



SPOTSWOOD UNITED

RUGBY & SPORTS CLUB

CLUB STRUCTURE

AND JOB DESCRIPTIONS



Spotswood United Rugby Football and Sports Club is based at the home of Taranaki Rugby – Yarrow Stadium in New Plymouth.

Our club is committed to providing the highest quality sporting experience for our members, families and sponsors in sport and in our community.

Our vision is to encourage participation across all age groups and to develop players to realise their full potential both as a player and a respected person within our society.

We field teams in the Taranaki Men's Club Rugby competitions, teams in the Women's Taranaki Netball competitions, and teams in the Junior Taranaki Club Rugby competitions.

If you are interested in joining the Spotswood United Rugby Football and Sports Club community, please contact:

Tony Standen

**chairman@spotswoodunited.co.nz
027 4714396**

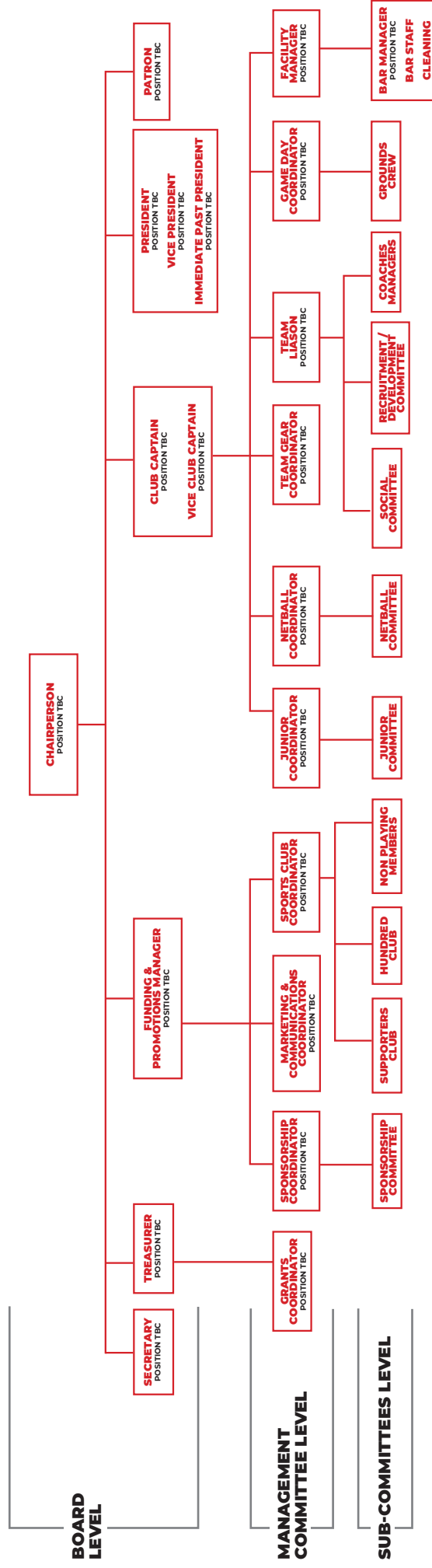
**Spotswood United Rugby Football and Sports Club Inc.
47 Tukapa Street, Westown
New Plymouth, Taranaki, New Zealand.**

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ORGANISATIONAL NETWORK



BOARD (6 + 3 Presidential roles + Patron): Those on Board row are all elected Board roles – Future Thinking, Strategy, Financial Management

MANAGEMENT COMMITTEE (10): Those on Management Committee are all elected management roles – Club Management reporting to Board

SUB-COMMITTEES (8 + Supporters and Hundred Clubs, Non-Playing Members): Those on Sub-Committee row are non-appointed roles – Club Functions reporting to Management Committee



VOLUNTEER ROLE

CHAIRPERSON

ABOUT THE ROLE:

You will:

- Contribute to the setting and review of club vision and strategy
- Provide guidance and leadership to the board
- Chair Board and AGM meetings
- Attend TRFU chairs meetings
- TRFU liaison
- Manage media communication
- Make presentations on behalf of the club e.g. blazers and ties as required

REPORTS TO:

Board

TIME COMMITMENT:

It is likely this role will require about 8 hours a week, not including game days.

SKILLS REQUIRED:

- Leadership
- Strategic thinker
- A great communicator
- Public speaking
- A strong desire to promote and lead the club in a positive way
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?

Are you:

- Strategically minded?
- Want to see Spotswood United thrive in the future and have ideas about what to do to get there?
- Willing to help people learn?
- Want to have an intrinsic involvement in shaping Spotswood United or the future?

