MINCHINBURY

JETS

JOB DESCRIPTION AND ROLES

1. VENUE MANAGER



- Coordinate with Staff holding positions that they have arranged for the help on game day and events.
- Canteen Manager / BBQ Manager
- Ground Manager / Equipment Officer
- Medical Manager
- Registrar if required
- Uniform Officer if required

The Venue manager is expected to make sure that the coordinators can have staff and manage that staff as required.

2. GROUND MANAGER / COMMITTEE



- Form a committee to oversee the management of the field.
- Line marking of field as required during the week.
- Order Paint as required.
- Look after Line marker.
- Setting up and pull down of fields on game day or as required.
- Responsible for all field equipment and the maintenance.
- Responsible for arranging ground staff on game day.
- Supply a list to Secretary of Staff on committee.

3. TRAINERS CO-ORDINATOR



- Supply a list to Secretary of all qualified trainers and teams they are attached to or if they are not attached.
- Supply a List of trainers to the committee to be endorsed.
- Make sure all trainers are qualified and registered & WWC and supply details to Secretary and keep a record.
- Keep medical up to date for game day.
- Supply and record medical equipment handed to teams.
- Organize Level 1 or high for game day.
- Set up and pull day of medical equipment n game day or as required.
- Organize Ice for Field on game day or as required.

Would like to see the club pay for 6 Level 1 on the condition they do Level one for the time they hold the card.

4. COACHED COORDINATOR



- Must hold a Level 2 Coached Certificate as required by NRL.
- Make sure all Coaches are Qualified at correct Level for the teams they are coaching. Registered, WWC.
- Supply a list with all details or Coaches NO and WWC numbers and what team they are attached too.
- Make sure that all coaches have required Staff for each team.
- Maintain a list of were teams are training in conjunction with coaching panel.

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5. COACHING PANEL



- The Coaching Panel to be appointed prior to AGM for next season coaches.
- 1 Executive to be on the Panel.
- Level 2 Coach as required by NRL rules.
- Most experienced Coaches on the panel as voted by the Full committee.
- Coaching positions recommended by the Coaching Panel to be brought back to the Full Committee if coached need to be selected and approved before our AGM for acceptances as by our Constitution.
- If Coached not need to be announced they should be held over until AGM and approved by AGM members.
- If more than one nomination for the same team is supplied, then the Coaching Panel should bring it back to the Committee for endorsement of their recommendation. A vote should take place and the vote with the highest votes be selected.
- Coaching Panel has final say on ground allocations for training or teams.
- Teams wishing to change from recommended time must meet with the panel and explain their reasons for changes. This will be at the discretion of the Coaches Panel.

6. MANAGERS COORDINATOR



- Supply a list to the Secretary of all Manager and the details and qualifications as they are appointed.
- Supply a list of Managers to the committee to be endorsed by the Committee.
- Make sure all Managers are registered, WWC, and has done course.
- Make sure managers know all their responsibilities.
- Score Sheets.
- Team Fundraising.
- Supporting McDonalds as the Clubs requests.
- Club Events.
- Weekly responsibilities ground day help.

7. UNIFORM MANAGER



- Manage all club uniform and apparel requirements.
- Coordinate ordering, sizing, and distribution of playing and training kits.
- Liaise with suppliers to ensure quality, correct quantities and on-time delivery.
- Maintain uniform and apparel stock records.
- Oversee players' uniform allocations and replacements as required.
- Work within the club's allocated budget and seek approval for any additional orders.
- Provide regular updates to the Committee on orders, stock and uniform needs.

8. CLUB MEMBERSHIP



- At least one Parent of each Junior Player and all players over 16 years and all official to be financial member of the club.
- As membership fees decided by the Annual General Meeting.

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