



Committee and Volunteer Roles and Responsibilities

Focus on Strengthening the Eltham RUFC Committee

Introduction: Why Clear Roles Matter

Eltham RUFC is powered by volunteers. With a growing player base and increased responsibilities, it's essential we define clear roles to help share the load, reduce burnout, and keep the club running smoothly.

Purpose:

To present a strategic approach to growing and retaining our volunteer base, with a particular focus on strengthening the Eltham RUFC Committee. By recruiting committee members, defining clear roles, and welcoming other active volunteers, we aim to ensure the club's continued success and sustainability; as well as the enjoyment and fulfilment of our volunteers. At the beginning of each year, the committee should review the roles and responsibilities outlined in this document and ensure appropriate coverage.

Goals:

- Recruit more committee members to have the maximum allowed by the constitution of 9 committee members.
- Ensure diverse representation from across all membership groups (juniors, seniors, parents, players, coaches, supporters).
- Ensure successful nominees have the right skills for the particular role and appreciation of the importance of reliable execution of responsibilities.
- Build a committee culture that is positive, inclusive, and sustainable.
- Build a culture where volunteering is visible, recognised, and encouraged at all levels.

Committee Structure

Executive Roles:

- President (1)
- Vice President (1)
- Treasurer (1)
- Secretary (1)

Key Committee Roles:

- **Director of Rugby**
- **Junior Coordinators (2 required)**
- **Senior Coordinator (1-2)**

Operational Roles:

- Communications Lead
- Sponsorship Lead
- Merchandise Lead
- Kitchen, Canteen & BBQ Coordinator
- Facilities Lead
- First Aid Lead

In addition to these roles, each team needs at a minimum - a designated:

- Coach
- Team Manager
- Team Medic

General Committee Members:

These members provide support across areas and may take on operational roles, listed above, based on expertise or interest.

Some people may wish to volunteer for an operational role or in a specific area without taking on a committee role. In these cases, a committee member will act as a point of contact and support person, depending on the task. We welcome all help and believe that active volunteers lead to a strong committee.

If a Role Isn't Filled:

Given our volunteer limitations, some roles may not be filled at all times. In these instances, the committee will agree on how responsibilities are shared or reallocated. This will be documented and reviewed regularly to ensure continuity and support.

Note on Role Flexibility:

Some roles, such as the Pathways Coordinator, may be introduced when the club expands. For example, if the junior program becomes large or includes multiple feeder pathways, a dedicated Pathways Coordinator may help oversee transitions and development. This role is not currently in use but may be considered in future years.

The structure of roles may evolve from year to year depending on our club's needs and the strengths of the volunteers who put their hands up. We aim to be flexible and make the most of the skills our community offers.

Responsibility for Communication with Rugby Victoria:

President: Club-level liaison, governance, strategic initiatives

Secretary: Formal correspondence, registrations, compliance

Junior Coordinators: Junior fixtures, grading, team updates

Director of Rugby: Coaching compliance, accreditation, training standards

It's essential these communication lines are respected to avoid duplication or confusion. Any issues or questions should be routed through the relevant lead or discussed at committee meetings.

President

Club Officer and Management Committee Member

Overview

The President has overall responsibility for the club's administration and development. They are elected by the members and are responsible for representing the views of the club and its members. In conjunction with the Committee, the President sets both the club's annual and longer-term agenda, prioritising goals and focusing on opportunities to enhance the growth and development of the club.

Key Responsibilities

- **Lead the Committee:** Chair all committee meetings, including the AGM, and ensure decisions are aligned with the club's values and member expectations.
- **Set Strategic Direction:** Work with the committee to develop and maintain the club's short- and long-term plans for growth, both on-field and off-field.
- **Represent the Club:** Act as the primary spokesperson and represent Eltham RUFC in discussions with Rugby Victoria, local council, schools, and community or government stakeholders.
- **Champion Club Culture:** Foster a safe, inclusive and welcoming environment for all members and ensure adherence to the club's Code of Conduct.
- **Support and Recognise Volunteers:** Publicly acknowledge the contributions of committee members, coaches, players, sponsors and volunteers.
- **Oversee Club Governance:** Ensure planning, budgeting, and reporting activities are carried out transparently.
- **Build Relationships:** Develop strategic partnerships with other local clubs, schools, and sponsors to grow community engagement and rugby participation.

