

Club Rules/Regulations 2013

Brothers Manly Junior Rugby League

MANLY BROTHERS MISSION STATEMENT

Manly Christian Brothers College Old Boys Football Club Inc. (hereafter known as Manly Brothers) will in accordance with its constitution:-

- Promote the sport of rugby league to children in the area.
- Encourage the on-going friendships of ex-students of the Manly Christian Bros College and present and past students of St. Pauls College Manly and
- Promote sportsmanship and development of its young members
- Promote a social framework for its members.

The club aims to provide a community based environment for the promotion of Junior Rugby League in a safe, sharing, collaborative and social environment.

The Club and its officials will endeavour to recognise and encourage a child's effort (as much as excellence) to ensure all players in the Club are encouraged to strive to their maximum personal achievement whilst in parallel competing in an inclusive environment and in a sportsmanlike manner.

CLUB HISTORY

Christian Brothers College Manly (now St. Pauls) formed a football team in 1934 for the Old Boys of the school.

It was based on the cricket team which had been playing for some years. Brother Gygar one of the teachers at the school was the chief instigator and mentor for the new club. Very few of the original team are still living and accordingly it has been difficult to discover exactly when the team was formalised as a club.

The club played Rugby Union until 1942 during which time it won many competitions and were state junior champions in 1938. In 1943 the switch was made to Rugby League and Brothers won the U16 competition in 1943 and 1944. Reub Hudson the former President of Manly Warringah Football Club was a member of these sides and our teams regularly play games at the Reub Hudson fields to this day.

In 1944 and 1945 a significant number of our players (about half the team) played in the first ever Manly team which won the Presidents Cup in 1946. As a result of that success Manly (now the Sea Eagles) then entered the senior competition in 1947. The other half of that successful team was made up of neighbouring Freshwater players who wore maroon and white (as still worn by Freshwater Surf Club) and which is the historical origin of the current Sea Eagles NRL team colours.

Brother's sides were outfitted in cerise and blue. These colours were chosen by Leo Worthington whose father had attended St Joseph's College Hunters Hill (or Joeys as it is known to many) with Joeys having now competed in cerise and blue very successfully in the GPS rugby competitions for over 100 years. This link to rugby union is evident in the club badge which was designed by Leo Worthingtons brother, Tony and which was based on the Manly Rugby Union Club badge.

Over the years Brothers have won almost every competition and trophy in Junior League. In 1958 the club won its first premiership (since the early success of 1947). The clubs most dominant year was 1969 when it fielded 21 teams. 20 teams were fielded in 1970 thru 1973 and the club has won at least one division every year since. In fact the club won over 103 premierships in the 40 years from 1958 to 1998, of which 74 of these were First Division.

The numbers of players who have gone on to senior grade football are numerous. Two of our players, Peter Bourke and Bill Bradstreet have been selected to play as Australian Internationals whilst one of our past Presidents, the unforgettable Col Mills went on to become the President of Manly Warringah Junior League.

Importantly the proud history of the club continues to evolve with every young junior that decides to play football with Manly Brothers.

BROTHERS CODE OF CONDUCT

A Member of Manly Brothers will:-

- Agree to abide by the Code of Conduct for the Club.
- Meet all requirements and act in accordance with the Constitution, By-laws and current Rules/Regulations of the Club as published on the Club website and update from time to time.
- Adhere to the Code of Conduct displayed by the Junior Rugby League at all matches and respect all opposition players, officials and opposition parents accordingly.
- Respect the rights and views of fellow Club Members.
- Ensure that Club premises and Club equipment is treated with respect.
- Abide by the Club's RSA and licensed premises guidelines.
- If under 18 years of age not attempt to enter or procure alcohol from any licensed premises.
- Abide by the Club's communication and media policy.
- When representing the Club at all times perform within the rules expected by the Club and ensure that all opposition, officials and community members are shown appropriate respect and consideration.
- Recognise and encourage the efforts of all players
- Not denigrate or criticise other players on or off the field.

