

Position Descriptions

PRESIDENT

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

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

Responsible To

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

Responsibilities and Duties

The President/Chairperson should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club at local, regional, state and national levels
- Attend GCJRL monthly meetings
- Act as a facilitator for club activities
- Keep up to date with Government Grants
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the President/Chairperson is someone who:

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

Time Commitment Required & Period of Appointment

The estimated time commitment required as the President/Chairperson is _____hours per week.

The President is appointed for a 1 year term.

VICE PRESIDENT

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

Responsible To

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

Responsibilities and Duties

The Vice President should:

- In President's absence the Vice President assumes the responsibilities of the President
- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club at local, regional, state and national levels
- Attend GCJRL monthly meetings
- Act as a facilitator for club activities
- Keep up to date with Government Grants
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the Vice President is someone who:

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

Time Commitment Required & Period of Appointment

The estimated time commitment required as the Vice President is _____ hours per week.

The Vice President is appointed for a 1 year term.

SECRETARY

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

Responsible To

The secretary is directly responsible to the President and the club members.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for club meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
- Liaise with GCJRL regarding all committee, coaches (accreditation), officials, players, transfers and complete all required GCJRL paperwork
- Keep up to date with Insurance Policy
- Newsletters?????
- Arrange First Aid officers for home games????

Knowledge and Skills Required

Ideally the Secretary is someone who:

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

Time Commitment Required

The estimated time commitment required as the Secretary is _____ hours per week.

The Secretary is appointed for a _____ period.

TREASURER

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

Responsible To

The Treasurer is directly responsible to the President and the club members.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Prepare and distribute invoices/accounts for services rendered
- Pay the bills.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

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

Time Commitment Required

The estimated time commitment required as the Treasurer is _____hours per week.

REGISTRAR

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

Responsible To

The Registrar is directly responsible to the President and the club members.

Responsibilities and Duties

The Registrar should:

- Maintain an up to date register of all players
- Plan 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 GCJRL
- Ensure that original copies of birth certificates and other proof of age documents are available for each new player
- Assist players to complete transfer forms as required and authorize the transfer on the Club's behalf, keeping the Secretary informed of player movements. Communicate transfers as soon as possible to GCJRL
- Provide information as required to enable player records to be maintained
- Keep your Club committee informed of the status of registrations at all times
- Be aware of legal privacy regulations and ensure the requirements are implemented.

Knowledge and Skills Required

Ideally the Registrar is someone who is:

- Can communicate effectively
- Is well organised and can delegate tasks
- Has experience with various Microsoft applications
- Has the ability to liaise with GCJRL and other stakeholders

Time Commitment Required

The estimated time commitment required as the Registrar is _____ hours per week.

The Registrar is appointed for a _____ period.

COACHING COORDINATOR

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

Responsible To

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

Responsibilities and Duties

The Coaching Co-ordinator should:

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

Knowledge and Skills Required

Ideally the Coaching Co-ordinator is someone who:

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

Time Commitment Required

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

VOLUNTEER COORDINATOR

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

Responsible To

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

Responsibilities and Duties

The Volunteer Co-ordinator should:

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

Knowledge and Skills Required

Ideally a Volunteer Co-ordinator is someone who:

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

Time Commitment Required

The estimated time commitment required as the Volunteer Co-ordinator is _____ hours per week.

The Volunteer Coordinator is appointed for a _____ period.

EVENT COORDINATOR

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

Responsible To

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

Responsibilities and Duties

The Event Co-ordinator should:

- Manage the Event subcommittee (if applicable)
- Plan and coordinate social events for the season
- Liaise with the Marketing & Sponsorship Co-ordinator regarding promotion of events
- Work with the Treasurer to develop a budget for the different events
- Organise the End of Year Presentation night
- Organise (insert list of other events)

Knowledge and Skills Required

Ideally the Event Co-ordinator is someone who:

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

Time Commitment Required

The estimated time commitment required as the Event Co-ordinator is _____hours per week.

The Event Co-ordinator is appointed for a _____ period.

CANTEEN COORDINATOR

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

Responsible to

The Canteen coordinator is responsible to the President of the Club.

