, within the clubrooms and at games,
- Identification and development of additional media and communications related opportunities to complement ERRLC initiatives.
- Maintain clubroom notice boards

Skills and Attributes:

- Highly motivated,
- A strong interest in community rugby league,
- Excellent writing and computer skills,
- Familiarity with Microsoft Office and relevant graphics/web development programs,
- Experience in website development/maintenance and competence with a range of social media platforms,
- Good verbal and written communication skills.

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Working with Children Checks **

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** Free for volunteer work

EQUIPMENT MANAGER - APPOINTED

Role:

The Equipment Manager is responsible for the procurement, safekeeping, distribution and maintenance of club equipment.

Responsibilities (but not limited to):

- Ensure all team kits and training bags are packed and ready for the start of the season.
- Ensure regular OH&S and completeness checks are done on the kits and training bags during the season and any items that are lost or damaged are replaced.
- Maintain an equipment register of items and value under Treasurer policies.
- Purchase equipment as authorised by the Committee under Treasurer book keeping and accounting policies.
- Check and receive equipment returned at the end of the season.
- Advise the Committee of any missing equipment.
- Pick up any equipment from the VRL.
- Ensure safe storage of all equipment.
- Encourage players and club official (coaches, trainers etc.) to respect the clubs equipment.

Skills and Attributes:

- Well organised,
- Attention to detail,
- Knowledge of suitable suppliers,
- Knowledge of equipment requirements for each age group.

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Working with Children Checks **

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ASSISTANT SECRETARY - APPOINTED

Role:

The assistant secretary's role is to supervise and be responsible for the accurate and timely registration of all players, coaches and trainers.

Responsibilities (but not limited to):

- Plan and execute registration days prior to the commencement of the VRL season.
- Manage relationships with people who contact the ERRLC through 'expressions of interest' to join the club,
- Ensure all players complete the appropriate Registration form,
- Obtain a copy of a birth certificate or proof of identity at time of registration,
- Obtain photographs for all players for player cards and database,
- Ensure new registrations are lodged with the VRL and returning players "roll over" on database.
- Work in conjunction with VRL to ensure proper registrations for all players.
- Assist players with the process of clearances from other clubs and follow procedure via database.
- Provide a list of all players for each age group for distribution to coaches/team managers,
- Ensure all coaches/team managers receive all player cards for each age group,
- Ensure all financial/registered players receive VRL sponsored 'Melbourne Storm Memberships (if applicable),
- Sound understanding of the National Membership database & Clearance manual- Go to www.help.leaguenet.com.au

Skills and Attributes:

- Effective communication,
- Systematic and well organised,
- Ability to maintain confidentiality,
- Honest and trustworthy,
- Practical skills in Microsoft Word and Excel,
- Database and internet skills.

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Working with Children Checks **

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ASSISTANT TREASURER - APPOINTED

Role:

The role of assistant treasurer is to help the treasurer in the day-to-day operational execution of their duties.

Responsibilities (but not limited to):

- Banking of funds,
- Issuing of receipts,
- Preparation of invoices.

Skills and Attributes:

- Able to communicate effectively,
- Be systematic and well organised,
- Be honest and trustworthy,
- Book-keeping experience,
- Able to maintain confidentiality on relevant matters.

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Working with Children Checks **

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COACH - APPOINTED

Role:

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..

Responsibilities (but not limited to):

- 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 VRL & ERRLC 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 rules of the game,
- Encourage players to develop a proper attitude to competitiveness and sportsmanship,
- Ensure that the coaching reflects the level of the competition being played,
- Test, evaluate and refine each player's individual skills,
- Organise (in partnership with the team manager) training and match days,
- Foster club spirit amongst all players and encourage them to participate in a sporting manner,
- Liaise with the club's Director of Coaching as and when required
- Support the coaching initiatives of the club and VRL

Skills and Attributes:

- Has leadership skills
- Holds appropriate qualifications as required by the VRL
- 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.

Match Day Bench Rules & Regulations:

Coaches are to remain seated on bench or stand to the side of or behind the bench (not in front) at all times. Under no circumstances is the Coach to call instructions to his/her 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 Referee and also to Touch Judges, any comments made either at Referee or Touch Judge will result in serious action being taken against offenders. All Coaches must wear their Working With Children and Coaches ID when sitting on Benches.

