

# Dubbo Touch Association

## Position Descriptions

### Background

Dubbo Touch Association (DTA) has been incorporated since 1989. The role of the committee is to run the competition and provide input into the direction DTA will take in the future.

There are five positions that hold executive status in the Dubbo Touch Association (DTA). These are the President, Vice-President, Vice President (Juniors), Secretary and Treasurer. Executive status means that these are key positions that must be filled for DTA to function. Other Committee positions are flexible and can be added to or dissolved as required. In the current committee structure these additional positions are:

- Referees' Director
- Mixed Competition Director
- Mens Competition Director
- Womens Competition Director
- Junior Competition Director
- Registrar
- Publicity Officer
- Fundraising, Grant & Sponsorship Coordinator
- Coaching and Player Development Coordinator
- Representative Coordinator
- Member Protection Officer
- Merchandise Officer
- Canteen Manager
- General Members

Working together as a team is the most important ingredient for the success of any committee. Making sure the roles and responsibilities of each committee position are clear helps position holders know how they can best help the DTA.

### General duties job description:

- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support, assistance and mentoring to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

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### President

#### **Brief description of the Presidents role:**

This position provides overall direction to the DTA committee and has a vision to further develop Touch in the future. Key roles include promoting teamwork, facilitating discussion and group decision making, chairing meetings, providing mentorship for other committee members, delegating tasks and trouble shooting. The President ensures that DTA conducts its business in line with statutory requirements.

#### **Duties:**

- In conjunction with the DTA committee set regular committee meeting dates.
- Act as chairperson during DTA committee meetings and attend to tasks delegated at these meetings. The chairperson's role includes following up tasks allocated to others to ensure their completion prior to the next meeting.
- Become the 'Public Officer' (required by the Department of Fair Trading) and ensure that DTA runs in accordance with these rules and regulations.
- In conjunction with the DTA committee, set the date and conduct Annual General Meetings. The President will act as Chairperson for these meetings and will present a 'President's Report' to the AGM on the achievements and challenges faced by the DTA committee in the past 12 months.
- Ensure a copy of the current constitution is available on the DTA website and at all meetings.
- Assist Vice President to arrange and manage Judiciary Hearings as required.
- Attend Dubbo Sports Council meetings to promote and develop facilities for Touch in Dubbo.
- Represent DTA at Hunter/Western Hornets Region and NSW Touch meetings and report back to DTA committee.
- Liaise with NSW Touch to ensure the future development of Touch in Dubbo. This includes being the main contact person for any touch related programs, including school sporting grants as well as potential carnivals for juniors and seniors.
- Liaise with Dubbo Regional Council to attract and retain major touch carnivals.
- Be the main contact for new sponsors where required and manage sponsorship agreements.
- Liaise with Macquarie Alarms and be the main contact person for any alarm related issues.
- Coordination of field marking by providing dates to Dubbo Regional Council.
- Manage the DTA Clubhouse licence agreement with Dubbo Regional Council.
- Provide support, assistance and mentoring to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

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### Vice President

#### **Brief description of Vice Presidents role:**

The role of the Vice President is to support the President by attending and chairing meetings when the President is unavailable. The Vice President is also responsible for convening any disciplinary hearings required.

#### **Duties:**

- Convene Disciplinary hearings and Judiciary Panels as required and in accordance with TFA regulations.
- Keep accurate and detailed records of all past Judiciary Panel hearings and findings.
- Where the President is unable to attend meetings, attend these in his/her place and act as Chairperson where required.
- Ensure the Defibrillation Maintenance Program is carried out.
- Maintain key register of committee members who hold keys to clubhouse and storeroom/cupboards.
- Allocate roles to general members. (e.g. discuss with general members if they are able to fill any vacancies within the committee, delegate tasks that need doing)
- Coordinate and arrange relevant subcommittee meetings and report back to general committee.
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support, assistance and mentoring to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

### Secretary

#### **Brief description of the Secretary role:**

This position is responsible for the recording and production of all minutes, correspondence and records at all DTA meetings.

#### **Duties:**

- Keep minutes of all proceedings at committee meetings and general meetings (including attendance and apologies). For all Agenda items there should be a brief summary of discussion and a clear indication of the decision made (if a vote was taken, how it was passed?) and a clear summary of actions needing to be undertaken as a result of the discussion/decision (including by whom and by when)
- Ensure prompt circulation of minutes to all DTA committee members within a week of the meeting.
- Maintain records of all meeting minutes during their term of office.
- Regularly review and update committee position descriptions.
- Collect and distribute DTA mail (holder of PO Box key).

