

**WAGGA WAGGA JUNIOR RUGBY UNION INCORPORATED**

**“The Wagga Crows”**

**DOCUMENT: CLUB MANUAL**



Vision: Our vision is to be a Club that players and their families want to engage with.

Mission: Our mission is to share the JOY OF RUGBY where every player is encouraged and supported to build their physical and emotional confidence as individuals and as part of a team.

The Wagga Wagga Junior Rugby Club (Wagga Crows) is a not for profit community Junior Rugby Union Club. The club is based in Wagga Wagga and holds strong links with all senior rugby clubs in Wagga Wagga.

The purpose of this document is to capture the policy and structure to support the continuity of the club and its culture.

**Current Contact Details:**

Club President: Paul Spain

Club Vice President: Erica Beggs

Club Secretary: Angela Henderson

Club Treasurer: Brett Tindall

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**Document References:**

NSW Fair Trading

NSW Office of Sport

Running Rugby

Australian Rugby Union

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# 1. Governance

**Goal:** *Wagga Crows will implement governance and best practice for their members*

Good governance is about the processes for making and implementing decisions. It involves using the best possible process for making those decisions. This page contains information and resources intended for use by The Crows to facilitate the effective running and management of their Club. It encompasses effective Club governance and practices, volunteer management, club roles and meetings.

## 1.1 Wagga Crows Constitution

The constitution is a document establishing the club and setting out the purposes for which it has come together and all of the rules under which it proposes to operate. It must reflect the way in which the club works.

The constitution is made up of two parts;

- (i) the rules which include the basic principles of the Club and can be changed only by a General Meeting. The rules relate specifically to the administration of the club.
- (ii) the regulations (or by-laws) which generally can be changed by the Committee.

Other aspects of your club's operation are more easily handled outside the formality of these rules. Non-administrative rules generally appear in regulations and by-laws.

Changes to the constitution are debated and voted upon at an annual general meeting or a special general meeting. The constitution will be kept up-to-date by the Secretary.

The Constitution has been developed using the Australian Rugby Union template for Junior Rugby Clubs.

A copy of the Wagga Crows Constitution is at Appendix 5.1.

## 1.2 Club Requirements

The Wagga Wagga Junior Rugby Club is incorporated as an Association under the Associations Incorporation Act 2009 (NSW):

Incorporation Number	Association Name	Suburb	Postcode	Status	Date of Incorporation
<a href="#">Y2805029</a>	WAGGA WAGGA JUNIOR RUGBY UNION INCORPORATED	SPRINGVALE	2650	REGISTERED	21/05/1998

The Associations Incorporation Act 2009 (NSW) is administered by [Fair Trading NSW](#). As an incorporated association, the Wagga Crows have a number of obligations. Some key obligations include (as at August 2018):

- Constitution:
  - Committee members are appointed and hold office according to the association's constitution. Each member of the committee should be familiar with the association's constitution and legal obligations.
  - The constitution of an incorporated association must set out the composition and function of the committee. It must also make provisions regarding:
    - the election or appointment of committee members
    - the terms of office of the committee members
    - the maximum number of consecutive terms of office of any office-bearers
    - the grounds on which, or reasons for which, the office of a committee member is to become vacant
    - the filling of casual vacancies occurring on the committee
    - the minimum number of committee members required for a quorum; and
    - the procedures at meetings of the committee.
- Memberships:
  - An incorporated association must have a minimum of 5 members at all times. An association's registration may be cancelled if it has fewer than 5 members.
  - There is no maximum limit for the number of members in an association.
- Committee:
  - An association must establish a committee to manage its affairs. The committee must include 3 or more members. All committee members must be over 18 years of age and at least 3 of whom reside in Australia. The public officer may be a member of the committee.
  - The Committee must ensure the association keeps and maintains appropriate records
  - The Committee must appoint a PUBLIC OFFICER (the Secretary):
    - The committee must fill the office of public officer within 28 days of a vacancy. The new public officer must advise Fair Trading of the details of the appointment within 28 days of taking office. (If there is a change of Secretary, the documents of the association must be handed over within 14 days)
- Financial Reporting and the AGM:
  - The association's annual general meeting (AGM) is to take place within 6 months of the close of the association's financial year (Wagga Crows year end is 30 June)
  - Associations are required to submit their financial statements for the previous financial year to the AGM
  - The AGM must consider the financial statements and confirm the statements provide a 'true and fair' view of the association's financial performance and position. This confirmation should be recorded in the minutes of the committee
  - (Wagga Crows are a tier 2 association). Tier 2 associations are required to submit a summary of their financial affairs to the AGM (no audit required)
  - After the AGM, the committee must:
    - Lodge the [Annual summary of financial affairs - Tier 2](#) (form A12-T2) within 1 month of the AGM and no later than 7 months after the end of the association's financial year, together with payment of the prescribed lodgement fee

### 1.3 The Committee

The Club Operations are driven by the governing Committee. The Committee works together for a common purpose in accordance with each role and responsibility. Detailed role descriptions for the following positions are at Appendix 5.2:

- Club President
- Club Vice President
- Club Secretary
- Club Treasurer

### 1.4 Club Meetings

Meetings are necessary for successful Club management. They should be viewed as an opportunity to move forward, discuss issues and lay plans for short term and long term needs of the club.