Accreditation (Note: to be completed prior to beginning of next season):

1. Level 1 Modified or International Games Coach (as required by the grade you will coach)
2. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
3. Working with Children Checks **
4. LeagueSafe ***

* Courses supplied FREE OF CHARGE by the Australian Sports Commission at <https://learning.ausport.gov.au/jportal/Courses/tabid/62/Default.aspx>

** FREE for volunteer work. Lodge applications at Australia Post.

*** FREE through VRL

TEAM MANAGER - APPOINTED

Role:

The Team Manager plays a vital role in providing communication between the club, the coach, the team and the parents. The Manager also represents the team on behalf of club management and ensures all team members are kept up to date with club requirements.

Responsibilities (but not limited to):

- Work closely with the Secretary/Assistant Secretary to ensure information has been supplied to each player and that all players are correctly registered prior to the first game.
- Ensure team playing list is up to date with parent contact details and emergency preferences,
- Ensure all players have completed a Medical Advice Form prior to the commencement of the season (or games for late joining players),
- Ensure all players have signed a photograph consent form prior to displaying photos of games.
- Notify all players and parents of their requirements and expectations before the commencement of the season (duty rosters, team/club events, fundraising etc)
- Ensure that all players and parents know when and where they are playing each week, with game times and the location of the ground.
- Wash team jerseys each week and ensure they are available for the next game.
- Ensure the safekeeping of player registration cards and their availability for the official table for each match.
- Be responsible for correctly completing the sign-on sheet at the official table / control point for each game and ensure that each player signs the sheet as required by your League rules by halftime of the game.
- Remain at or near 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 equipment (Team Bag) given to the team and ensure its prompt return at the finish of the season.
- Ensure all players are correctly attired for each game.
- Ensure all paperwork required by the Club / League is completed and submitted promptly.
- 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.
- After each game hand Game Record sheet to the Secretary.
- Never leave a child unattended after a game or training session, remain with or ensure another qualified volunteer remains with the child until a parent collects them.
- Ensure players and parents represent the Club in an appropriate manner in accordance to the Code of Conduct, policies and procedures.
- Keep an accurate record of each team member's player uniforms and liaise with Uniform Manager when required.

Skills and Attributes:

- Good communicator,
- Proactive and well organised,
- Work closely with Team Coach,
- Computer and email skills,
- Be available for Coach and Team Manager Meetings,
- Encourage participation from team players and parents in club events,
- Work closely with Junior Member Representative and Director of Coaching,
- Have a sound understanding of the Junior Rugby League Rules and Regulations relevant to your team age group,
- Current Working with Children's Check,
- League Safe Course

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Working with Children Checks **

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** FREE for volunteer work. Lodge applications at Australia Post.

LEAGUESAFE WATER RUNNER - APPOINTED

Role:

The role of LeagueSafe Water Runner is to provide water and messages to the players on field as well as to (in the absence of a qualified Trainer) to apply safety protocols inline with LeagueSafe training. League Safe is designed to advise and prepare on field personnel, other than Accredited Sports Trainers, what to look for in an injured / ill player, what to do / what not to do, until a Sports Trainer or higher qualified person arrives. This may necessitate the league safe person to care for the player until this help arrives under guidelines of LeagueSafe Presentation.

Responsibilities (but not limited to):

- Keep the welfare of the players as the number 1 priority.
- Is allowed unlimited access on-field to carry water.
- Is allowed be on-field to be involved in the interchange process (i.e. to go to player on-field to be interchanged).
- Is allowed on-field to carry messages to individual players
- Must NOT provide directions or messages to the team while play is in progress.
- Must enter and leave the field from an onside position.

Skills and Attributes:

- Able to communicate effectively,
- Treat all players with care and respect,
- Ability to exert self control.

Accreditation (Note: to be completed prior to beginning of next season):

1. Working with Children Checks **
2. LeagueSafe ***

** FREE for volunteer work. Lodge applications at Australia Post.

*** FREE through VRL

ASSISTANT TRAINER – APPOINTED

Responsibilities:

The Assistant Trainer (FAO – First Aid Officer) works in conjunction with the Head Trainer, Team Coach, and Director of Coaching, to ensure all players reach and maintain required fitness levels and ensure they have a safe training and playing environment. They are responsible for ensuring that all players are fit to take part in rugby league activities.