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- Maintain an accurate record of incoming and outgoing mail during term of office.
- Prepare and send DTA correspondence in response to actions from DTA committee meetings.
- Regularly check and maintain the info@dubbotouch email account.
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support and assistance to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

## Treasurer

### **Brief description of Treasurer role:**

This position oversees the financial matters of the DTA and provides regular finance reports to the committee to assist the committee with decision making.

### **Duties:**

- Ensures that all money due to DTA is collected and received. This involves communicating with Rep Director around payments being made of Rep Levies, Merchandise Coordinator for uniforms and DTA merchandise as well as Referee Director for any referee merchandise.
- Communicate with Referee Director to ensure payments for referees are made at both representative level and social competition.
- Arranges for banking of incoming cash.
- Coordinate payment of any club debts by due dates.
- Ensures that all payments authorised by DTA are made.
- Ensures that correct books and accounts are kept showing the financial affairs of the DTA including full details of all receipts and expenditure connected with the activities of the DTA.
- Prepare and lodge the quarterly Business Activity Statement as required to comply with relevant GST taxation laws
- Prepares regular (monthly) finance reports for the DTA committee including details of receipts and expenditure.
- Prepares annual finance reports to be tabled at the AGM.
- Organise online payments being co authorised by a second signatory.
- Coordinate any new signatories needed with Regional Australia Bank.
- Prepare annual financials and coordinate the completion on an external audit as required.
- Review and make recommendations to the DTA committee about team competition fees.
- Maintain DTA asset register and arranges for proper disposal of assets when required.
- Maintain DTA equipment register and ordering of new equipment as approved by the committee.
- Coordinate seasonal contributions to the DTA Future Works account.
- Arrange and review annually contents insurance for the clubhouse. Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.

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- Provide support and assistance to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

### Canteen Manager

#### **Brief description of Canteen Manager role:**

The role of the Canteen Manager is to oversee ordering and working in the canteen.

#### **Duties:**

- Order, purchase or make food to sell at the junior competition.
- Order/purchase drinks to be sold at both junior and senior competitions.
- Keep a float and bank money made.
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support, assistance and mentoring to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

### Coach and Player Development Coordinator

#### **Brief description of Coach and Player Development Coordinator role:**

This position has responsibility for the long term development of DTA coaches and players, support in the allocation of coaches to DTA representative teams, improving the standard of coaching, increase the quality of representative players and the promote regional and state representative opportunities for DTA coaches and players.

#### **Duties:**

- Encourage those interested to become coaches of DTA representative teams.
- Promote and/or coordinate Level 1 and/or 2 Coaching Courses as required.
- Work with the Rep Player Coordinator to allocate appropriately qualified Coaches to each DTA representative team.
- Provide coach upskilling, forums and workshops to develop coaches and support in the running of training sessions.
- Support new and junior coaches by providing mentoring opportunities.
- Develop a Rep Player Development Framework and associated coaching resources to support coaches with developing training sessions.
- Encourage DTA coaches to put their names forward for Regional and State coaching positions.
- Coordinate touch clinics aimed to further develop the skills of representative players.
- Coordinate elite coaches to come to Dubbo once per year to run coaching clinics for rep players and coaching staff.

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- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support and assistance to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

## Competition Director

### **Brief description of Competition Director Role:**

This position is responsible for the running of the Monday and Wednesday night senior competitions, Women's competition and Monday afternoon junior competition, including the preparation of the competition draw and point score.

### **Duties:**

- Prepare a competition draw using My Sideline including allocation of fields, timeslots and duty teams in an equitable fashion for the season.
- Respectfully communicate with Registrar to consolidate teams when required.
- Ensure that each team has a copy of the season draw by Round 6 of competition.
- Email weekly draws to the Publicity Officer to place on social media.
- Email team managers as required with competition updates and news.
- Maintain a record of duty compliance and send out where required letters advising team of failure to complete duty and subsequent consequences. Communicate with team managers of not fulfilling duty requirements plus talk to players about discipline on the field.
- Make periodic checks on teams during competitions to ensure that all teams have registered all players. Maintain a record of unregistered players and send out where required letters advising team of this and subsequent consequences.
- Communicate respectfully with Referee Director about player discipline and duty teams.
- Organise team sign on sheets for each round throughout the season.
- Ensure games start on time and run smoothly by troubleshooting with referee allocations, supporting referees, arranging siren and timer and assisting duty teams with understanding their responsibilities.
- Collect team sheets at the conclusion of each week and maintain an accurate record of the team point score throughout the season using My Sideline.
- At the beginning of each season conduct grading and recommend competition/team grading to DTA committee.
- Identify and perform any re-gradings where necessary and inform Registrar to update on My Sideline.
- Maintain records on ground conditions and ensure sub-standard ground conditions are reported to Dubbo Regional Council. This includes making decisions about playing when it has been raining and whether conditions are conducive to playing, if Council has not closed the fields.
- At monthly meetings, report on team compliance with fulfilling duties.
- Purchase and keep stocked a first aid kit and ice for injuries.