It is imperative that all players/parents understand that rugby league is a team game, not an individual sport. All members must recognise and support that in junior sport there will always be a spread of developing skill and ability levels (as well as age/physical development spread of up to 12 months due to birth dates in any age group) in our teams.

Junior sport can often see the child trying hardest not being the person with the most natural ability or dominating a team. It is imperative that the club and its members encourage all players at all skill levels and recognise their contribution and effort. Coaches and managers must not allow criticism/bullying of an individual player by other players in a team. It is imperative that parents/players recognise that we require all players of all abilities to field our teams and without the contribution by many developing players the club may not have enough boys to form teams.

CLUB COMMUNICATION POLICY

It is imperative that all Club Members acknowledge and adhere to the Club's Communication Policy and observe the following rules in relation to communication.

- Whilst the Club accepts that Members will communicate via electronic and social media it is expected that these communications be conducted such that the Club is represented in a positive light.
- Social media must not be used for any personal attacks on Club members, team performance, individual players or officials.

The Club and its Executive reserve the right (at the absolute discretion of the Executive) to revoke the membership of any member who breaches the media and social media policy of the Club.

All Members are encouraged to speak promptly to the President, Secretary or any Executive member if they have any concerns regarding the misuse of social media in relation to the Club or the Club's activities or in the targeting of any member individual of the club.

CLUB LICENSE AND EVENTS

The Club fully endorses and supports the Responsible Service of Alcohol (RSA) and license obligations.

It is imperative that every Club Member understands that whilst the Club holds a License that License is a conditional arrangement with the licensing authority whereby the Club must inform the Licensing Board of intended events and dates off same for their approval. Failure to comply with this requirement may result in the Licence being revoked from the Club.

The following rules must be adhered to at any events or activities at the Club involving the bar or service of alcohol.

- The event must be approved by the executive and conducted in accordance with the licensing regulations and RSA
- Under no circumstances is any Club Member under than 18 allowed to handle or consume alcohol on the premises or in the surrounding area of the Club.
- Under NO circumstances is anyone under 18 years old allowed to enter behind the bar or into the service area.
- Any person serving behind the Club bar must hold a relevant RSA.
- Club Members who are deemed to have consumed excessive alcohol will be asked to leave the premises in accordance with RSA.
- Any Member engaging in antisocial or abusive behaviour will be asked to leave the premises in accordance with RSA.
- Regardless of event the Club's License only allows trading until 12pm and accordingly the bar will close at this time in all circumstances no exceptions.
- The bar cannot be opened whilst any junior games of football are being played on Club grounds nor alcohol served from the canteen. Alcohol can only be served from the bar or canteen at the conclusion of all games no exceptions.
- The Executive at the Club are unanimous in that any breaches to the following guidelines will see the bar closed and potentially a social event cancelled if recurring breaches are not resolved immediately.
- The club requires that all members consume alcohol in a responsible and sensible manner at all times and especially at any function when junior member may be present at the function.

Whilst the Club encourages social events and activity these events must be conducted in a harmonious and respectful manner accommodating all Members of the Club and their families.

Any member who fails to comply with an instruction regards to any of the above rules and regulations may be asked to show cause to the executive as to why disciplinary action should not be imposed by the club. The executive (in its absolute discretion) may impose penalty, including expulsion form the club dependent on the nature of the incident.

CHILD PROTECTION - CLUB COMMITMENTS/OBLIGATIONS

The club and committee are committed to the protection of children under the requirements of the *Commission for Children and Young People Act 1998* and the *Child Protection (Offenders Registration) Act 2000*. See also NSW Commission for children and young people - <http://www.kids.nsw.gov.au/director/check.cfm>

Many of our members work in a voluntary capacity with children whether that be in coaching, managing, assisting at events and functions. It is also possible that any members may be asked to assist where necessary in areas where children under the age of 18 years may be involved.

Accordingly the club requires that ALL members over the age of 18 years who work with children in the club sign a Prohibited Employment Declaration (PED) Attachment 4 .