Time Commitment & Expectations

Weekly club engagement, regular meetings, and visibility at matches

Key Relationships

Committee members, Rugby Victoria, local council, senior/junior coordinators

Support & Handover Materials

Constitution, annual calendar, club handbook

Vice President

Club Officer and Management Committee Member

Overview

The Vice President supports the President in overseeing the club's operations and plays a key leadership role in managing club-wide volunteer coordination. This role helps ensure a safe, well-run environment at all games and events, particularly by overseeing match day planning and clubroom operations.

Key Responsibilities

- Support the President in leading the club and standing in when the President is unavailable.
- Lead the coordination, rostering, and recognition of club volunteers across all functions.
- Oversee volunteer planning for match days, including BBQ, canteen, field setup, pack-up, first aid and team support.
- Coordinate pre-season trials, registration support, and off-season events.
- Liaise with Facilities Lead, Team Managers, and Canteen Coordinator to ensure logistics are covered for each home game.
- Work closely with the committee to ensure adequate volunteer cover for large events (e.g. gala days, finals).
- Champion a positive volunteer culture, ensuring visibility, appreciation, and encouragement.
- Attend committee meetings and provide leadership on key club activities.

Time Commitment & Expectations

Weekly involvement during season (especially weekends), with higher intensity around key events. Regular committee meetings and planning sessions.

Key Relationships

President, Facilities Lead, Team Managers, Canteen/BBQ Coordinator, Junior and Senior Coordinators

Support & Handover Materials

Volunteer rosters and shift templates, club calendar and event planning checklists, past examples of volunteer recruitment messages, match day set-up guide.

Secretary

Club Officer and Management Committee Member

Overview

The Secretary is responsible for managing the club's official records, correspondence, and administration. This includes organising meetings, maintaining the club's register of members, and acting as the key liaison for formal communications, including those with Rugby Victoria. The Secretary also oversees player registration and compliance through Rugby Xplorer.

Key Responsibilities

- Maintain accurate club records, including the register of members and the club's official documents.
- Organise and distribute notices for the AGM, committee meetings, and other formal meetings.
- Preparation of the Annual Report
- Take and distribute minutes of meetings, ensuring clear follow-up of action items.
- Coordinate player registrations across juniors and seniors via Rugby Xplorer, ensuring compliance with Rugby Victoria requirements.
- Handle formal correspondence with Rugby Victoria and other external stakeholders.
- Support the club's compliance with its Constitution, policies, and reporting requirements.
- Assist with player transfers, clearances, and support the Treasurer and Coordinators with membership status.
- Keep the committee informed about compliance deadlines, insurance renewals, and reporting requirements.
- Key Contact for Consumer Affairs Victoria and submit an annual report.

Time Commitment & Expectations

Regular weekly engagement with peak workloads during registration periods, ahead of AGM, and at season start.

Key Relationships

President, Junior Coordinators, Senior Coordinator, Treasurer, Registrar (if separate), Rugby Victoria

Support & Handover Materials

Email templates, meeting agendas, minute templates, registration guides, login credentials for Rugby Xplorer, sample AGM documentation, member register spreadsheet

Treasurer

Club Officer and Management Committee Member

Overview

The Treasurer manages the financial affairs of the club, ensuring accurate record keeping, transparent reporting, and long-term sustainability. This includes day-to-day banking, bookkeeping, budgeting, reporting to the committee, and overseeing financial compliance obligations such as insurance, audits, and grant acquittals.

Key Responsibilities

- Prepare and present monthly financial reports to the committee.
- Maintain accurate records of income and expenditure, including reconciliations and GST compliance.
- Manage banking access, invoice payments, and reimbursement processing.
- Support the development of annual and project-based budgets, including event and merchandise forecasts.
- Coordinate cash floats for the canteen, bar, BBQ and merchandise as required.
- Apply for and acquit grants in partnership with the President and Comms Lead.
- Maintain oversight of club accounts and ensure all financial practices meet club policies.
- Provide financial records for annual audit or review as required.
- Assist with insurance renewals and ensure ongoing financial compliance.

Time Commitment & Expectations

- Weekly engagement during season, especially when handling reimbursements or floats.
- Monthly reporting and seasonal preparation (start of season, AGM, grant cycles).