COME HELP US OUT AND SHAPE THE FUTURE OF THE CLUB.



VOLUNTEER ROLE

CLUB CAPTAIN & VICE CLUB CAPTAIN

ABOUT THE ROLE: This is a substantial and crucial role that will ensure the following roles are being fulfilled and are supported. You will report to the Board on each roles' function and advise where the strengths and weaknesses are. Though you may be required to take on various tasks to ensure things are completed, your main role is to take on a strategic and holistic view of club operations.

- Contribute to the setting and review of the club vision and strategy
- Junior Rugby Coordinator
- Netball Coordinator
- Team Gear Coordinator
- Team Liaison
- Game Day Coordinator
- Facility Manager

REPORTS TO:

Board

TIME COMMITMENT:

It is likely this will require about 8 hours a week not including game days.

SKILLS REQUIRED:

- Leadership
- Strategic thinker
- A great organiser
- A great coordinator
- A great communicator
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?

Are you:

- Strategically minded but not above helping with the little things?
- Want to see Spotswood United thrive in the future and have ideas about what to do to get there?
- Willing to help people learn?
- Want to have an intrinsic involvement in shaping Spotswood United for the future?

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VOLUNTEER ROLE

FUNDING & PROMOTIONS MANAGER

ABOUT THE ROLE:

This is a substantial and crucial role that will ensure the following roles are being fulfilled and are supported. You will report to the Board on each role's function and advise where the strengths and weaknesses are. Though you may be required to take on various tasks to ensure things are completed, your main role is to take on a strategic and holistic view of club funding and marketing.

- Sponsorship Coordinator
- Marketing and Communication
- Sports Club Coordinator

REPORTS TO:

Board

TIME COMMITMENT:

It is likely this will require about 8 hours a week not including game days.

SKILLS REQUIRED:

- Leadership
- Strategic thinker
- A great coordinator
- Ability to build community networks to identify funding opportunities
- A strong desire to grow club membership and participation
- Previous experience in funding and marketing is desired
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?

Are you:

- Strategically minded but not above helping with the little things?
- Want to see Spotswood United thrive in the future and have ideas about what to do to get there?
- Willing to help people learn?
- Want to have an intrinsic involvement in shaping Spotswood United for the future?

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VOLUNTEER ROLE **SECRETARY**

ABOUT THE ROLE:

You will:

- Contribute to the setting and review of the club vision and strategy
- Prepare meeting agendas
- Take meeting minutes
- Organise general printing e.g. meeting minutes, AGM material
- Clear PO Box

REPORTS TO:

Board

TIME COMMITMENT:

It is likely this role will require a commitment of about 8 hours a month.

SKILLS REQUIRED:

- Strategic thinker
- Strong writing skills
- A great organiser
- A great communicator
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?

Are you:

- Organised, well written, and just happy to help?
- Want to see Spotswood United thrive in the future and have ideas about what to do to get there?
- Willing to help people learn?
- Want to have an intrinsic involvement in shaping Spotswood United for the future?

COME HELP US OUT AND SHAPE THE FUTURE OF THE CLUB.



VOLUNTEER ROLE **TREASURER**

ABOUT THE ROLE:

You will:

- Contribute to the setting and review of the club vision and strategy
- Manage internet banking access
- Pay invoices as directed by Board
- Reconcile Grant expenditure
- GST returns
- Report to the Board on the accounts and budgets
- Help set budgets
- Produce end of year accounts for audit
- Report financial position at the AGM

REPORTS TO:

Board

TIME COMMITMENT:

It is expected this role will require a commitment of about 3 hours a week.

SKILLS REQUIRED:

- Strategic thinker
- A great organiser
- A great communicator
- Strong financial management skills
- Previous experience in setting budgets is desired
- Previous experience with small business financial management and banking software is desired
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?

Are you:

- Financially and strategically minded? Want to see Spotswood United thrive in the future and have ideas about what to do to get there? Willing to help people learn?
- Want to have an intrinsic involvement in shaping Spotswood United for the future?

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VOLUNTEER ROLE

FACILITY MANAGER

ABOUT THE ROLE:

The purpose of this role is to keep the use of our club facilities (bar, kitchen, sheds, and fields) in check. You will be responsible for:

- Managing club bookings and functions
- Managing home game and function clubrooms setup
- Managing key issuing – sheds, container, lights, club
- Organising facility maintenance
- Organising working bees
- Manage cleaning of clubrooms
- You will also be responsible for supporting and managing the Bar Manager through their duties.