Under the Acts CHILD RELATED EMPLOYMENT means any employment (including work as a volunteer for an organisation) that primarily involves direct contact with children and where that contact is not directly supervised. This includes employment in clubs, associations or movements (including of a cultural, recreational or sporting nature). It is imperative that children receive such care and protection as is necessary for their safety, welfare and well-being, taking into account the rights, powers and duties of their parents or other persons responsible for them.

It is an offence for prohibited persons to apply for or otherwise attempt to obtain, undertake or remain in child-related employment. A **prohibited person** is any person who is convicted of the following (whether in NSW or elsewhere):

- serious sex offence
- child-related personal violence offence
- murder/manslaughter of a child
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- Attempt, conspiracy or incitement to commit the above offences.

A **prohibited person** includes a Registrable person under the Child Protection (Offenders Registration) Act 2000.

All people working in or seeking to work in child-related employment must declare whether they are a prohibited person. **This includes self-employed people, volunteers and students on placement.**

The declaration required under the act simply confirms that the person signing it is not a **prohibited person** under the Act.

The committee has directed that if a member chooses not to complete the legally required declaration and thereafter does not respond in writing to the club stating the legal reasons for not signing the legally required declaration then their application for membership/renewal of membership or current membership will be rejected or terminated.

The Club appeals to all members to understand that as a junior club our primary obligation must be to ensure we fully comply with the above to ensure the club protects the children and young people in the club and to keep them safe.

TEAM/PLAYER ALLOCATION

Returning players will be given first preference in terms of allocation into teams.

The instance of there being enough registered players for 1 team but not enough for 2 teams in an age group was discussed and the following Policy is now formalised to ensure that there is certainty for the Club and its Members regards registration, team allocation and team policy.

- Returning players who have registered prior to official training commencing will be given first preference in terms of allocation to teams.
- New players who are registering with the club for the first time will be considered provisional until the specific age group team numbers are identified.
- Once official training commences respective team numbers and names will be advised to respective coaches.
- In the event there is an overflow of returning and new players, returning players will be given first preference to any team allocation subject to the following criteria being considered (in no particular order of merit).
 - o Years of service/continuous service to the club
 - o Does the player exhibits a “reasonable” level of competency for the given age group.
 - o Safety/size with regards to the age group and grade within that age group.

Returning players who “reasonably” satisfy the above criteria will be allocated a place in the team. It is imperative that all coaches and managers adhere to this policy.

Any player allocation concerns arising post registration should be referred to the committee in writing. The committee will review and decide on the specific player allocation concern. Coaches, managers and parents must accept the committee decision as final and binding and comply with same.

- If a provisionally registered player is not able to be allocated to a team once player numbers are identified in an age group their registration fee will be refunded in full.
- Where there are enough players for more than one team in an age group, the Club requires that the respective age group coaches work collaboratively in terms of grading the teams into appropriate skill/safety levels to ensure that players are being fielded against respective oppositions as consistently as possible in terms of skill set, size and capability.

Any grading concerns arising should be referred to the committee in writing. The committee will review the matter and will decide on the grading concern raised. Coaches, managers and parents must accept the committee decision as final and binding and comply with same.

The above Policy is unlikely to apply to non-competitive teams (currently the Under 6’s and 7’s) where rotation of players and team numbers can be highly flexible.

GRADING POLICY

The objective of the club grading policy is not focused primarily on generating teams that dominate age divisions but rather on the club implementing a duty of care to its players ensuring they enjoy playing in a suitable team compatible to their size, ability, physical strength and comfort level in playing a full contact sport.

Rugby League is a competitive sport and whilst we all enjoy a win, the club must prioritise the health and safety of all players when allocating players to teams and ensure a duty of care is displayed in endeavouring to match players to teams adequate to their abilities which should hopefully ensure they enjoy their football (even more)

and see players keen to return season after season comfortable that they can play at a level that matches their skills.

The Grading Policy is designed to give players, parents, coaches and managers a clear understanding of the grading process and to ensure that grading of teams is undertaken in a consistent manner. In grading players the aim is to promote fairness, safety, consistency and transparency.

The primary objective, where ever possible is for all players to be graded into a team best suited to their ability by way of an equitable process recognising individual players have different motivations for playing Rugby League, varying levels of physical development and are at different stages of their core skill development.

