



Volunteer Role description

Your Town .. Your Team

Co-Signatory

Entry level	Intermediate	Advanced	Exec level

Commitment: Rarely in the off season. up to 3 times/week in the season peak, Under 5 minutes each time

Key requirement: Basic understanding of Internet banking

This role is a minor but very important to the financial management of the club.

All Tiger payments require at least 2 signatories. We have this in place for quality control and to allow transparency in our financial management.

The Co-Signatory is required to co-Sign, or Co-Authorise payments made almost always online as a BPay or Direct Transfer through our Internet banking system, but however very occasionally a cheque is required.

This role requires basic understanding of Internet banking, it's a very simple process, and the Co-Signatory will have to become a member of our banking institution (Currently Illawarra Credit Union).

The Co-Signatory is also required to have a very basic understanding of our business and the line items we include in our accounting system. That is to say they need to understand that the Tigers might routinely pay for Sausages and Steak for our BBQ, but might question a payment for flights or driving lessons.

The Co-Signatory can expect to be called on to co-sign payment rarely in the off season, however will be required sometimes up to 3 times a week in the peak of the footy season.

Co-Signing a payment takes under 5 minutes to complete.

Support for 12 months and training for this role will be provided by our Current Treasurer Dodge COBB



Volunteer Role description

Your Town .. Your Team

Records & Statistics

Entry level	Intermediate	Advanced	Exec level
Orange bar			

Commitment: Weekly during the footy season, about 1 hour

Key requirement: Moderate to advanced skills in Data Management

Maintaining statistics is a very important part of the updating the Rich History of the Tigers.

All statistics of Current players are recorded online within the Sporting Pulse system.

The role of the club Statistician is to extract this information from the Sporting Pulse system and add it to our historic information.

This information is then used to identify upcoming Milestones such as 100 club games so we can celebrate them at the right time. This information also forms part of our Presentation day book and function.

This role requires some skills in data management, it can be done with a spreadsheet or a more complex database. It also requires access to the Sporting Pulse System which can be easily arranged and a small amount of training in report downloads from the system.

The Tigers have a cloud based storage facility where all our information is kept, so we can access and corroborate on projects

Full training and Support for 12 months will be provided by our current volunteer performing this role Dodge COBB.



Volunteer Role description

Your Town .. Your Team

Score Keeper

Entry level	Intermediate	Advanced	Exec level

Commitment: 6 Home games per season x 1 Hour

6 away games per season x 20 mins

Key Requirements: Basic Internet, email and word processing

The role of Score keeper involves the preparation of the official score sheets for each team each game. This requires obtaining the team list from the Secretary early in the week, entering them into the MySideline System and sending the lists to the League for the official gameday program and score sheets to be produced. This is all that is required for the 6 away games we play. The other 6 home games require the extra step of sending the completed score sheets to the League via Scanning & email.

It requires liaising with Team Coaches and a Log-in account with the Mysideline system which can be easily arranged through the Tigers.

Access to the Internet and an email system is required for this role



Volunteer Role description

Your Town .. Your Team

Sponsor Coordinator

Entry level	Intermediate	Advanced	Exec level
Orange bar		Orange bar	

Commitment: All year round – 3 hours monthly

Key Requirements: Communication / Networking skills

Works closely with our Publicity & Marketing volunteers.

Sponsorship is by far our biggest revenue stream, we can't survive without it. We've worked very hard to develop a 'Tangible' product to offer our sponsors.

This is where the Sponsor Liaison comes in. Once we've secured a sponsor, we need to keep them informed on what we're doing for them and how the Tigers are being a good partner for their business.

This role involves planning & coordination of our annual Sponsors day, as well as Invitations to our special events from time to time

This role is primarily maintaining contact with sponsors once they're on board, making sure we give them the level of attention appropriate to their agreement and letting them know we're working for them.

It involves some communication skill and the ability to work closely with our Publicity & Marketing Volunteers to gather the best kind of information to put into a monthly report we give all our generous sponsors.

It also requires some very simple analysis of our Social Media platforms so we can put it into a monthly report our sponsors receive from us.



