



# NRL NT Club Committee Handbook



# INTRODUCTION



The NRL NT Club Committee Handbook is a practical tool to assist affiliated clubs and associations (especially those individuals joining a committee for the first time) in obtaining a greater understanding of their practical responsibilities and obligations when operating a club.

There are many resources freely available (or through subscription services) that can found and utilised to assist your club gaining a better understanding of various roles and responsibilities.

To function as a Rugby League club in the Northern Territory, clubs and associations must adhere to laws, policies and guidelines of a number of governing entities including (but not limited to):

- The National Rugby League and the NRL Northern Territory.
- Various levels of government and their respective departments; Federal, Northern Territory and Local Councils.
- Their own constitution and members.

The NRL NT encourages individuals to get a more detailed understanding of the various roles and responsibilities through a number of available sources, including:

- The NRL NT website - <https://www.nrlnt.com.au/club-admin-manuals>
- The Northern Territory Government - <https://nt.gov.au/industry/licences/incorporated-associations>
- Sport Australia - <https://www.sportaus.gov.au/governance>
- National Rugby League and Rugby League State governing bodies.

This booklet is by no means completely exhaustive of all the tasks that are required to operate a club as the Rugby League sporting landscape is continually evolving. This has been made available in an “editable” format so that clubs may alter this to suit their own clubs’ needs. It is the commitment by our affiliated clubs and associations for continued improvement that will lead them to being the best clubs they can be.

If you need any assistance at all, please get in touch with the NRLNT who are only too happy to provide guidance or clarification.

Office Phone Number: 08 7922 2800

Email: [nrlnt@nrl.com.au](mailto:nrlnt@nrl.com.au)



# COMMITTEE POSITIONS



Following workshops and consultation with NRL NT affiliated clubs and associations, the below is a list of the many different positions that are available for individuals to be elected or assigned to.

As noted in our introduction, the below is not exhaustive as your club will have your own requirements that need to be assigned.

Position	Name of Volunteer
Association:	
Public Officer (PO)	
Executive Positions:	
President (P)	
Vice President (VP)	
Treasurer (T)	
Secretary (S)	
Committee Positions:	
Volunteer Coordinator (VC)	
Registrar (RG)	
General Committee (GC)	
Member Protection Information Officer (MPIO)	
Working with Children Check Auditor	
Coaching Coordinator (CC)	
Senior Coordinator (SC)	
Junior Coordinator (JC) Mini/Mod/International	
Commercial/Sponsorship/Fundraising Coordinator	
Uniform/Merchandise Purchase Coordinator	
Events Coordinator	
Presentation Night Coordinator	
Home Game Ground Manager	
Match Day Duty Official	
Canteen Coordinator	
Website/Social Media Manager	
Referee Liaison	
Grants Applications	
Sports Trainer Coordinator	

The below is a list of tasks for the Club executive and committee to consider when setting a plan for the following season's activities. Again, this is not exhaustive, and each respective club may add their own required activities.

This list summarised the tasks identified by NRL NT clubs and associations during workshops and consultations.

Task	By Whom	N	D	J	F	M	A	M	J	J	A	S	O
<b>Association Compliance</b>													
Set, Advertise & Conduct AGM													
Approach/recruit volunteers for committee positions													
Prepare Annual Financial Report													
Lodgement of financials & AGM minutes to Dept of Business													
Review constitution													
Maintenance of Members Database													
<b>Financials</b>													
Prepare annual budget													
Monthly financial report for committee													
Assign bank account transaction authorities													
Implement Cash Handling processes													
Install EFTPOS capabilities													
<b>Committee</b>													
Set schedule of committee meetings for the year													
Appoint volunteers to roles and responsibilities													
Appoint MPIO													
Working with Children Check Audit													
Conduct review of club policies and operations manual													
Undertake corporate governance training													
Committee training e.g. MySideline													
Allocate MySideline access to team coaches, managers and sports trainers													
Set communication guidelines with members													
Implement process for acknowledgements and thanks													
Conduct end of season review													
Implement register of incomplete tasks													
<b>Membership</b>													

Set annual membership & registration fees														
Collection of outstanding fees														
Schedule sign on or registration days														
Stocktake of club uniforms														
Order uniforms and team kits														
Stocktake of club equipment														
Order training equipment														
Liaise with the League for accreditation workshops														
<b>Operations and Logistics</b>														
Apply for ground hire for training and matches.														
Arrange bus hire or transport for season														
Make arrangements for uniform cleaning/laundry														
Appoint match day manager														
Conduct Monthly venue check														
Conduct match day venue check														
Apply for facility and/or equipment grants														
Carry out facility repairs & maintenance														
<b>Club Events</b>														
Schedule working bees/club clean up.														
Setting fund raising activities														
Anniversary dinners														
Action Junior presentation nights														
Action Senior presentation nights														
Booking venues for events														
Order trophies or items for presentation nights														
Club BBQ's														
<b>Football Operations</b>														
Application process for team officials e.g. Coaches, managers, Sports trainers														
Advertise for team officials positions														
Appoint coaches, managers & sports trainers to teams														
Assign training nights and areas for club teams														
Supply kits to teams e.g. Jerseys, water cooler, bottles, team sheet booklets														



Conduct club orientation and education night														
Develop voting system for Club awards and presentations														
<b>Match Day Operations</b>														
Gate/ticket staff														
Security														
Review league operations manual for match day requirements														
<b>Marketing and Promotion</b>														
Develop proposals for prospective sponsors														
Approach sponsors														
Conduct sponsor functions														
Develop media plan for club														
Liaise with media for stories to promote club														
Assign sponsors to teams for placement on uniforms														
Maintain club website and social media														
<b>Canteen</b>														
Apply for registration of food business														
Liquor licence application														
Set canteen menu														
Determine preferred suppliers														
Conduct canteen stocktakes														
Order stock														
Set canteen staffing schedules														
Prepare cash floats, EFTPOS terminals and spare paper rolls														