Key Relationships

President, Sponsorship Lead, Canteen & BBQ Coordinator, Merchandise Lead, Secretary

Support & Handover Materials

Financial records, login credentials, bank access details, budget templates, prior year reports, chart of accounts, grant register

Director of Rugby

Management Committee Member (Optional Role)

Overview

The Director of Rugby oversees the club's coaching program, ensuring it is aligned with Rugby Victoria's development pathway and accreditation standards. This role supports a consistent coaching philosophy across junior and senior levels, fosters coach development, and ensures compliance with training and safety requirements.

Key Responsibilities

- Support the recruitment, onboarding, and development of coaches and referees across all age groups.
- Maintain a current register of coaches, trainers and referees, including their Rugby Victoria accreditations.
- Ensure all coaching staff have completed required courses and child safety training.
- Align coaching practices across junior and senior programs to support player development and transitions.
- Attend Rugby Victoria coaching forums and share key learnings with the committee and coaching group.
- Provide input on training standards, coaching equipment needs, and player safety protocols.
- Liaise with senior and junior coordinators, team coaches and team managers to monitor engagement, confidence, and ongoing support needs.

Time Commitment & Expectations

Preseason: heavy involvement in coach recruitment and accreditation.

In-season: periodic check-ins with coaches, participation in training and feedback loops.

Key Relationships

Coaches, President, Registrar, Junior and Senior Coordinators

Support & Handover Materials

Coach and referee accreditation register, training calendars, coaching resources (e.g. curriculum, drills), Rugby Vic development frameworks

Junior Coordinator

Key Committee Role

Overview

Supports junior teams (U7–U18) by coordinating operations, coaches, and family engagement. Acts as a key point of contact between families and the club, ensuring junior rugby runs smoothly and supports growth in participation.

Key Responsibilities

- Act as liaison between parents, coaches, and the club
- Coordinate volunteers for junior match day set-up, BBQ, and first aid cover
- Engage with the community and schools to recruit new junior players
- Organise a “Come and Try” rugby event to recruit new junior players
- Support registration and game day compliance, including guiding team managers and coaches with Rugby Victoria rules and expectations
- Facilitate player eligibility and dispensation processes as needed
- Represent junior teams in discussions with Rugby Victoria and support junior grading and fixture processes
- Support new coaches and families to understand junior rugby expectations and club culture

Time Commitment & Expectations

Weekly engagement during the season, with additional time required during pre-season and special events. Attending training and matches regularly to engage with parents and players is required, particularly early in the season when there are new players.

Key Relationships

Secretary, Director of Rugby, Team Managers, Coaches, Rugby Victoria

Support & Handover Materials

Rugby Victoria junior documents, team lists, parent guides, Rugby Xplorer admin guide, example communications, match day checklist

Additional Notes

Eltham RUFC strongly recommends two Junior Coordinators to ensure adequate support across all age groups.

Senior Coordinator

Key Committee Role

Overview

Coordinates operations and engagement across senior teams (U19 and up), acting as a bridge between coaches, players, and the committee. Ensures game days run smoothly, players are registered and engaged, and coaches are supported.

Key Responsibilities

- Liaise with senior coaches, managers and Rugby Victoria on fixtures, compliance, and competitions
- Support senior player retention and foster a positive club culture
- Coordinate logistics for senior match days, including team sheets, jerseys, and facilities
- Coordinate volunteers for senior match day set-up, BBQ, and first aid cover
- Support senior player registration and clearance processes via Rugby Xplorer
- Assist with onboarding team managers and supporting them to ensure compliance with match day duties
- Support U18 to senior transitions in collaboration with Junior Coordinators and Director of Rugby

Time Commitment & Expectations

Weekly contact with coaches and teams, especially around training and game days. More active in the lead-up to season and during finals.

Key Relationships

Secretary, Coaches, President, Director of Rugby, Team Managers, Rugby Victoria

Support & Handover Materials

Season calendar, senior team lists, registration data, Rugby Xplorer admin guide, match day checklist

Facilities Lead

Operational Role

Overview

Oversees the safety, setup, and maintenance of club facilities and grounds, ensuring a clean, safe, and welcoming environment for players and visitors.

Key Responsibilities

- Coordinate field setup, pack-down, and line marking before home games
- Liaise with council on maintenance, grounds condition, and asset upgrades
- Manage facility access, keys, lighting, signage, and toilet supplies
- Oversee and maintain essential match day equipment (e.g. pads, flags, cones)
- Coordinate working bees and encourage broader volunteer participation
- Report and escalate facility-related safety hazards to the committee
- Coordinate with other tenant clubs and council around seasonal facility usage

Time Commitment & Expectations

Before home games and during pre- and post-season maintenance windows. Occasional coordination required during the week.