Responsibilities and Duties

The Canteen Coordinator should:

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

Knowledge and Skills Required

Ideally the Canteen Coordinator is someone who:

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

Time Commitment Required

The estimated time commitment required for a Canteen Coordinator is _____ hours per week.

MARKETING & SPONSORSHIP COORDINATOR

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

Responsible To

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

Responsibilities and Duties

The Marketing & Sponsorship Co-ordinator should:

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

Knowledge and Skills Required

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

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

Time Commitment Required

The estimated time commitment required as the Marketing & Sponsorship Co-ordinator is _____hours per week.

The Marketing & Sponsorship Co-ordinator is appointed for a _____ period.

GROUND COORDINATOR

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

Responsible to

The grounds coordinator is responsible to the President of the Club.

Responsibilities and Duties

The Grounds coordinator should:

- Depending on the size of the club, form a grounds sub-committee to achieve the identified tasks.
- Liaise with the local league as and when required and have a sound understanding of the various requirements in relation to ground management
- Ensure that league/region/state policies in relation to ground management are observed
- At the commencement of the season, order line marking and other equipment
- Mark out the playing fields at the commencement of the season
- Ensure that all ground maintenance equipment is in safe working order
- Ensure the dressing rooms, 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 field lines are clearly marked and maintained in good order for all games
- Ensure that the playing surface is in good order at all times
- Ensure adequate supplies of sand are available
- Organise the watering of the fields
- Advise the Committee of the overall condition of the fields to ensure continued availability
- Liaise with local Council as and when required
- Ensure you are contactable at all times.

Knowledge and Skills Required

Ideally the grounds coordinator is someone who:

- Can communicate effectively and has good interpersonal skills
- Has knowledge about manure and pesticide
- Has knowledge about gardening and turf management
- Is positive and enthusiastic

Time Commitment Required

The estimated time commitment required for a grounds coordinator is _____hours per week.

TEAM STAFF

Team Manager, Coaches, League safe & First Aid Officer.

Team manager

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

Responsible to

The Team Manager is responsible to the President of the Club.

Responsibilities and Duties

The Team Manager should:

- Liaising with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions
- Adjudicating any problems that may arise amongst team members, parents, the coach and supporters
- Acting as liaison officer between the club and the team
- Ensuring all equipment is safe, the first aid kit is ready for use and the players have their own drink bottle
- Ensuring the score card and any other rules/regulations of the competition are carried out
- Ensuring all welfare and safety requirements for the team are met.
- Receiving money from players for fees, uniforms, fundraising, umpiring and any club functions. Providing a receipt for this money, issuing a receipt to the player or parent and handing the money to the treasurer as soon as possible.
- Distributing to players and coaches the club newsletter and any State Association information.

Knowledge and Skills Required

Ideally a Team Manager is someone who:

- Has strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Has strong organisational skills
- Has a sound knowledge of the selection procedures and rules/regulations of the competition

Time Commitment Required

The estimated time commitment required for a Team Manager is _____hours per week. The Team manager is appointed for 1 season.

Bench Rules & Regulations

Team managers are to remain seated on bench at all times. Under no circumstances is the Team manager to call instructions to his players during the game and at no time is he/she permitted to enter the field of play unless instructed to by an Official. At NO time is a Team manager to pass comment to any Official regarding rulings that have or have not been made. This includes all comments that are directed at 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 Team manager and staff must wear their Blue Card and Coaches ID when sitting on Benches.

Coach

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

Responsible to

The Coach is responsible to the President of the Club.

Responsibilities and Duties

The Coach should:

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

Knowledge and Skills Required

Ideally a Coach is someone who:

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

Time Commitment Required

The estimated time commitment required for a Coach is _____hours per week.

The Coach is appointed for 1 season.

Bench Rules & Regulations

Coaches are to remain seated on bench at all times. Under no circumstances is the Coach to call instructions to his players during the game and at no time is he/she permitted to enter the field of play unless instructed to by an Official. At NO time is a Coach to pass comment to any Official regarding rulings that have or have not been made. This includes all comments that are directed at 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 and staff must wear their Blue Card and Coaches ID when sitting on Benches.