Responsibilities (but not limited to):

- Assess player injuries sustained during training and playing,
- Report all injury concerns to the Head Trainer, Director of Coaching, Team Coach, and Team manager,
- Keep accurate records of injuries,
- Submit injury reports to the Head Trainer,
- Collect all required doctors certificates from injured players and pass on to Head Trainer,
- Keep up to date with modern methods and techniques, especially in the area of the treatment, and rehabilitation, of injured players,
- Ensure all players and team personnel observe the rules in relation to head injuries,
- Ensure that all necessary first aid and general equipment (i.e. water bottle, team vests is available for use for the team
- Ensure that all health requirements are being observed for the treatment of players.
- Hold appropriate qualifications and current accreditations at all times.

Skills and Attributes:

- Cautious yet diligent in the execution of official duties,
- Approachable and well organised,
- Able to keep composed in high pressure situations,
- Able to know when to draw the line and call in professional medical assistance,
- Discreet and able to manage confidential information sensitively,
- Minimum Level 1 Trainer certification
- LeagueSafe certification

Accreditation (Note: to be completed prior to beginning of next season):

1. Level 1 Trainer Accreditation (\$120 bond paid by you. Refunded to you upon completion of the course.)
2. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
3. Working with Children Checks **
4. LeagueSafe ***

* Courses supplied FREE OF CHARGE by the Australian Sports Commission at

<https://learning.ausport.gov.au/jportal/Courses/tabid/62/Default.aspx>

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*** FREE through VRL

Assistant Trainer - Blue Shirt (minimum Level 1 Trainer Accreditation)

1. Is ONLY allowed to enter the Playing Field at the direction of the Head Trainer when:
 - a) Assisting the Head Trainer to remove an injured player from the field; OR
 - b) To treat an injured player if there is more than one injured player and the head trainer is already occupied.
2. Is ONLY allowed to carry water when:
 - a) A try has been scored (either for or against); OR
 - b) Due to extreme weather conditions, the two Head Trainers from the participating clubs agree each team uses Assistant Trainer as an additional water runner.
3. Is allowed to provide assistance off the Playing Field of any nature, including but limited to, the interchange process, refilling of water bottles, etc. so long as it does not interfere with the role of any other personnel or player.

UNIFORM MANAGER - APPOINTED

Role:

The role of uniform manager is to plan and manage the annual team uniform requirements for the ERRLC.

Responsibilities (but not limited to):

- Develop and monitor detailed operational plans and time schedules for seasonal uniform requirements,
- Develop, monitor and manage the uniform budget and ensure expenditure is cost effective and competitive,
- Ensure all new uniforms are consistent with the original design intent and adhere to VRL guidelines,
- Ensure all uniform and accessory designs are consistent with the look of the ERRLC and adhere to sponsors corporate logo specifications and guidelines,
- Establish and manage good working relationships with apparel suppliers and clothing printers (for sponsors logos etc),
- Manage a database of uniforms, players and teams to ensure that all uniforms are returned to ERRLC or charged to the member at the end of the season,
- Work effectively with the Head of Sponsorship and Grants in the management of salable uniform real-estate,
- Work effectively with the Treasurer in the budgeting, cost management and recovery of funds at the end of the season.

Skills and Attributes:

- Well organised and proactive,
- Financially astute,
- Well versed in the use of Microsoft Excel and Word,
- Up to date with the latest uniform trends and technology,
- Have relationships with or knowledge of sporting apparel suppliers.

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Working with Children Checks **

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** FREE for volunteer work. Lodge applications at Australia Post.

MERCHANDISE MANAGER - APPOINTED

Role:

The role of merchandise manager is to develop the promotional merchandise and product line of the ERRLC to promote the club and rugby league. The objective of the role is to sell merchandise to non-playing members with club apparel and promotional items (i.e. t-shirts, caps, key rings, umbrellas etc) through a sustainable revenue line to further grow the club and sport in Victoria.

Responsibilities (but not limited to):

- Devise and oversee ERRLC promotional merchandise range,
- Develop new products and provide cost benefit analysis,
- Devise and implement an annual merchandise budget,
- Sell merchandise at club fixtures and events,
- Track sales and oversee reinvestment in stock,
- Oversee quality control,
- Source and manage suppliers,
- Work closely with the Treasurer and Director of Fundraising.

