



MILPERRA COLTS J.R.L.F.C

Killara Reserve
Email: davecoltssecretary@gmail.com
www.milperracolts.com.au



General Committee Position – Application form

I wish to apply for the following position for the 2022 season.

(Please cross (X) the appropriate box)

Member Protection Information Officer		Registrar	
Publicity and Promotions Officer		Ground Manager	
Gear Manager		Volunteer Co-ordinator	
Sponsorship / Fundraising Officer		Coaching Co-ordinator	
General Member		Canteen Manager	

Surname: _____ First Name: _____ Middle Name: _____

Address: _____ Date of Birth: _____

Phone: (h) _____ (w) _____ (m) _____

Email address: _____

Previous Experience: _____

I advise the following contacts for reference purposes in relation to my previous experience:

Name: _____ Contact Number: _____

Name: _____ Contact Number: _____

In applying for this general committee position, I understand that my first responsibility is to Milperra Colts J.R.L.F.C. Inc. All that I do will be in the best interest of the club. I will undertake to perform all duties required both professionally and conscientiously at all times. I am aware of these duties for the position in which I have applied (over page, and initial) and understand the commitment required to perform these duties. I am willing to have a working with children check done.

Signature: _____ Date: _____

All applications must be received by 5:00 pm 7 days prior to the AGM ie 24th November 2021





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MEMBER PROTECTION INFORMATION OFFICER JOB DESCRIPTION

Overview:

The Member Protection Information Officer (MPIO) is the first point of call in the club for any enquiries, concerns or complaints about harassment and abuse.

The MPIO provides confidential information and moral support to the person with the concern or who is alleging harassment.

The MPIO is responsible to the club's Committee and club members.

Duties:

- Listen to complaints and concerns from members and visitors.
- Provide support for all members.
- Provide information and options for member behaviour (not advice).
- Keep up to date with information on harassment, discrimination and other forms of inappropriate behaviour.
- Understand and follow club policies and procedures in relation to Member Protection.
- Be accessible and approachable to all club members.
- Mediate complaints at a formal and informal level.
- Maintain confidentiality for all club members.
- Provide relevant persons with the appropriate reports/documentation resulting from hearings.
- Carry out unbiased investigations and make reasonable recommendations.

Position Requirements:

Ability to provide support

Able to work independently

Good communication skills

Good conflict resolution skills

Knowledge of Club Member Protection policies and procedures

Interpersonal skills





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REGISTRAR JOB DESCRIPTION

Overview:

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 and the District Junior League, plan, coordinate and manage club registration days at the commencement of the season.
- Ensure all players fill out the appropriate registration forms.
- Ensure that original copies of birth certificates and other proof of age documents are sighted at time of registration.
- Obtain photographs for all players to be used on their registration cards.
- Prepare a list of players for each age group for distribution to team coaches.
- Ensure all coaches / FAO are added to the National Database.
- Be familiar with the National Membership database and clearance manual.





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PUBLICITY AND PROMOTIONS OFFICER JOB DESCRIPTION

Overview:

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.
- Ensure club website is up to date in regards to news, contact details, fixtures, results and tables.
- 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 ARL 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/magazine/match day program 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:

In addition, always ensure that appropriate links to sites such as LeagueNet, NRL, ARL Development and your league/region/state are operative.

The Publicity and Promotions Officer should also source articles, stories, interviews and profiles etc. for inclusion in local newsletters and magazines and national publications such as Metres Gained and Little League.



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GROUND MANAGER JOB DESCRIPTION

Overview:

The Ground Manager is responsible for ensuring that the grounds and associated equipment are safe for use. It is also important to ensure that rules and regulations regarding the club's playing fields and facilities are respected and observed.

Duties:

- Ensure the dressing rooms, canteen, 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 the playing surface is in good order at all times.
- Advise the Committee of the overall condition of the fields to ensure continued availability.

Notes:

The Ground Manager should ensure that all club members who will act as Game Day Ground Managers are aware of their duties and the protocols that need to be followed by players and officials using the club's facilities as well as being familiar with all aspects of the ARL National Code of Conduct.





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GEAR MANAGER JOB DESCRIPTION

Overview:

The Gear Manager is responsible for the safekeeping, distribution and maintenance of club equipment and player's clothing.

Duties:

- At the commencement of the season, perform a stock-take of team apparel and other club equipment.
- Allocate existing uniforms and training gear to each Team Manager.
- Identify new training gear and uniform requirements and work with the club Secretary to obtain quotes and submit orders.
- Maintain records of uniforms issued.
- 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.