Who is Graded?

Grading will apply to all players in ages Under 9's and up (Mod and International Competitions) where there is more than 1 team in an age group. Once grading has been completed, generally, players will not be swapped between teams during the season. Situations where moving players between teams may be necessary might include; safety concerns, injury or illness and these will be dealt with on a case by case basis by the club.

The higher graded team will be referred to as "The Maroons" and the lower graded team "The Whites". (Manly Junior League regulations also apply regarding players changing teams and the club will also adhere to these rules).

The Grading Process

Grading will be performed by a panel of three (3); made up of two (2) independent selectors and the coach (If the coach has not been appointed and or joint coaches in an age group are unable to agree on a grading then a third independent selector will appointed (at the discretion of the President) in place of the coach/coaches).

Grading will occur during pre-season training sessions and in organised trials (or in the first competition game if there are no trials). Grading will be coordinated by the Manly Brothers Junior League Coaching Coordinator (for 2013 this will be Mr Larry Kelly).

Criteria

Grading will be based on both objective and subjective assessments of the individual player across the following criteria:

1. Welfare and Safety of the Player

The club requires the grading panel to first and foremost consider the duty of care the club has to the welfare and safety of the player to ensure a player is not exposed to a level of football beyond their current capability.

2. Fitness

Fitness levels can be determined by testing the various components of fitness such as aerobic and muscular endurance, speed, strength, power and agility.

3. Skill execution and technique

Assessment of the core skills of rugby league (catch, pass, ball running, evasion, tackling and defence) will take place during controlled drills at training.

4. Game Sense

This is based on the players' decision making, tactical awareness, positional play and ability to accurately execute skills in a game situation.

5. Attitude and Application

Selection will also be based on the demonstration of a positive attitude and sportsmanship, application and dedication to training and games, team balance, willingness to learn, contribution to a team environment and leadership qualities.

After a review of the assessed criteria the selection panel will grade the higher ranked players into "The Maroons" and the lower ranked players into "The Whites". Players will be notified of their grading at the next training session and an email to the age group will then be issued with team lists.

Appeals

If any parent feels that there has been a significant error or oversight in the grading their child receives, they can make a written submission (no later than 7 days after team lists have been emailed) to the Manly Brothers President or Secretary outlining the reasons they feel the grading is incorrect and requesting a review of the grading.

The submission must outline, based on the selection criteria, why the grading is deemed incorrect. The President will consider this submission in consultation with the selection panel and Coaching Coordinator and a final decision on whether or not to change the player's grading will be determined. This determination will be full and final and the parent, player and coach must accept same - no further review or appeals will be considered.

COACHING NOMINATION/SELECTION

All completed and received nominations would be annually reviewed and approved at the February executive meeting preceding any new season.

In the instance of there being more than one nomination for a given team and or in the absence of there being two teams the following policy/procedure applies to ensure that there is certainty for the Club and its Members regards coaching nomination, acceptance and or selection by the executive where multiple nominations have been received.

- Where 2 nominations for a single team or age group are received, nominees will firstly be asked by the executive to consider co coaching. If registrations are yet to be finalised and coaching nominations are accepted the club requires a collaborative approach to co coaching in pre-season until player numbers and team numbers are finalised

- If after registrations are finalised there is only 1 team and co coaching is agreed (co coaching is the preferred position of the executive) - both nominees will be appointed as co-coaches and must conduct themselves accordingly and act equitably throughout the season.

In the event that co coaching is not agreed and/or there are more than 2 nominations.

- Each nominee will be asked to submit to the executive committee prior to the next gazetted executive meeting a written submission as to.
 1. Years of service/continuous service to the club.
 2. Appropriate skill levels and accreditation.
 3. Other factors a nominee feels relevant to their submission.

The executive will at the next gazetted executive meeting review written submissions, request any queries or clarifications to submissions, reserve the right, but not be obligated to interview the nominees, and will then by majority executive vote select the successful candidate. If a written submission is not received from a nominee prior to the next gazetted executive meeting that nominee will be regarded as automatically having withdrawn their nomination and they will no longer be considered.