Various types of meetings will be held by our club:

- Annual General Meetings
  - Open to all members
  - The purpose of the AGM will be:
    - Determine Wagga Wagga Junior Rugby (Wagga Crows) Club Positions for the year ahead
    - Adopt and changes required for the Wagga Wagga Junior Rugby (Wagga Crows) Club Manual
    - Adopt any changes required for the Wagga Wagga Junior Rugby (Wagga Crows) Club Constitution
    - Consider and approve the Financial Statements for the calendar year / Rugby Season
    - Consider the budget for the calendar year / Rugby Season
  - The date of the AGM will be advertised to all Club Members 28 days prior to the meeting.
  - The Agenda and papers for the AGM will be issued to all Club Members at least one week prior to the meeting.
- Committee Meetings
  - Held Monthly
  - Compulsory for those elected
  - Agenda to be issued prior to the meeting by the Committee Secretary
  - The Club President will act as Chair for Committee Meetings
  - The Agenda will be issued to the Committee only, however the meeting is open to all Club members and club members will be able to raise concerns by calling or emailing the Club President prior to the meeting. The Club President will consult with the Secretary to ensure the item is included on the Agenda as New Business.
  - An Agenda/Minutes template and Action List template can be found at [Appendix 5.4](#) and [Appendix 5.5](#).
- Subcommittee Meetings (as required)
  - A sub-committee will be short term and may focus on a specific task or problem and report back to management committee.

## 2. Safe Practices

**Goal:** *Wagga Crows will develop and adopt safe practices to ensure the protection of all their members.*

### 2.1 Risk Management

Risk Management is a key component of quality and safety for any Committee. Risk Management is the proactive management to address potential issues before they occur. Some general risks may include:

- Not meeting key governance requirements
- Not complying with key legislations or policies
- Not ensuring participants properly registered and covered
- Providing equipment and facilities that are not safe for intended use

This policy and manual supports the Committee to mitigate the above risks. It is important that the Committee and Club Members use the manual and ensure it is updated as required.

### 2.2 Code of Conduct

ARU Code of Conduct (abridged version, full version at [aru.com.au](http://aru.com.au))

#### CODE OF CONDUCT - COACH

- Place the safety and welfare of the participants above all else.
- Help each person (athlete, official, etc) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each participant as an individual.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of participants.
- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches and administrators.
- Show respect and courtesy to all involved with the sport.
- Display responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.

- Be honest and do not allow your qualifications or coaching experience to be misrepresented.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Do not tolerate abusive, bullying or threatening behaviour.

#### CODE OF CONDUCT - PLAYER

- Be a good sport. Respect all good play whether from your team or the opposition. Form a tunnel after the game and shake hands with and thank the opposition players and referees after the game — win, lose or draw.
- Participate for your own enjoyment and benefit.
- Except when acting as a Captain of a team, never question a referee's decision.
- Never become involved in acts of foul play.
- Honour both the spirit and letter of the competition rules and live up to the highest ideals of ethics and sportsmanship; and respect the traditions of the game.
- Never engage in disrespectful conduct of any sort including profanity, sledging, obscene gestures, offensive remarks, trash-talking, taunting or other actions that are demeaning to other players, officials or supporters.
- Care for and respect the facilities and equipment made available to you during training and competition.
- Safeguard your health; don't use any illegal or unhealthy substances.
- Recognize that officials, coaches and referees are volunteers who give up their time to provide their services. Treat them with the utmost respect.

#### CODE OF CONDUCT – SPECTATOR / PARENT

- Condemn all violent or illegal acts, whether they are by players, coaches, officials, parents or spectators.
- Respect the referee's decisions — don't complain or argue about calls or decisions during or after a game.
- Behave! Unsportsmanlike language, harassment or aggressive behaviour will not be tolerated.
- Encourage players to play by the laws and to respect opposition players and officials.
- Never ridicule or scorn a player for making a mistake — respect their efforts.
- Understand that sport is part of a total life experience, and the benefits of involvement go far beyond the final score of a game.
- Participate in positive cheering that encourages the players in the team you are supporting; do not engage in any cheering that taunts or intimidates opponents, their fans or officials.
- Remember that children participate in Rugby Union for their own enjoyment, not yours!
- At all times, follow the directions of the Ground Marshall and/or other match day staff.
- Never arrive at a game under the influence of alcohol.

Should an incident arise during the season then Coaches and managers should remind Players and parents of the expectations of the code and seek support from the Club Committee where required.