Key Relationships

Vice President, Council, President, Coaches, Canteen Coordinator

Support & Handover Materials

Facility checklist, council contacts, working bee templates, access register

Communications Lead

Operational Role

Overview

Leads all club communications across digital, print, and in-person channels. Ensures timely, consistent messaging that reflects the values of Eltham RUFC and supports community engagement, recruitment, and sponsor visibility. Ensures all communications reflect the club's inclusive, community-driven tone and values.

Key Responsibilities

- Manage the club's newsletters, social media platforms, and website updates
- Coordinate the production of *The Wattle* newsletter, including content gathering and publishing schedule.
- Curate and publish content from coaches, team managers, and committee members
- Coordinate match results, volunteer spotlights, player highlights, and cultural moments
- Promote club activities to attract new members, players, and sponsors
- Ensure all communications comply with the club's Social Media and Child Safety policies
- Support internal comms such as game day reminders and event promotions
- Uphold brand and message consistency across all communications
- Assist Sponsorship Lead with sponsor recognition posts and comms
- Liaise with the President and Secretary on sensitive or crisis communications as needed.

Time Commitment & Expectations

2 hours weekly, with peaks around events, finals, and sponsor campaigns.

Key Relationships

President, Sponsorship Lead, Team Managers, Coaches, Committee Members

Support & Handover Materials

Communication Plan, Social media and comms templates, annual comms calendar, social media policy, example posts, passwords.

Sponsorship & Fundraising Lead

Operational Role

Overview

Drives sponsorship strategy and fundraising efforts to support the financial sustainability of Eltham RUFC. Builds relationships with local businesses and partners to create meaningful sponsorships, while ensuring they are recognised across club platforms and events.

Key Responsibilities

- Create and promote sponsorship packages tailored to local businesses and potential donors
- Maintain ongoing relationships with sponsors and ensure delivery of agreed benefits
- Organise sponsor signage and digital promotion in collaboration with the Communications Lead
- Coordinate sponsor recognition through social media, newsletters, and game day activations
- Support broader fundraising goals, including events, raffles, and merchandise promotions
- Identify and apply for grants in partnership with the President or Treasurer
- Keep a central list of sponsors, donor history, and engagement notes for future planning
- Coordinate and support the Annual Christmas Tree fundraiser

Time Commitment & Expectations

High workload at the start of the season to confirm sponsors and signage, then ongoing monthly engagement. The Annual Christmas Tree fundraiser requires time commitment on weekends in December.

Key Relationships

Treasurer, Communications Lead, President, Merchandise Lead, Event Coordinators

Support & Handover Materials

Sponsorship kit, list of past and current supporters, grant application templates, signage specs, fundraising event checklists

Merchandise Lead

Operational Role

Overview

Oversees the planning, ordering, and sale of Eltham RUFC club merchandise and playing uniforms. Works closely with suppliers and the Treasurer to ensure accurate stock management and timely distribution, especially during preseason.

Key Responsibilities

- Manage stock levels, maintain merchandise register, and coordinate reordering
- Coordinate preseason kit ordering and distribution across teams
- Sell merchandise at events, training, and online (if applicable)
- Track sales and reconcile payments with Treasurer
- Liaise with suppliers to confirm designs, quantities, and delivery timelines
- Coordinate sponsor logos on uniforms in consultation with Sponsorship Lead
- Maintain visual consistency and ensure all players and volunteers have access to appropriate gear
- Periodic and Annual stocktakes of merchandise

Time Commitment & Expectations

Most active during preseason (ordering and distribution) and around events or presentation day.

Key Relationships

Treasurer, Team Managers, Sponsorship Lead, Coaches

Support & Handover Materials

Supplier contact list, order templates, pricing list

Kitchen, Canteen & BBQ Coordinator

Operational Role

Overview

Coordinates food service at Eltham RUFC home games and events, including BBQ and canteen operations. Oversees rostering, stock management, and volunteer coordination to create a welcoming and efficient food service experience for players, families, and visitors.