The executive, at its absolute discretion, is able to rescind all nominations at any point and for any age group in the above process. Equally the executive at its absolute discretion may appoint an independent coach/trainer/manager for any age group if it feels that to be an appropriate decision.

Coaches, managers and parents must accept the executive's decision as final and binding and comply with same.

COACHING CORDINATOR

Each year the Executive will appoint a Coaching Coordinator (for 2013 season this will be Mr Larry Kelly).

The Coaching Coordinator will chair a sub-committee of members who have a strong background in coaching (in 2013 the committee will be Dean Michniewicz, Stefan Ell and Jason Williams).

The Coaching Coordinator's job is to act as the liaison between the ARL, NRL and Manly Sea Eagles and the club to ascertain what skills and programmes these organisations require to be developed through the junior code.

In conjunction with the sub-committee, the Coaching Coordinator will generate a coaching plan for each age group (for approval by the Executive prior to issue to respective coaches) that recognises the unique nature of each age group and outlines the key objectives required for that age group for the season.

The Executive require all coaches to substantially comply with their respective age group coaching plan and to work with the Coaching Coordinator and sub-committee in a collaborative and supportive manner.

GENERAL COACHING GUIDELINES

Coaches are appointed by nomination to the executive and subsequent appointment by the executive to relevant teams (see Coach Nomination/Selection above).

Coaches work under the guidance of the Coaching Coordinator and the coaching subcommittee and will be required to substantially implement coaching plans as required by the Executive of the club for each relevant age group as determined, documented and issued by the coaching subcommittee.

As a minimum a Coach should:

- Substantially implement the relevant age group coaching plan
- Work with the club's Coaching Co-ordinator as and when required
- Encourage players and team officials to always abide by the rules at all times and respect the Clubs, JRL's and ARL Code of Conduct
- Encourage a safe, healthy and enjoyable team environment
- Develop a strong knowledge of the laws of the game.
- Mentor players to develop a proper attitude to sportsmanship
- Ensure their coaching adequately reflects the age group and level of the competition being played
- Foster club and team spirit amongst all team members and ensure negativity or disparaging comments by individuals to any other team member are not tolerated either in training or on the field.
- Work to achieve qualifications as required by the league/region/state

Bench Rules & Regulations

Coaches are to remain seated on bench at all times. Under no circumstances is the coach to call instructions to his players (noting that for under 6, 7 and 8 non-competitive games coaches are able to be on the field in accordance with JRL rules) during the game other than a direction to enter or leave the field or to respond to an issue of safety/welfare of a player on the field and then at all times in liaison with the ground manager or other relevant official.

At NO time during the playing of a game is the coach permitted to enter the field of play (half time exemption applies) unless instructed to by a relevant official.

At NO time is a Coach to pass comment to any Official regarding rulings that have or have not been made. This includes any comment directed at Referees or Touch Judges. It is imperative that officials are offered the full support of our club and accordingly any derogatory or critical comments made Referee or Touch Judge may result in the offender being asked to appear in front of the club executive for disciplinary action.

Coaching Agreement

At the start of each season the coaching subcommittee will prepare a coaching agreement on behalf of the executive. This document is required to be signed by all age group coaches

TEAM MANAGER GUIDELINES

Managers are appointed by nomination to the executive and subsequent appointment by the executive of that individual to relevant teams.

Managers work with the Coach supporting the coordination of the team and manage the team's adherence to the JRL rules and manage the responsibilities and score keeping on game day.

The Team Manager should:

- Liaise with team members, parents, coaches and officials to ensure players are appropriately dressed before entering onto the field of play
- Manage the team in regards player identification/registration cards and sign on obligations
- Ensure team members/parents are informed of training times, game times/locations and team functions
- Assist the coach in resolving any problems that may arise amongst team members, parents and supporters
- Ensuring the team sheet/score card and any other rules/regulations applicable to the relevant competition are carried out
- Overview the welfare and safety of the team.