Volunteer Role description

Your Town .. Your Team

Publicity & Marketing

Entry level	Intermediate	Advanced	Exec level
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Commitment: As required – All year round. – monthly in the off season
Weekly during the season

Key Requirements: Familiarity with Social Media platforms

Works closely with or can be done by our Sponsor Liaison volunteer

The role of Publicity & Marketing is essentially within our Social media platforms. We have a Website, a facebook Page along with a separate facebook entity, as well as an Instagram profile.

Along with keeping our supporters up to date with the goings on within our club and playing group, a very important aspect of this role is to plug our sponsors.

This role requires close coordination with our Social Media team, Kerrie Blackwell. Hayley Fitzgerald & Sarah Fitzgerald-Ryan.



Volunteer Role description

Your Town .. Your Team

Licensee

Entry level	Intermediate	Advanced	Exec level

Commitment: As required - 6 Home games per season, plus up to 12 other functions per year

Key requirements: RSA + Liaison with Government stakeholders

Helensburgh Tigers operates on a "Limited License" issued by Liquor & Gaming NSW. The scope of this license allows up to 52 licensed events per year at the club, however the reality is we operate around 12-20 events per year. The Tigers Licensed area includes the entire club house and Bar, upstairs & downstairs, the Hill to the West up to the Junior field fence, the fence line to the North along with the hill to the East down to the Netball Fence.

The licensee is **not** required to work the Bar during functions, the Tigers have a good team of paid RSA trained Bar tenders who work these functions on a first in/first served roster system.

The Licensee is required to Coordinate bar staff for each event, as well as ensuring and monitoring currency and compliance of RSA practice and accreditation.

Alcohol must never be sold or served by non-accredited RSA staff within the club. It is the responsibility of the Club Licensee to make sure this is adhered to.

The Licensee is also required to maintain the administration side of the Limited License. This requires applying for the license each year, Liaising with the two other stake holders, Council and the NSW Police. (This is generally through official pre-set documentation and an on-line application process) and some simple reporting.

The Licensee must have a current RSA accreditation and will be subject to a Police check. There is some initial red tape to go through with the transfer of the License, however after the first transfer, each subsequent year just involves the above admin.



Volunteer Role description

Your Town .. Your Team

Graphic Design

Entry level	Intermediate	Advanced	Exec level

Commitment: As required – 1 hour per week - during footy season, occasionally during the off season

Key requirements: Moderate graphic design skills including computer & software

We need graphics all the time to promote our club. Most of the time it's to produce posters for things like our home games or our annual ball etc.

Sometimes we'll have a player milestone like 100 games or something we make graphics for, or we might need to design a ticket to one of our functions.

Most of it is really simple and just requires some time on the computer, then to email it or share it to the intended people .

The Tigers have a cloud based storage facility where all our graphics are kept, so we can access and corroborate on projects.

This role also requires some skill with a graphics editor software like Photoshop, Adobe Illustrator, Corel Draw, Microsoft paint etc.



Volunteer Role description

Your Town .. Your Team

Line Marker

Entry level	Intermediate	Advanced	Exec level

Commitment: Before 6-8 home games – Around 2 hours

Key requirements: Availability on weekdays before games, preferably Wednesday. Moderate amount of walking involved

Pretty simple, the fields need to be marked out for each game. We use stone dust which needs to be ordered prior to each mark out, then it's as simple as loading the line marker and walking the lines.

Sometime weather plays a role and a call needs to be made as to when the marking should take place, but there's plenty of help and experience around for that

Full training and Support for 12 months will be provided by our current volunteer performing this role.



Volunteer Role description

Your Town .. Your Team

Club President

Entry level	Intermediate	Advanced	Exec level
Orange bar			Red bar

Commitment: ongoing – All year round

Key requirements: High level of communication, Availability to represent the club at Local, District & Regional levels. Advanced knowledge / experience of Club workings

Club President forms part of the club executive along with the Secretary and Treasurer. It requires a high level of commitment along with above average communications skills.

Must keep themselves informed of all Club activities and be aware of all future planning initiatives.

The President is required to be actively involved in the decision making process on all levels of club structure and must have a strategic as well as a tactical focus.

Above all the President, along with the Executive must ensure at all times the management of the Club remains open, positive, and progressive

Vice President:

Commitment: ongoing – All year round

Key requirements: To be **available and capable** to step in and perform the President's duties in their absence.