Key Responsibilities

- Roster and coordinate volunteers for match day BBQ and canteen service
- Manage food and supply stock levels, place orders, and prepare float in collaboration with the Treasurer
- Ensure food safety and hygiene compliance across all food preparation and serving
- Oversee BBQ/canteen setup and pack-down, ensuring cleanliness and safety
- Encourage a positive volunteer culture by supporting, thanking, and guiding helpers each week

Time Commitment & Expectations

Weekly on home game days, with additional prep time for ordering and volunteer comms.

Key Relationships

Vice President, Treasurer, Junior & Senior Coordinators, Team Managers, Merchandise Lead

Support & Handover Materials

Volunteer rosters, supplier contacts, food safety guide, float instructions, BBQ/canteen checklists

Additional Notes

Responsibilities listed above are also listed in the Vice President, Junior & Senior Coordinators role. If this role is filled, clarify responsibilities between roles.

First Aid Lead

Operational Role

Overview

Ensures that first aid support is available at games and training sessions across all age groups. Maintains first aid supplies, supports injury management protocols, and promotes safety awareness and accreditation within the club.

Key Responsibilities

- Stock, maintain, and regularly check all club first aid kits (home and away)
- Coordinate a roster of volunteers with valid first aid or CPR training to cover match days
- Book medics for senior matches
- Promote access to CPR and first aid accreditation for volunteers and team managers
- Support injury follow-up and ensure appropriate documentation is submitted
- Submit Rugby Victoria or internal Incident Reports for injuries (or support team managers/players to submit)
- Advise on first aid needs for events or preseason activities

Time Commitment & Expectations

1 hour per week during the season.

Key Relationships

Team Medics, Coaches, Team Managers, Junior & Senior Coordinators, Vice President

Support & Handover Materials

First aid kit checklist, accreditation list, incident report templates, supplier contacts for restocking

Additional Notes

Some responsibilities overlap with the Junior and Senior Coordinators. If a dedicated First Aid Lead is appointed, responsibilities should be clearly agreed to avoid duplication.

Team Manager

Operational Role – Per Team

Overview

Team Managers coordinate logistics, communication, and match day responsibilities for a specific Eltham RUFC team. They support coaches and players by ensuring smooth game day operations, clear communications, and compliance with Rugby Victoria requirements.

Key Responsibilities

- Coordinate game day logistics, including field setup, jersey distribution, and warm-up timing
- Manage Rugby Xplorer responsibilities including entering team sheets, checking player eligibility, and submitting scores
- Communicate match details, changes, and reminders with players and parents
- Provide match results and photos to the Communications Lead for newsletters and social media
- Assist with registration and uniform distribution in coordination with the Secretary and Coordinators
- Support the coach with administrative tasks and act as a liaison between families and the club
- Work with Junior or Senior Coordinators to ensure player safety, adherence to Rugby Victoria policies, and consistent team engagement
- Ensure basic first aid is available or confirm who is rostered each week

Time Commitment & Expectations

At games and training sessions weekly during the season. Higher involvement required at the start of the season and during finals.

Key Relationships

Coach, Junior or Senior Coordinator, Secretary, Communications Lead, First Aid Lead

Support & Handover Materials

Game day checklist, registration guide, Rugby Xplorer login instructions, sample messages, incident report templates

Coach

Operational Role – Per Team

Overview

Responsible for developing players' skills, fitness, and confidence through training and match day leadership. Coaches are critical to fostering an inclusive, positive, and fun rugby environment for players of all levels.

Key Responsibilities

- Plan and deliver age-appropriate training sessions aligned with Rugby AU frameworks
- Promote safe and inclusive play, ensuring all players have the opportunity to participate and develop
- Create a positive team culture that supports enjoyment, learning, and sportsmanship
- Support player wellbeing and maintain awareness of injury and concussion protocols
- Liaise with Team Manager to confirm game day logistics, jerseys, and substitutions
- Provide fair and balanced game time for all players (especially in junior teams)
- Communicate with players and families about expectations, events, and feedback
- Attend coaching development sessions, updates, and required Rugby Victoria forums
- Hold and maintain appropriate Rugby Australia coaching accreditation

Time Commitment & Expectations

2 training sessions per week and weekend matches during the season. Extra time may be needed for grading rounds, development sessions, or team events.

Key Relationships

Team Manager, Director of Rugby, Junior/Senior Coordinators, Parents (Juniors)

Support & Handover Materials

Coaching accreditation guide, age-grade training plans, coach code of conduct, example session plans, injury protocol guide