Bench Rules & Regulations

Managers are to remain seated on bench at all times. Under no circumstances is the manager to call instructions to players during the game other than a direction to enter or leave the field or to respond to an issue of safety/welfare of a player on the field and then in liaison with the ground manager or other relevant official.

At NO time during the playing of a game is the manager permitted to enter the field of play unless instructed to by a relevant official.

At NO time is a Manager to pass comment to any Official regarding rulings that have or have not been made. This includes any comment directed at Referees or Touch Judges. It is imperative that officials are offered the full support of our club and accordingly any derogatory or critical comments made Referee or Touch Judge may result in the offender being asked to appear in front of the club executive for disciplinary action.

PARENT MEMBERSHIP

It is a Club requirement that at least one parent of a playing child be a Financial Member of the Club. Club Membership has been set at \$10.00 per season. All Members will receive a numbered Brothers key ring badge and car sticker. A child cannot play for the club if they do not have a corresponding adult member.

All Junior Playing Members will be regarded as having joined the club and becoming members by way of completion of their Registration Forms and payment of registration fees, junior players will also receive a numbered badge and club sticker, hopefully making them feel a real part of the Club.

If you renew your Membership by mail, an envelope will be waiting for you at the clubhouse on Registration days or thereafter collected during the season from the canteen.

JUNIOR PASSES 2013

The club has been advised by the NRL that there will be changes to junior passes for 2013.

The club understands the changes will be as follows:

- Players/officials will no longer be issued with a card by the club
- Player/officials will be registered through the League Net system (as part of your annual registration) and the NRL will issue cards direct by mail (all coaches will need to be registered to receive a pass)
- Cards will be active once received
- There will be a 6 week turnaround from your club registration to distribution of a card
- Cards will be issued with the players name and junior club details already printed
- The same terms and conditions for card use will apply as per previous seasons

PRESENTATION DAY

The Club will hold an annual Presentation Day for all Junior Players with that date being advised to all Members via the Club Newsletter.

In the absence of advice from the Executive to Members the Club Presentation Day will be held at the grounds of the Club with teams awards as follows:-

Under 6's

Teams will be called onto stage and all players will receive a trophy and club gift (normally a shirt or hat). There are no special awards issued (Best & Fairest, Most Improved, Best Team Player and so on) as the age group in non-competitive.

Under 7's

Teams will be called onto stage and all players will receive a trophy and club gift (normally a shirt or hat). There are no special awards issued (Best & Fairest, Most Improved, Best Team Player and so on) as the age group in non-competitive.

Under 8's

The Under 8's are viewed as a transition age where there is a shift from all players automatically receiving awards. Accordingly all Under 8 players will be called to stage and receive a pennant rather than a trophy and club gift (normally a shirt or hat).

Subject to Coaches and Manager's discretion, 5 special awards can be issued for significant effort (Best & Fairest, Most Improved, Best Team Player and so on).

Under 9's thru Under 16s

All players will be asked to come onto stage as a team to receive their Club gift (normally a shirt or hat) thereafter only Coaches/Manager's awards will be awarded.

CLUB PERPETUAL AWARDS

Each year recognition of Club Members by way of perpetual awards occurs. The process for awards is as follows:-

- The Secretary will publish a request to all Members outlining the perpetual awards for the relevant year and requesting nominations of same.
- Nominations must be received by the close date advised by the Secretary.
- The Executive at its next meeting will review the nominations for Executive awards and will agree on same.
- The Executive's decision will be final and binding.
- Awards will be announced at presentation day and in the clubs annual report.

END OF SEASON TRIPS/TEAM FUNCTIONS

Subject to the financial position of the Club approaching the end of season each team will be entitled to a contribution of \$350 towards an end of season "Father/Son" trip or a "Team Dinner/Function".

The Coach or Manager should apply to the Executive via the President/Vice President confirming their intention to either undertake a trip or hold a team function. The President/Vice President will confirm acceptability of same and with that authority the event can proceed.

