



## Carluka Tigers RLFC Clubmark Management System



### **Job Description: Chairperson**

Responsible to: Carluka Tigers RLFC Management Committee

#### **Main duties**

Take responsibility for managing the management committee and the affairs of the club

Oversee and guide all decisions taken by the management committee and sub committees

In liaison with the Volunteer Co-ordinator, oversee the work of all officers

In conjunction with the secretary, prepare and present the annual report

Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated

Be completely familiar with the constitution, club rules, committee procedures and the NGB rules and regulations

Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club

Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)

If unable to attend any committee meeting, a written report should be sent to the meeting and the Secretary briefed on the Agenda

### **Job Description: Secretary**

Responsible to: Carluka Tigers RLFC Management Committee

#### **Main duties**

Being the first point of contact for enquiries and representing the club at meetings

Affiliating the club to the local league, registering players, and booking match facilities

Dealing with correspondence, arranging the club's AGM and management committee meetings and taking minutes

Maintaining accurate records

Supporting the club with funding applications

Collecting and analysing information from the members (eg end of season questionnaire)



## Carluka Tigers RLFC Clubmark Management System



### Job Description: Treasurer

Responsible to: Carluka Tigers RLFC Management Committee

#### **Main duties**

Responsible for the club finances, and after agreeing annual budget with the committee ensuring that funds are spent properly

Deal efficiently and effectively with all invoices and bills keeping up to date records of all the financial transactions

Issue receipts and record all money received and prepare the end of year accounts to present to the auditors

### Job Description: Press Relations Officer

Responsible to: Carluka Tigers RLFC Management Committee

#### **Main duties**

Take responsibility for publicising the club, its events and members

Build a list of local media contacts

Collate the results/ match reports and send to the local/ national press

Produce press releases/ articles to promote and publicise the club through the media

Invite the press to attend club events and crucial matches

Keep a record of all press cuttings, radio and TV coverage

### Job Description: Club Welfare Officer

Responsible to: Carluka Tigers RLFC Management Committee

#### **Main duties**

Ensure that the child protection procedures are understood and adhered to by all members

Establish and maintain the complaints procedures and ensure that the complaints procedures are met and see the procedures through to the final decision

Attend the sportscoachUK workshops 'Safeguarding and Protecting Children' and 'Time to Listen' (renewable every three years).

Understand the NGB child protection procedures, rules and regulations

Be familiar with current child protection legislation and The Children Act 1989

If unable to attend any executive committee meeting, a report/ apologies should be sent to the secretary



## Carluka Tigers RLFC Clubmark Management System



### **Job Description: Head Coach**

Responsible to: Carluka Tigers RLFC Management Committee

#### **Main duties**

Take full responsibility for the club's coaching sessions at allocated venues at dates and times agreed with the Carluka Tigers RLFC Management Committee

Maintain high ethical standards in coaching and prepare all coaching sessions in advance

Work with and include associated assistant coach(es) in the preparation and running of each session

ALWAYS adhere to the club's policy for equity and coaches code of conduct

Offer the club feedback on the organisation and degree of success of coaching and competitions

Assist in the selection of teams and travel to competitions with the allocated team(s)

Inform the Carluka Tigers RLFC Management Committee in advance of any sessions that cannot be attended

### **Job Description: Assistant Coach**

Responsible to: Head Coach of assigned team

#### **Main duties**

Assist with the club's coaching sessions at venues, dates, and times agreed with the Head Coach, working with the Head Coach in the preparation and running of each session

Develop and maintain high ethical standards in coaching and assist in the preparation of coaching sessions in advance

ALWAYS adhere to the club's policy for equity and coaches code of conduct

Offer the club feedback on the organisation and degree of success of coaching and competitions

Travel to competitions with the allocated team(s)

Inform the Head Coach in advance of any sessions that cannot be attended

### **Job Description: Coaching Co-ordinator**

Responsible to: Carluka Tigers RLFC Management Committee

#### **Main duties**

Be the main coaching contact for the RFL and for club members

Signpost club members towards relevant coaching courses and where applicable arrange local training courses to be held to educate club coaches

Ensure correct kit and equipment is available for each coach to carry out their task effectively and safely with regard to the age group being coached.



## Carluka Tigers RLFC Clubmark Management System



### Job Description: Volunteer Co-ordinator

Responsible to: Carluka Tigers RLFC Management Committee

#### **Main duties**

Supervise/ oversee all club volunteers and act as the main contact for all volunteers

Ensure that opportunities for feedback and training are provided

Liase with the Chairperson to ensure that all tasks required to run the club efficiently are carried out

Ensure that each task has been assigned to a volunteer and that they understand their role within the organisation

Ensure that all jobs have a job description - consult volunteers and executive committee to write job descriptions

Motivate volunteers through recognition and feedback and co-ordinate the 'volunteer of the year' award