The Vice president is required to be across all the same issues as the President and should be able to step in and perform that role where the President is unavailable.

This role also includes attending and representing the club alongside the president at Local, District & Regional meetings

The Vice President should also be available to assist the President in carrying out this demanding role.



Volunteer Role description

Your Town .. Your Team

Club Secretary

Entry level	Intermediate	Advanced	Exec level

Commitment: ongoing – All year round

Key requirements: High level of communication, Ability to communicate with all stakeholders at all levels. Organisation skills

Club secretary forms part of the club executive along with the President and Treasurer. It requires a high level of commitment along with above average communications skills.

The Secretary is required to be actively involved in the decision making process on all levels of club structure and must be highly organised.

The secretary is responsible for the Administration of the club, which includes a multitude of Compliance reporting and submission processes.

The Secretary is the primary contact hub for the club at all levels and must be able to effectively and efficiently process all incoming information so it is addressed by the appropriate area, in a timely manner.

The secretary is also responsible for monitoring all time constraints and deadlines so the club can function properly.

Liaison with Governing bodies is crucial to this role

Prepare agendas and take minutes at committee meetings

Above all the Secretary, along with the Executive must ensure at all times the management of the Club remains open, positive, and progressive



Volunteer Role description

Your Town .. Your Team

Club Treasurer

Entry level	Intermediate	Advanced	Exec level

Commitment: ongoing – All year round

Key requirements: High level of communication, Ability to communicate with all stakeholders at all levels. Knowledge of standardised business accounting practices, computer skills

Club Treasurer forms part of the club executive along with the President and secretary. It requires a high level of commitment along with above average communications skills.

The Treasurer is required to be actively involved in the decision making process on all levels of club structure and must be highly organised.

The Treasurer is responsible for the day to day Financial management of the club, which includes accounts payable, accounts receivable, all Player payments in compliance with the Salary Cap and Budget monitoring.

The Treasurer must report to the NSW department of Fair trading annually as per the requirements of an Incorporated association, must report to the league regularly regarding compliance with the Club sustainability program and Salary Cap.

The Treasurer must prepare monthly financial reports for the club executive as well as an annual Financial report for the AGM and ensure the financial records are independently audited.

The Treasurer is responsible for ensuring all appropriate financial records of transactions including receipts are kept secure for the appropriate period as per legislative requirements.

Manage the club's cash flow and maintain a working level of petty cash, including game day takings and floats

Prepare regular bank account reconciliations

Be a club signatory with at least one other Co-Signatory

Above all the Treasurer, along with the Executive must ensure at all times the management of the Club remains open, positive, and progressive



Volunteer Role description

Your Town .. Your Team

Canteen & Food safety Supervisor

Entry level	Intermediate	Advanced	Exec level
Orange bar			

Commitment: 6-8 home games per year

Key requirements: Communication, Coordination & Purchasing

Must be accredited as a Food Safety Supervisor, Level 1

The Canteen Supervisor is responsible for the proper management of the club's canteen on game days and occasionally at some other events and functions.

Some of the duties are:

- Ensure all food areas comply with NSW Food safety regulations.
- Establish canteen operating hours and prepare a volunteer canteen roster.
- Order all food and drink items considered necessary to stock the canteen.
- Arrange 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.
- Obtain, and account for any floats that are required from the Treasurer.
- Monitor sales to ensure the canteen is stocked appropriately.
- Maintain appropriate records as required by the Treasurer and/or Committee.
- Ensure that the canteen and its contents are secure at all time.
- Coordinate with Council to facilitate food safety inspections as required.



Volunteer Role description

Your Town .. Your Team

Registrar

Entry level	Intermediate	Advanced	Exec level
Orange bar			

Commitment: 3-4 days/week (about 1hr) during peak period (about 1 month prior to season) then maintenance diminishing as the season progresses

Key requirements: High level of communication, Sporting pulse access, knowledge on online registration system

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

Duties:

- In conjunction with the Committee, plan and manage sign-on days at the commencement of the season.
- Obtain photographs for each new player and current players requiring new photographs.
- Complete documentation for each player as required by the league/group/region/state.
- Assist players to complete transfer forms as required and authorise the transfer on the clubs behalf, keeping the Secretary informed of player movements.
- Closely monitor transfers to ensure they are only granted in accordance with club guidelines and league/region/state rules.
- Provide information to enable accurate player records to be maintained.
- Have a sound understanding of the league/group/region/state rules and regulations.
- Check all players are registered before taking the field.
- Coordinate with Team managers & Treasurer ensuring all registrations are paid in full.
- Keep the Committee informed of the status of registrations at all times.