REPORTS TO:

You will be supported by the Club Captain.

TIME COMMITMENT:

You will need to be available throughout the year to manage bookings and also for senior club rugby home games during the season. This role is likely to require around 3 hours per week on top of home games.

SKILLS REQUIRED:

- A great organiser
- Previous experience in management and maintenance of facilities is desired
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

- Want to get some management experience and share your organisational skills with the community?



VOLUNTEER ROLE:

GAME DAY COORDINATOR

ABOUT THE ROLE:

You will:

- Manage the game day programme
- Communicate game day information to teams and opposition
- Organise catering (supporters lunch, after match meals)
- Organise ground setup for home games
- Organise speaker for after match speeches

REPORTS TO:

You will be supported by the Club Captain.

TIME COMMITMENT:

In an average season there are 7 home games. On a game day you will be asked to arrive about an hour before the first game kicks off, and finish about 30 minutes after the last game finishes - this is typically about 12pm - 4:30pm on a Saturday.

SKILLS REQUIRED:

- A great organiser
- A great coordinator
- A great communicator
- Previous experience in game day management is desired
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

If you enjoy being in the thick of the action, while still being able to watch footy your help would be immensely appreciated!



MANAGEMENT ROLES

VOLUNTEER ROLE:

GRANTS COORDINATOR

ABOUT THE ROLE:

This role is key for keeping teams on the field and courts with all the equipment they require. You will:

- Advise Treasurer details of successful Grant applications
- Prepare funding applications

REPORTS TO:

You will be supported by the Treasurer.

TIME COMMITMENT:

The bulk of your role will take place in the months before the playing seasons start. This role will require about 1-2 hours a week during the season.

SKILLS REQUIRED:

- Ability to build community networks to identify funding opportunities
- Previous experience in preparing funding applications is desired
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

If you have great written skills and business acumen and an interest in seeking funding support, we need your help! Come help the club by sharing your talents and giving back to the community.



VOLUNTEER ROLE:

JUNIOR RUGBY COORDINATOR

ABOUT THE ROLE:

There is no question, this is a big task. You will be the lead organiser for all things Junior Rugby at Spotty and be responsible for providing a monthly report to the Club Captain. Your duties will include (but are not limited):

- Grow and manage junior rugby membership
- Appoint and manage team coaches and managers
- Attend TRFU junior meetings
- Communicate TRFU course requirements and opportunities to junior coaches
- Distribute team gear
- Facilitate junior awards event
- Home game day coordination including ground setup and aftermatch catering
- Work with the TRFU appointed Spotswood United Club Rugby Development Officer

REPORTS TO:

You will be supported by the Club Captain.

TIME COMMITMENT:

Let's be honest, this is a substantial and crucial role that you can expect to dedicate at least 5 hours a week to this role, not including game days. The aim, however, is that you will be supported by a Junior Rugby Committee to help make this manageable.

SKILLS REQUIRED:

- A great organiser
- A great coordinator
- Enjoy physical work
- A strong desire to grow junior rugby membership and participation
- A strong desire to work with young people to deliver the best possible rugby experience
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

Help get kids into rugby by creating a fun atmosphere where parents feel comfortable and confident their children will have fun and learn. Give back to your community by sharing your skills and love for the game.



VOLUNTEER ROLE:

MARKETING & COMMUNICATION COORDINATOR

ABOUT THE ROLE:

This role is important to keep all our members informed. You will:

- Manage club email accounts
- Manage social media updates
- Manage Sporty website
- Manage website updates and domain
- Organise game day programmes
- Organise membership cards
- Organise promotional material
- Organise signage
- Organise sponsorship proposal booklet
- Update sponsors boards and logos for big screen

REPORTS TO:

You will be supported by the Funding and Promotions Manager.

TIME COMMITMENT:

There will be a large time commitment prior to season getting started, as well as an ongoing communication with club members. You can expect to dedicate about 5 hours a week to this role.

SKILLS REQUIRED:

- A great organiser
- A great communicator
- Technically capable in the use and administration of social media platforms
- Previous experience in marketing is desired
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

This role is great for someone who is good with social media and different databases. You will have an eye for design, and know how to communicate to the masses. Interested in Marketing and Communication but don't know where to start? This is a good option for you to showcase your talents and learn on the job.