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- \*Junior Competition Director-in conjunction with the DTA Publicity Officer, promote Junior Touch in school newsletters and in the general media.\*
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support and assistance to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

## Fundraising, Grant and Sponsorship Coordinator

### **Brief description of Fundraising, Grant and Sponsorship Coordinator Role:**

This position is responsible for identifying funding sources and opportunities outside the normal DTA revenue streams that are currently provided by collection of registration and playing fees. The fundraising and grant coordinator role will be instrumental in the sourcing of external revenue to develop or upgrade facilities, equipment or training required by DTA.

### **Duties:**

- Brainstorm fundraising ideas and opportunities for DTA.
- Prioritise and rank fundraising ideas and submit to the DTA committee for approval.
- Develop a yearly fundraising plan for DTA and include in calendar.
- Coordinate with the support of the DTA committee all fundraising ideas from the plan.
- Identify and apply for external funding opportunities through grant with the assistance of DTA committee members.
- Source sponsorship opportunities for the club.
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support and assistance to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

## Member Protection

### **Brief description of the Member Protection Officer Role:**

Member Protection Information Officers play an important role in sport. They provide information and guidance on complaints procedures - they are the 'go to' person if you want to discuss problems at your club/association, particularly if you are considering making a formal complaint. They also keep records of Working With Children Checks for members of the association.

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### Duties:

- Complete the Member Protection Information Officer Course
- Listen to complaints and concerns from members. Be accessible and approachable.
- Provide support, information and options to members in regards to their complaint or concern. Supply all available options to the individual.
- Understand club policies and procedures in relation to complaints, member protection and code of conduct.
- Keep up to date with information relating to Member Protection.
- Manage documents relating to child protection and the NSW Working with Children Check.
- Verify Working with Children Check numbers online for all committee positions as well as volunteers working with children. This includes respectfully liaising with Rep Player Coordinator for all coaches, managers and volunteers as well as the Referee Director for all referees in both rep and social competitions.
- Maintain confidential records of complaints or concerns.
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support and assistance to other committee members as required.
- Have a current Working with Children Check.

## Merchandise Coordinator

### Brief description of Merchandise Coordinator Role:

This position is responsible for organising and ordering merchandise for competition prizes as well as representative uniforms. It also includes general competition purchases such as balls and whistles.

### Duties:

- Coordination of competition prizes, awards and trophies for Grand Final.
- Purchasing of everyday running items for the competition such as balls and whistles.
- Keep a register of merchandise and update as required.
- Distribute representative uniforms and maintain an accurate record of items sold to members.
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support, assistance and mentoring to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.



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### Publicity Officer

#### **Brief description of Publicity Officer's role:**

This position works with the local media to ensure that the DTA has a constant positive presence in the Media. Promoting communication within the DTA is another key role of this position.

#### **Duties:**

- Maintain an up to date list of local media contacts.
- Prepare an annual media calendar plan.
- Prepare media releases for special events when required.
- Coordinate spokespeople for media interviews and work with spokespeople to prepare them for their interviews.
- Post the draw on social media each week.
- Regularly update the Dubbo Touch website and Facebook with Touch news (eg. representative news, photo gallery etc)
- In conjunction with the Junior Competition Director, promote Junior Touch in school newsletters and general media.
- Maintain currency of the DTA website.
- Maintain currency of DTA Facebook page.
- Maintain a DTA yearly calendar on DTA website.
- Make suggestions and undertake tasks to enhance communication in DTA.
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support and assistance to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

### Referee's Director

#### **Brief description of the Referee's Directors role:**

This position is responsible for the long-term development of DTA Referees, allocation of referees to DTA competition games, improving the standard of refereeing in the DTA competition and the promotion of DTA Referees in NSW Touch Tournaments.

#### **Duties:**

- Allocate Referees to DTA games on ability, qualification, and anticipated standard of the game.
- Allocate duty teams to DTA games and respectfully communicate with Competition Directors as they will oversee this on the night. Allocations are emailed to Publicity Officer to be posted on Social Media prior to competition as well as Competition Directors.
- Maintain an accurate record of Referee contact details and badge levels and payments.