League Safe

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

Responsible to

The League Safe member is responsible to the President of the Club.

Responsibilities and Duties

The League safe member must have minimum qualification to enter the field of play. Note: the word ARL League Safe must be printed on the back of the shirt/vest.

- 1) Access to the field of play (unlimited access as per the following conditions:
 - a. When his/her team is in possession to conduct interchange and to administer water only when a try has been scored
 - b. During a time out called by the referee for an injury during technical stoppages in play (except scrums)
 - c. On-field personnel are not allowed on the field of play after the referee has ordered a scrum until the ball has emerged and a team is in possession must enter and leave the field of play from an on-side position.
- 2) Duties
 - a. To administer water
 - b. To assist in the interchange process
 - c. To convey messages. NOTE: Messages must NOT be given to the team whilst play is in progress.

Knowledge and Skills Required

Ideally a League safe member is someone who:

- Holds appropriate qualifications as required by the league/region/state (League safe Certificate of Attendance or an accredited ARL First Aid Officers Certificate)

Estimated Time Commitment Required

The estimated time commitment required for a League safe member is _____ hours per week.

Bench Rules & Regulations

Only one League Safe per team is allowed on the field. Water Runners for Grades 6 – 17, must be at least 16 years of age. After each water run, runner must return to bench, not stay on field or walk along sideline. This person can enter the field to run Water Only and NOT issue instructions of any kind. At NO time is this person permitted to make comments to any official on the events of the game. When a team is in possession of the ball, the Water Runner from that team may enter the field of play from behind the attacking line to provide water. He/she must leave the field of play immediately once he/she has dispensed water to the players. When the attacking teams loses possession, he/she must leave the field immediately. Any water runner that is sent from field for breaching any of these rules will not be permitted to re- enter the field of play for the duration of the game. This position will have to be taken by the Trainer and he must abide by the rules of Water Runner. Up to maximum of 2 personnel, i.e. Sports Trainer and League safe are permitted on the field of play during Stoppages Only. Stoppages do not include scrums.

First Aid Officer

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

1: Accredited ARL Sports Trainer – Blue shirt/vest) (a) ACCESS

Responsibilities and Duties

The ARL Sports Trainer has unlimited access to attend an injured / ill player and to administer water, but is not allowed or permitted to carry, convey or deliver messages.

- to assist by observing and monitoring players during play as well as those who have been removed from the field of play through injury / illness
- to assist an injured / ill player on and off the field of play at training and / or a game
- to assist an injured / ill player on the field in the absence of a Head Trainer or when more than one Accredited ARL Sports Trainer is needed

Knowledge and Skills Required

Ideally a League safe member is someone who:

☐ hold a minimum qualification of ARL Sports Trainer

Estimated Time Commitment Required

The estimated time commitment required for a ARL Sports Trainer is _____hours per week.

2: Accredited ARL Head Trainer – Orange shirt/vest

Responsibilities and Duties

The ARL Head Trainer has unlimited access to monitor players and administer water during play and to attend to an injured/ill player.

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

Knowledge and Skills Required

Ideally an ARL Head Trainer is someone who:

- Holds a minimum qualification ARL Sports Trainer – Level 2

Estimated Time Commitment Required

The estimated time commitment required for a ARL Head Trainer is _____hours per week.

Bench Rules & Regulations

They must be seated and cannot enter field of play until there is a break in play i.e. a try, an injury or unless summoned by Referee. One Sports Trainer shall be permitted on to the field of play at anytime to attend an injured player. This player cannot be active in the process of the game for the Sports Trainer to have necessity to attend him/her. Should further assistance be required by the Sports Trainer, he/she should seek the attention of either Referee or Touch Judge who will stop play immediately they become aware of situation.

MATCH DAY STAFF

Home Duty Official, Visiting Team Duty Official, Time Keeping, First Aid ground supervisor and Ball boys.

Home Duty Official

The Home Duty Official is responsible that all home match day operations are conducted smoothly throughout the season. Each host club must appoint at least 3 persons who shall clearly be identified by wearing of a bib as an Official of the Junior League which also requires proper attire including covered footwear.