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VOLUNTEER CO-ORDINATOR JOB DESCRIPTION

Overview:

The Volunteer Co-ordinator is responsible for the recruitment, training and retention of the club's volunteers.

Duties:

- Assess the personnel needs of the club on annual basis, taking into account regular duties as well as special events.
- Develop a volunteer policy, for ratification by the Committee.
- Develop a recruiting plan that identifies all possible recruiting sources.
- Develop a budget for the club's volunteer program.
- Understand the nature of volunteering and what motivates people to volunteer.
- Recruit volunteers and where possible, place them in roles that suit their background, skills or wishes.
- Organise initial orientation and on-going training.
- Develop and implement a communications program that regularly keeps volunteers informed of all club activities.
- Overview and support the progress of volunteers, providing regular feedback on their performance.
- Ensure appropriate recognition of volunteers. – NSWRL volunteer awards night held annually. Contact NSWRL Academy for further details.
- Submit regular reports to the Secretary and Committee.
- Ensure that all activities related to the club's volunteer program conform to the rules and regulations of the club.
- Ensure that all volunteers sign the Prohibited Employment Declaration.
- Apply for available Volunteer Grants to assist with the recruitment, retention and recognition of your clubs volunteers.
- Ensure that the importance of volunteerism is addressed in the club's development plan.





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SPONSORSHIP AND FUNDRAISING OFFICER JOB DESCRIPTION

Overview:

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

Duties:

- Form a sponsorship and fundraising sub-committee. (if necessary)
- Set fundraising goals for the club.
- Develop a fundraising program / strategy for the club.
- Develop and implement a sponsorship servicing program that provides value for the club's sponsors.
- Identify all available sponsorship opportunities.
- Prepare submissions and all supporting material and ensure all materials required for fundraising are ordered and available.
- Arrange all necessary permits, registrations and approvals for fundraising activities as required.
- Present proposals to interested parties.
- Organise fundraising activities and functions for the club.
- Prepare rosters and supervise volunteers assisting with fundraising activities.
- 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.
- 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.

Notes:

Sponsorship and fundraising information can be found at:

New South Wales Rugby League Academy: www.nswrlacademy.leaguenet.com.au

Australian Rugby League Development: www.arldevelopment.com.au

Rugby League's One Community: www.rugbyleague.com.au/onecommunity





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COACHING CO-ORDINATOR JOB DESCRIPTION

Overview:

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

Duties:

- Ensure there are enough coaches for the club's requirements.
- Keep an accurate club database of all Coaches details and Accreditation information.
- Ensure that all coaches are appropriately accredited and that their accreditation is current
- Ensure that all coaches support the general coaching philosophy of the club.
- Place new coaches into a mentoring relationship or arrange for them to be assessed.
- Provide opportunities for continuing education of coaches:
 - Coaches Updates
 - o Internal (Provided by Club members)
 - o External (Provided by District Club/NSWRL/NRL)
 - Resources – Drills, information etc.
 - Information regarding Higher Level Courses
- Ensure that the Club has a current Coach Appointment Policy and that this is adhered to.
- Provide adequate information for coaches to efficiently organise their team and meet any requirements that the club may have of them.
- If possible, develop a budget for assisting the club's coaches to become accredited.
- Arrange appropriate coach training sessions, locations, dates and times.
- Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner.
- Meet regularly with coaches to discuss performance and provide feedback.
- 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 ARL National Code of Conduct and the ARL National Safeplay Code.





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- Continually seek out potential coaches and recruit whenever possible.

Notes:

For information on coaching updates, resources and courses visit:

Coach Rugby League: www.coachrugbyleague.com.au

NSW Rugby League Academy: www.nswrlacademy.leaguenet.com.au

NSWRLWestern Sydney Academy: www.nswrlwsa.com.au



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CANTEEN SUPERVISOR JOB DESCRIPTION

Overview:

The Canteen Supervisor 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:

- Obtain all relevant OH&S and safe food handling/preparation procedures and guidelines.
- 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 member, count and balance the takings.
- Maintain appropriate records are required by the Treasurer and/or Committee.
- Ensure that the canteen and its contents are secure at all time and kept in a clean and tidy manner .
- Ensure BBQ/s are in safe working condition.
- Keep the Committee informed of all relevant matters.