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- Maintain an accurate record of Referees games and coordinate payment at the end of each season.
- Provide appropriate coaching and mentoring to DTA referees.
- Ensure all referees have access to the current TFA rules.
- Arrange for regular training and rules nights for referees as a group or as individuals to improve knowledge of the games.
- Encourage those interested and recruit potential referees to become accredited or upgrade.
- Coordinate Level 1 Referees Courses where appropriate.
- Coordinate a mentoring program for all new DTA Referees.
- Maintain respectful communication with NSW Touch Association Referees' Director and Hornets Director of Referees.
- Distribute referee uniforms and maintain an accurate record of items sold to referees.
- Communicate with Representative Director about number of referees required for rep tournaments and allocate referee quota.
- Maintain accurate records of DTA Referee representative duties and arrange payment with the DTA Treasurer.
- Make any travel or accommodation arrangements for referees travelling away to referee at a regional or state level tournament, as required by the referee.
- Organise referees for school-based games when requested.
- Coordinate a referee function on an annual basis.
- Make recommendations to DTA committee on matters relating to referees.
- Foster a safe and positive environment for referees within DTA and encourage the retention and recruitment of referees' within DTA.
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support and assistance to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer.

## Registrar

### **Brief description of the Registrars role:**

The registrar is responsible for the administration of accurate registrations for players, referees and officials for each competition, and the lodgement of these records with New South Wales Touch Association.

### **Duties:**

- Set up and coordinate competitions and registrations for players, referee and officials for each competition using Mysideline.
- Make contact with all Team Captains that haven't registered minimum numbers at least 2 weeks before registration closes and then follow up if needed.
- Remove all teams that have not registered minimum numbers after consultation with Team Captains.
- Request refunds if required.
- Deregister refunded registrations.

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- Create spreadsheet order for Junior Competition playing singlets.
- Keep an accurate record of registered players and team details.
- In conjunction with the Coaching and Representative Players Coordinator ensure that all representative players are registered with DTA
- In conjunction with Competition Director and Publicity Officer, coordinate registrations.
- Assist individual players to find teams during the registration period.
- Run reports on Mysideline as required for statistics, grants purposes etc.
- Coordinate late player registrations when approved in accordance with the DTA policy.
- Complete NSW Touch Affiliation and Insurance paperwork and submit with payment prior to the first round of competition.
- Monitor and respond to Registrar email account.
- Receive and respond to phone calls and text message enquiries.
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support and assistance to other committee members as required.
- Provide Working With Children Check details to the Member Protection Officer as well as that of team managers of local competition where required.

## Representative Players Coordinator

### **Brief description of Representative Players Coordinator role:**

This position is responsible for the administration and coordination of DTA junior and senior representative teams including the promotion of representative opportunities, communication, allocation of coaches and managers, organisation of selection trials and coordination of training sessions.

### **Duties:**

- Ensure all DTA registered players are made aware of representative opportunities via Facebook, DTA website and email.
- Allocate appropriately qualified coaches to each DTA representative team.
- Allocate Managers to each DTA representative team.
- Collect and pass on to the Member Protection Information Officer, Working With Children Check details for self, all Coaches and Managers as well as where appropriate additional persons who are travelling with junior representative teams.
- Work with the Referees' Director to ensure the quota of appropriately qualified referees is achieved for each tournament based on the number of teams entered.
- Communicate respectfully with coaches, managers, players and parents to ensure all are kept informed and up to date with representative touch details via Stack Team App.
- Coordinate selection trials (if required) that allow all registered DTA players the opportunity to try out for selection in any representative team.

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- Work with the Registrar to ensure all representative players are registered and financial with DTA.
- Review representative team costs to determine the DTA Rep Levy payable by players.
- Make recommendations to the DTA committee on appropriate financial assistance for referees, coaches, managers and representative players.
- Meet with coaches, assistant coaches and managers around their roles and responsibilities.
- Keep accurate and up to date records of players using rep player policy to offset their representative payments.
- Liaise with the Merchandise Coordinator to organise DTA rep uniform purchases and requirements as well as ensure the allocation and return of DTA representative singlets to and from managers.
- Prepare paperwork to ensure team nominations are submitted to the NSW Touch or Hornets by the allocated deadline.
- Support and manage all representative player requests to enter a Tournament Player Pool.
- Liaise with coaches and managers in the facilitation and/or coordination of training for representative players and teams.
- Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
- Provide support and assistance to other committee members as required.
- Provide Working with Children Check details to the Member Protection Officer