Reimbursement of expenses will only be undertaken if receipts are provided back to the Secretary of the Club. The Club reserves the right to suspend father/son or end of year team functions if the financial position of the Club precludes same. It is an expectation of the Club that behaviour at any trip or function is to the highest order and the Club does refuse the right to reimburse expenses if a trip or function is deemed to have been conducted outside of the spirit and expectations of the Club or complaints are received from accommodation or venues as to behaviour. Any disputes in this regard will be referred to the Executive whose decision will be final and binding.

EXECUTIVE ROLES AND RESPONSIBILITIES

President

The President is the principle leader of the club responsible for overseeing the club's adherence to the constitution, the clubs rules and regulations, overall club administration and objectives.

The President oversees the committee agenda, helps prioritise committee goals and encourages the committee to work within that framework. At the operational level, the major function of the President is to facilitate an effective committee and provide clear leadership.

The President should:-

- Provide leadership and direction for the club.
- Manage regular executive meetings ensuring open dialogue amongst the committee and that decisions are being made in the best interests of the club.
- Ensure that the clubs constitution is up to date and is adhered to by the committee and members generally.
- Ensure planning and budgeting for the future is carried out in accordance with the constitution.
- Represent the club at local, regional, state and national levels (or have nominated delegates).
- Attend JRL monthly meetings (or have nominated delegates).
- Ensure appropriate avenues for club social activities.
- Ensure regular communication to members by way of newsletter and communicate effectively with members on an as needs basis.

- Ensure the club actively builds a strong financial membership base.
- Establish and manage sub committee's to investigate matters or initiatives as required for report back to the committee or implementation.

Vice President

The primary responsibility of the Vice President is to ensure they are able to complete the duties of the President in his/her absence. The Vice President reports to the President

The Vice President should:-

- In President's absence assume the responsibilities of the President and otherwise support the endeavours of the President, the Vice President reports the President.
- Have a good working knowledge of the constitution, the duties of all office holders and subcommittees.
- Have an understanding of JRL operations.
- Have well developed decision making skills.
- Is a supportive leader for the club members.

Secretary

The Secretary is responsible for the general administration of the club providing the coordinating role between members, the committee and other external stakeholders along with managing club correspondence. The secretary reports to the President.

The Secretary should:-

- Prepare the agenda for club meetings in consultation with the President.
- Make arrangements including venue, date, times for club meetings.
- Send adequate notice of the place, time and agenda for meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the club as may be required under the constitution (AGM, coaching roles and so on).
- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting and distribute same.
- Read, reply and file correspondence relating to the club in consultation with the President.
- Collate and arrange for the printing of the annual report.
- Liaise with the Membership Registrar to ensure an accurate record of members' names and addresses, life members and sponsors.
- Maintain files of legal documents such as constitutions, leases and titles relevant to the club.
- Liaise with JRL regarding required JRL paperwork or take reports from nominated delegate.
- Keep up to date with Insurance Policy requirements.
- Maintain an email database for all players/parents/members/sponsors for newsletters and other club communications.
- Has a good working knowledge of the constitution.

Treasurer

The Financial Management Officer for the club. The Treasurer reports to the President.

The Treasurer should:-

- Prepare an annual budget and monitor it carefully.
- Keep the club's books up-to-date.
- Keep a proper record of all payments and monies received.
- Ensure financial reports are available and understood at all committee meetings.
- Maintain records showing that monies received are banked and receipts are in place for monies paid out.
- Give Treasurer's report at regular meetings as and when required.
- Produce an annual financial report.

Membership Registrar

The Membership Registrar is responsible for the proper registration of all players and members and managing the membership database in collaboration with the Secretary. The Registrar reports to the President but also works closely with the Secretary.

The Registrar should:-

- Maintain an up to date register of all players/members.
- Plan and manage sign-on days at commencement of season.
- Obtain all relevant details of players wishing to play for the club.
- Obtain photographs for each new player (and current players requiring new photographs).
- Complete documentation for each player as required by JRL.
- Ensure that copies of birth certificates and other proof of age documents are obtained.
- Assist players to complete transfer forms as required and authorize the transfer on the club's behalf, keeping the Secretary informed of player movements.