VOLUNTEER ROLE:

NETBALL COORDINATOR

ABOUT THE ROLE:

There is no question, this is a big task. You will be the lead organiser for all things Netball at Spotty and be responsible for providing a monthly report to the Club Captain. Your duties will include (but are not limited):

- Grow and manage netball membership
- Appoint and manage team coaches and managers
- Attend Netball Taranaki meetings
- Communicate Netball Taranaki umpiring and course requirements and opportunities to netball coaches
- Manage tournament team entries
- Organise training venues/courts
- Organize after match catering
- Manage team gear allocation

REPORTS TO:

You will be supported by the Club Captain.

TIME COMMITMENT:

Let's be honest, this is a substantial and crucial role that you can expect to dedicate at least 5 hours a week to this role, not including game days. The aim, however, is that you will be supported by a Netball Committee to help make this manageable.

SKILLS REQUIRED:

- A great organiser
- A great coordinator
- A strong desire to grow netball membership and participation
- A strong desire to work with people to deliver the best possible netball experience
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

Love netball? Well organised, and a top notch communicator? This is an awesome opportunity for someone who wants to give back to your community by sharing your skills and love for the game.



VOLUNTEER ROLE:

SPONSORSHIP COORDINATOR

ABOUT THE ROLE:

This role is key for keeping the club's doors open. You will:

- Manage communication with Sponsors
- Manage major sponsorship contracts
- Organise player of the day awards
- Organise sponsor advertising with Marketing and Communication
- Seek new sponsorship opportunities

REPORTS TO:

You will be supported by the Funding and Promotions Manager.

TIME COMMITMENT:

The bulk of your role will take place in the months before the playing seasons start. This role will require about 1-2 hours a week during the season

SKILLS REQUIRED:

- A great organiser
- A great communicator
- Ability to build community networks to identify sponsorship opportunities
- Previous experience in sponsorship is desired
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

If you have contacts around town, business acumen, and are a smooth talker, we need you! Come help the club keep its door open by sharing your talents and giving back to the community.



VOLUNTEER ROLE:

SPORTS CLUB COORDINATOR

ABOUT THE ROLE:

This role is focussed on the supporters side of the club. You will:

- Grow and manage hundred club membership
- Grow and manage non-playing membership
- Grow and manage supporters club membership
- Manage club newsletters
- Manage supporters game day activities – home and away
- Organise club raffles
- Manage supporters merchandise orders
- Stock take and order supporters' merchandise

REPORTS TO:

You will be supported by the Funding and Promotions Manager.

TIME COMMITMENT:

This role is great for someone who wants to be able to hang out with their mates and watch a game on the weekend, but also give back. This role will require about 3 hours a week for the length of the season, as well as a pre-season stocktake.

SKILLS REQUIRED:

- A great organiser
- A great communicator
- A strong desire to grow supporters club membership and participation
- A flair for club merchandise that promotes members to be proud to be seen in club colours
- Stock management
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

We need someone with varied skills that wants to grow our supporters membership as well as help keep our supporters involved in the club. It's an opportunity to give back but still keep your weekends free to cheer your favourite club on from the sideline.



VOLUNTEER ROLE:

TEAM GEAR COORDINATOR

ABOUT THE ROLE:

Your role is to ensure our teams can get onto the court and fields in Spotty gear. You will manage team gear distribution for senior club rugby, netball, and junior rugby as well as:

- Organise quotes for all gear and equipment for Grant applications
- Stock take and order dress uniform (dress shirts, ties-100 day lead time, blazers)
- Stock take and order first aid kits, strapping tape and any other required medical supplies
- Stock take and order playing gear (warm up tops, jerseys, shorts, socks, dresses, jackets, bags)
- Stock take and order training (balls etc) and team equipment (water boys etc)

REPORTS TO:

You will be supported by the Club Captain.

TIME COMMITMENT:

The bulk of your role will take place in the months before the playing seasons start. You will need to take stock before and after each season in preparation for the next. You will also be called upon in a pinch when new players come on, or someone has inevitably lost, forgotten, etc. a part of their gear. This role will take about 1-3 hours a week during the seasons, and a bit extra on your stock-take and ordering days.

SKILLS REQUIRED:

- A great organiser
- A great communicator
- A strong desire to promote teams to be proud to wear the club uniform
- Stock management
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

If you are well organised, systematic, and a top notch communicator with an interest in merchandising this is a good option for you. A larger time commitment before and after season, will free you up during season to watch or play, while still making a considerable contribution to the club.