Responsible To

The Home Duty Official is directly responsible to the President and the members of the club.

Responsibilities and Duties

The Home Duty Official should:

- Ensure the playing area is segregated or roped off. That an area is set aside for consumption of alcohol and an area is set aside for any sin bin or send off
- On arrival at the ground by the referees, host and visiting clubs greet those persons and show them the dressing rooms and areas
- Whilst the game is in progress, you must be actively engaged in controlling the field and surrounds. (no spectators or children or photographers are allowed inside the fenced or roped areas)
- One of the duty officials must be stationed in the middle of the two benches and has control of those on the bench and who is allowed on the bench (ie 5 coaching staff only and players un playing gear that are signed on to play. There should be no others on or near the bench areas
- If a player is sent to the sin bin, the Duty Official shall escort the player to the designated area as well as a Team Official to time the players temporary dismissal from the field of play. This time does not include any time outs or half time breaks. At the completion of time, they are to advise the player to report to the Touch Judge/Referee before entering the field of play
- If any player is sent from the field of play, they are to escort the player (accompanied by a Team Official) to the dressing room. The player is not to leave the dressing room in his Club playing uniform
- At half time and full time, escort the Referee/Touch Judges to/from the dressing rooms if requested by the referee
- Assist the Referee in any way or manner as he/she desires
- Control and supervise all spectators and supporters
- Supervise that all alcohol is consumed in the designated area only. Ensure that no alcohol is being consumed from glass containers
- Report on any breach of the above matters. Breaches are to be entered in the appropriate section of the match report or games sheet (Note: the Duty Official is to print his name and sign any such report).

Knowledge and Skills Required

Ideally a Home Duty Official is someone who:

- Has strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and spectators/supporters
- Has a sound knowledge of the rules/regulations of the competition

Visiting Duty Official

The Visiting Club Duty Official is to support the Host Club Officials in the management and control of spectators and supporters from visiting clubs. Each visiting team is to provide an adult to act as the Visiting Club Duty Official for the duration of their team's match.

Responsible To

The Visiting Duty Official is directly responsible to the Host Club Duty Official.

Responsibilities and Duties

- Due consideration must be given to selecting the right person to undertake this role. It is recommended that the Team Manager if suitable, act in this role as they will be known to the majority of visiting team parents and supporters
- A Visiting Club Duty Official has no authority over host club officials
- The Visiting Club Duty Official should introduce themselves to the host club officials to establish communication and visual recognition
- A Visiting Club Duty Official is delegated the authority by the Executive of the Gold Coast JRL to administer the rules and regulations of the Gold Coast Junior Rugby League and to take reasonable measures to ensure these rules and regulations are enforced as they relate to the code of behaviour
- A Visiting Club Duty Official should set a reasonable standard of dress, a high standard of behaviour and conduct. They must wear the approved GCDJRL vest to clearly identify them as the Visiting Team Duty Official
- A Visiting Team Duty Official must not consume alcohol or be under the influence of alcohol whilst on duty

During the game, the Visiting Club Duty Official is required to:

- Act as the point of contact between host club officials and visiting team supporters
- Be pro-active and take all reasonable non-confrontational steps to ensure visiting team supporters abide by the code of behaviour and if necessary ask an offender to leave the ground.
- Avoid confrontational language and never physically touch or restrain an offender. As a duty official you are not a trained security guard so if in doubt call for professional help
- A Visiting Club Duty Official is not required to escort a player sinbinned or sent from field of play, this remains responsibility of the Host Club Duty Official.

If no visiting Team Duty Official is supplied, game will not commence. Time clock will be started.

Knowledge and Skills Required

Ideally a Visiting Duty Official is someone who:

- Has strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and spectators/supporters
- Has a sound knowledge of the rules/regulations of the competition

Time keeping/scoring

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

Responsibilities and Duties

- Keep and record time
- Sound the siren
- Record send-off's on correct paperwork
- Make sure game sheets and send off sheets are given to the ... coordinator