Skills and Attributes:

- Sales and retail skills,
- Well organised,
- Financially astute,
- Well versed in the use of Microsoft Excel,
- Up to date with the latest merchandising trends, technology and opportunities.

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Working with Children Checks **

* Courses supplied FREE OF CHARGE by the Australian Sports Commission at <https://learning.ausport.gov.au/jportal/Courses/tabid/62/Default.aspx>

** FREE for volunteer work. Lodge applications at Australia Post.

MEMBER PROTECTION INFORMATION OFFICER (MPIO) - APPOINTED

Role:

The Member Protection Information Officer (MPIO) is the first point of call for any enquiries, concerns or complaints about harassment or abuse. The MPIO provides information and moral support to persons with concerns/complaints. The position of MPIO at a club level helps to improve awareness of child protection and harassment free sport and provide a safe and enjoyable sporting environment.

Responsibilities (but not limited to):

- Ensure the safety and welfare for Club Members
- Assist in grievance and complaints resolution
- Act as an impartial body, offering a sounding board to bounce ideas off
- Identify options for resolution of conflicts and grievances
- Refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart
- Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies.
- Liaise with members of the Club, President and other bodies
- Ensure completion of Member Protection Declaration form by all members
- Support and provide information to the Committee as required
- Assist with Annual risk assessment

Skills and Attributes:

- Be systematic and well organised
- Possess good interpersonal and communication skills
- Able to maintain confidentiality on relevant matters
- Possess a good understanding of ERRLC & VRL policies and procedures
- Deal with any conflict in a calm, controlled and fair manner
- Completion of the free on-line training at www.playbytherules.net.au is required as a minimum
- Completion of an accredited MPIO course is preferable.

Accreditation (Note: to be completed prior to beginning of next season):

1. Play by the Rules
 - a) Child Protection,
 - b) Harassment and Discrimination training *
2. Complaint Handling training *
3. Member Protection Information Officer Training *†
4. Working with Children Checks **
5. LeagueSafe ***

* Courses supplied FREE OF CHARGE by the Australian Sports Commission at <https://learning.ausport.gov.au/jportal/Courses/tabid/62/Default.aspx>

** FREE for volunteer work. Lodge applications at Australia Post.

† Supported by VRL

GROUNDS MANAGER - APPOINTED

Role:

The Ground Manager fulfills an important function to ensure that the game day experience is safe and efficient for players, officials and spectators.

Requirements:

Each Host Venue must assign a Ground Manager to each field in operation at their venue. This is a MANDATORY position that must be filled by the Host Venue.

Must wear identifying Ground Manager vest at all times.

Knowledge:

The Ground Manager must be aware of and have understanding of the following:

- VRL Competition Rules and Regulations that is applicable to or enforceable by the Ground Manager.
- VRL Code of Conduct that is applicable to or enforceable by the Ground Manager.
- VRL Tough Love Policy that is applicable to or enforceable by the Ground Manager.
- Ground set up
- Duty of Care checklist

Summary of Match Day Tasks:

- Ground Management
- Ensure Duty of Care Checklist is completed (does not have to be completed by Ground Manager)
- Ground is safe to use and associated equipment are safe for use before play commences
- Prevent play if at any stage the Ground Manager is of the reasonable belief that it is unsafe to do so
- Ensure Playing Area is roped or fenced off completely and ensure that only approved persons are in the Playing Area
- Be aware of appropriate VRL rules and regulations
- Ensure all match equipment is in place before commencement of match:
 - match officials table & chairs
 - hooter/siren & timer
 - team benches
 - first aid stretcher
 - goal post pads, etc.
- Ensure timely and proper transition of field set up between mini to mod to international matches.
- If required, the Ground Manager is required to direct the ambulance onto the field.

Match & Behaviour Management:

- Enforce Code of Conduct for team coaches, managers, trainers, water runners and spectators
- Assist match officials in managing the match
- Assist match officials in implementation of Tough Love Policy

General Management:

- Be visible at all times during matches
- Be alert and aware of all activity inside the spectator fence or rope
- Deal with any conflict in a calm, controlled and fair manner
- Use common sense