VOLUNTEER ROLE: **TEAM LIAISON**

ABOUT THE ROLE:

This is a substantial and crucial role to ensure the smooth running of our senior club rugby teams. You will be the link between the club and the teams. Your duties will include (but are not limited to):

- Manage team relationships and operations
- Advise Gear Co-Ordinator and Chairperson of blazer and tie presentations
- Distribute and record team gear
- Facilitate coach and team management meetings
- Facilitate player movement between teams
- Organise team photos
- Organise club sevens (teams entries, game day arrangements)
- Organise laundry of playing jerseys
- Organise ordering of team related items (juice etc)
- Organise physios / strappers / first aiders
- Organise pre-season referee and ground requirements
- Organise team transport (bus / vans)
- Review and distribute team draws
- Manage player registration
- Manage player welfare
- Manage team gear allocation

REPORTS TO:

You will be supported by the Club Captain.

TIME COMMITMENT:

Senior club rugby is about 4 months long. During the season this role will entail quite a bit of organisation and consistent communication with team management and players. Once your systems have been put in place the onus of the role should decrease, however realistically this role will necessitate about 4 hours a week plus game days (about 5 hours on a Saturday).

SKILLS REQUIRED:

- A great organiser
- A great coordinator
- A great communicator
- A strong desire to build good relationships between teams



- A strong desire to ensure good open transparent communication between teams
- A strong desire to ensure that players have the best possible rugby experience
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

If you are well organised, systematic, and a top notch communicator with an interest in the nitty gritty details of getting players on the pitch this is a great role for you. You will be the go to person for any queries from senior rugby rugby.



SUB-COMMITTEE ROLES

VOLUNTEER ROLE:

BAR MANAGER

ABOUT THE ROLE:

- The purpose of this role is to manage all aspects of the clubhouse bar including:
 - Bank bar takings
 - Schedule and manage bar staff including ensuring availability of a holder of a Bar Managers licence whenever the clubhouse bar is in operation
 - Schedule and manage cleaning staff
 - Manage bar stock and order what is needed
 - Organise special licenses
 - Reconcile bar takings (ie. 100 club, subs, bar, raffle etc for Treasurer)

You will also hold a current Bar Managers license

REPORTS TO:

You will be supported by the Facilities Manager.

TIME COMMITMENT:

As the venue is rented out for hire, the commitment of the role will vary depending on the events that come up during the year.

SKILLS REQUIRED:

- Bar Managers licence
- Bar experience
- Staff rostering
- Money handling
- Stock management
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

This is an awesome opportunity for someone looking to gain experience in bar management in a friendly environment. Or, maybe you have all the experience anyone could ever need and you want to give back to the community. Maybe you want to make new friends, be social, and be helpful at the same time.



SUB-COMMITTEE ROLES

VOLUNTEER ROLE:

GROUND'S CREW

(This crew will consist of four people)

ABOUT THE ROLE:

The purpose of this role is help senior club rugby on home game days with:

- Ground setup and packdown
- Organise game day equipment

REPORTS TO:

You will be supported by the Game Day Coordinator.

TIME COMMITMENT:

In an average season there are 7 home games. On a game day you will be asked to arrive about an hour before the first game kicks off, and finish about 30 minutes after the last game finishes - this is typically about 12pm - 4:30pm on a Saturday.

SKILLS REQUIRED:

- A great organiser
- Enjoy physical work
- Previous experience in field set up is desired
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

If you enjoy being in the thick of the action, while still being able to watch footy your help would be immensely appreciated!



SUB-COMMITTEE ROLES

VOLUNTEER ROLE:

SOCIAL COMMITTEE

ABOUT THE ROLE:

The purpose of this role is to organise social events for club members. The club typically likes to host events after rugby home games, but if you have other ideas they would be more than welcome! You will be responsible for the event from conception to helping with tidy up. We want fresh ideas and events to remember!

REPORTS TO:

You will be supported by the Team Liaison.

TIME COMMITMENT:

This will depend on how many events are being organised and the intricacy of the planning involved, however, we don't imagine this being more than 2 hours a week (with a bit more leading up to an event).

SKILLS REQUIRED:

- A great organiser
- A strong desire to grow club participation in social activities
- Previous experience in event planning is desired
- Interacts well with others
- An interest in being part of a community-based sports club

WHY VOLUNTEER?:

- Like to have a good time and make sure your friends are too?
- Have ideas for awesome events but no venue?
- Want to gain experience in party planning or just want your mates to enjoy themselves?
- Want to add volunteer experience to your resume and do something fun?





SPOTSWOOD UNITED
RUGBY & SPORTS CLUB

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