General Committee Member

A General Committee is responsible for supporting the Executive and the management of the club. A General Committee member reports to the President.

Non-Executive Roles

The following outlines typical relevant non-executive roles imperative to a successful operation of the club.

All non-executive roles report to either the President or Executive Committee and it is the responsibility of the person filling any non-executive role to ensure they seek relevant any relevant approvals from the executive to ensure the club adheres to appropriate governance and its constitution.

There are three (3) types of non-executive roles relevant to the club being Sub Committee's, Specific Role Coordinators and Coach/Managers.

Sub Committees

A Sub Committee is formed at the request of the Executive or at discretion of the President. A Sub Committee reports to the President or the Presidents nominated Executive Committee member.

Sub Committee Terms of Reference

- Sub-committees are established to investigate specific issues/objectives and make recommendation with regards to same.
- Sub-committees report to the President or the Presidents nominated Executive Committee member who will then report outcomes to and or procure further instructions/ approvals from the Executive as required.
- Sub-committees DO NOT have authority to incur expenditure, commit the Club to any formal arrangement or make external representations on the clubs behalf until such time as any of these requirements have been formally approved by the Executive.
- The coordinator of any subcommittee must ensure they keep relevant records and act in a collaborative and consultative manner with other subcommittee members.
- A sub-committee once in receipt of executive approval will then be responsible for implementation across the broader club membership in a collaborative and consultative manner ensuring that any other club members that wish to assist in delivery of outcomes are availed that opportunity.

Any queries relating to sub committee's should be referred to the President.

Typical sub committee's include but are not limited to issues such as:

- Sponsorship
- Coaching
- Social
- Golf day
- Gear Purchasing
- Grounds Management

- BBQ
- Raffle

Specific Role Manager

A Specific Role Manager is appointed by the executive as may be required. They will coordinate and manage a specific role on behalf of the executive, acting in accordance with the executives instruction, reporting to the executive and work collaboratively with the general club membership.

Typical Specific Role Managers include but are not limited to responsibilities such as:

- Canteen Manager
- Grounds Manager
- Coaching Manager
- Gear Room Manager
- First Aid Manager
- House Manager

Coaching Coordinator

- Is responsible for the management of the club's coaching program and subcommittee (see above) and promoting and supporting coaching within the club.
- Must prepare a plan for the relevant season that takes into account the different age/skill levels and objectives for each age, for example a focus on fun and inclusion in very junior teams moving thru to focused coaching in more senior teams for the executives approval.
- In conjunction with league/region/state Coaching bodies coordinate all club coaches holding appropriate qualifications
- Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained
- Offer and run appropriate coach training sessions ensuring locations, dates and times are well published
- Be available to assist new/junior coaches at games if necessary/requested
- Foster a positive club spirit amongst all coaches and encourage and help as required in a collaborative and consultative manner
- Meet as required/requested with coaches to discuss and concerns or support coaches may need
- Promote the club's support of the ARL National Code of Conduct and the Safe play Code
- Be flexible acknowledging that many coaches in the junior club are volunteers with a wide diversity in experience levels and available time.

Ground Manager

- Is responsible for ensuring that the rules and regulations regarding the club's playing fields are respected and observed.
- Ensure that league/region/state policies in relation to ground management are observed
- At the commencement of the season ensure line marking and other equipment is in operational order
- Mark out the playing fields at the commencement of and as required during the season
- Ensure the ambulance access is maintained at all times
- Liaise with local Council as and when required

Canteen Manager

- Is responsible for ensuring the canteen is open and staffed on game days.
- Should prepare a plan prior to the r season and price all items to be sold in the canteen for approval of the executive.
- Co-ordinate pick up/delivery of all canteen items and ensure the canteen is regularly re-stocked
- Arrange a volunteer roster and ensure people who wish to volunteer for canteen duty are availed an opportunity to contribute
- Ensure correct food handling and hygiene practices are observed to prevent food spoilage and contamination
- Obtain, and account, for any floats that are required from the Treasurer
- Maintain appropriate records as required by the club Treasurer
- Be responsible for security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.