The Registrar must ensure that all player details are passed to the league/group/region/state for inclusion in the LeagueNet national database and for the issue of ARL ID numbers.



Volunteer Role description

Your Town .. Your Team

Gear Steward

Entry level	Intermediate	Advanced	Exec level

Commitment: Training days, as required, Home games (about 1-2hrs) during the season

Key requirements: “A place for everything .. everything in it’s place”

The Gear Steward is responsible for keeping the sheds and the gear in order.

Duties:

- Maintain home and away sheds ensuring they are clean and all gear is squared away.
- Liaise with Team Managers, On-field staff and Treasurer re stock levels and purchasing of gear related consumables.
- Ensure an appropriate level of hygiene is maintained across all gear.

The Gear steward must ensure that all the equipment required by the teams for training and on game day is available, accessible, stocked up and in good order before training or the games take place.



Volunteer Role description

Your Town .. Your Team

BBQ Manager

Entry level	Intermediate	Advanced	Exec level

Commitment: 6 Home games (about 4-5hrs) during the season

Key requirements: “Being able to get people to man the BBQ”

This is a very social role, you'll get to know everyone and everyone will know you. It's also a good spot to be to watch the game and to stay warm.

The BBQ manager is responsible for keeping the BBQ staffed during our home games.

Duties:

- Roster people to work on the BBQ – usually 2 at a time.
- Liaise with canteen Manager re stock levels during home games.
- Maintain BBQ equipment.

The BBQ manager must ensure that all the equipment used to cook the BBQ on game day is available, accessible, stocked up and in good hygiene before home games.



Volunteer Role description

Your Town .. Your Team

Gate Coordinator

Entry level	Intermediate	Advanced	Exec level

Commitment: 6 Home games (about 1-2hrs) during the season

Key requirements: “Communication & organisation”

The Gate Coordinator is responsible for making sure people are manning the entry gates at each home game to take admission fees.

Duties:

- Roster Players and other volunteers to sit at the gates (top & bottom) to take admission fees.
- Liaise with Team Managers who will allocate players from their teams for this task.
- Clear gate tills regularly during admissions.



Volunteer Role description

Your Town .. Your Team

Function Coordinator

Entry level	Intermediate	Advanced	Exec level

Commitment: Year round – around 10-12 functions per year

Key requirements: “Communication & organisation”

Helensburgh Tigers operates on a “Limited License” issued by Liquor & Gaming NSW. The scope of this license allows up to 52 licensed events per year at the club, however the reality is we operate around 8 home games and up to 12-15 Private functions per year. The Function Co-ordinator will only be required to coordinate private functions booked at the sheds, not home games or other club run functions.

The Function Co-Ordinator must work very closely with the Club Licensee

Duties:

- Manage private bookings on the shared Tigers Calendar.
- Liaise with clients pre & post function regarding requirements, expectations and access.
- In conjunction with the Licensee, recruit, retain and allocate RSA certified bar staff to work at functions.
- Coordinate venue preparation and cleaning for private functions (The club employs a professional cleaner).
- Promotion of venue for private functions in conjunction with Publicity & Marketing team.



Volunteer Role description

Your Town .. Your Team

Ground Manager

Entry level	Intermediate	Advanced	Exec level
Orange bar			

Commitment: 6 Home games (about 4 hrs) during the season

Key requirements: “Communication & organisation, Working knowledge of game Rules & Regulations”

The Ground manager is responsible for managing the compliance of all on field staff

The Ground Manager is the primary conduit of communication between what’s happening on the field and Venue Management

- Liaison between team management, referees and Callbox controller
- Ensure all on field staff & Players are compliant
- Coordinate Ambulance call out when required