## 2.3 Safety

Injuries can occur in any sport. The following are important safety measures that the Coaches and Managers of a team must attend too for training and games. It is important to understand that Injuries are just as likely if not more likely to occur at training than in the game:

- Tackling: The point of contact between two players in a tackle is where most injuries occur in Rugby. Specific training in Tackling is a mandatory and critical part of early season training and Coaching qualifications.
- Scrums: The pressures in a scrum can cause serious injury. It is mandatory that the coach pay specific attention to the Mayday rules and training the tight five and front row. Assistance is available to ensure that this is covered fully.
- Mouth Guards: WJRU requires players to wear a mouthguard with all contact training and during games. Players who fail to wear or bring a mouth guard training should have extended non-contact physical training. Over the years we have seen some serious damage to teeth, lips and gums from players who have not been wearing a mouthguard at training. Coaches should carry spare mouthguards as part of their kit.
- Headgear: WJRU recommends & prefers that players wear headgear. Coaches will encourage the use and proper fitment/sizing of headgear.
- Water: Dehydration can adversely affect a player and a team's performance. It is important that the coach and manager ensure that water is available and presented to the players regularly at training and during games.

The data collected by the ARU in terms of the nature and seriousness of injuries in rugby is covered in registered rugby training courses like Smart Rugby. These courses are critical for coach's awareness in how to prevent, treat and respond to injuries. There are mandatory levels of formal coaching qualification that must be achieved to ensure the safety of players.

The club funds the necessary training needed by coaches to satisfy the training standards set out by the SIRU.

## 2.4 Injuries and Insurance

All individual Rugby participants must be registered prior to participating in Rugby, including before playing any match or training.

All players, non-playing members, and match officials are required to register for coverage under the Rugby Australia National Insurance Scheme.

In 2018, Clubs and Associations must adhere to the registration regulatory requirements. Some key points are as follows, additional information can be found online:

- Online self-registration for ALL players, non-playing members (committee members and team officials - coaches, managers, first aid/medical staff etc.) and match officials; and online payment for ALL Players (full or part payment).
- A player MUST be self-registered and a player record exists in Rugby Link for every active player. If a player is not registered in Rugby Link, they will not be insured to play the game.
- A Non-playing member MUST be self-registered and a person record exists in Rugby Link for every club official or volunteer with an active role.
- Clubs/ Associations are unable to de-register any player or member. If your Club/ Association requires a de-registration please contact your Member Union. Additional information about de-registration and refunds can be found in the Rugby Australia Registration Regulations.

## 2.5 Working With Children

The Wagga Crows requires that all people working in close contact with children need to undergo a formal "Working with children" check. This applies even if the person is directly related to one of the children in the team. The requirement is for a WWC check is extended to all committee members and all prospective elective officials in advance of the Annual Elections. The working with Children checks are to be in place before the start of Round 4 of any given season.

Link: <https://www.service.nsw.gov.au/transaction/apply-working-children-check>

## 2.6 Photography and Social Media

As part of the Registration process, a parent or guardian will agree to the ARU Release and Waiver which includes the following statement: *"iv) agree that ARU, your Member Union or Club may use your name or image in any form or medium for marketing, promotional and research activities"*

The Crows key policy points in relation to images being used on social media are:

- The onus is on a parent or guardian to inform the Club that they in fact do NOT consent to images of their children being used online.
- If a Club receives this request, they are obligated to take all necessary actions to ensure that this is adhered to Whilst the ARU Release and Waiver suggest otherwise, best policy may be to NOT include full names of a child to be attached to images
- Be sure to keep content respectful of the children and make sure that the content relates to rugby activities

The Crows has developed a policy around photography and social media use, refer to [Appendix 5.4](#).

## 2.7 Brand & Association:

The Crows has recently updated the Clubs brand to align with all Wagga senior rugby clubs and therefore the use and the Brand Logos, photo's, images is regulated by the committee with the view to consistency and appropriateness of use.

The Club us required to ensure that the correct representation of our sponsors is maintained in accordance with the agreements we have with them.

As such any use of the Wagga Wagga Junior Rugby (Wagga Crows) brand or Logo is subject to the approval of the committee.

- Web Site:

One of our main portals to the wider community is our web site. It is managed by volunteers to great effect. It is an important communication tool and messaging platform for our sponsors. The content of the web site is managed by the Crows Committee and contributions to the website are welcome via the Committee who are responsibly for regulating content.

- Social Media:

The club runs its own FaceBook page for the broader community. All broad based social media communications including match reports should be directed through the Committee. All social media content must comply with the policies and procedures as set out in this document.

## 3. The Rugby Season

**Goal:** To adequately plan for the season ahead

### 3.1 Overview of Season

Training for the club will commence each season in the first week of March.

There will be at least four training sessions before the first SIRU Gala Day which is generally held in early April.

Gala Days are held fortnightly throughout May, June and July (except during school holiday).

Finals are held during the month of August.

### 3.2 Team Establishment and Management

Depending on registrations, it is always the aim of the club to field teams in all available competitions:

- Under 7
- Under 8
- Under 10
- Under 12
- Under 14
- Under 16
- Foxtel Touch Under 10
- Foxtel Touch Under 12
- Foxtel Touch Under 16

Where excess numbers are present in a particular age group a second team will be entered.

Entries for particular teams are made in March and registrations at that point in time will determine which teams we field.

### 3.3 Coaches and Managers

Coaches are appointed on a voluntary basis with volunteers sought at least 3 months prior to the start of the season.

Ideally two coaches will be in charge of each team.

A coaching coordinator will also be appointed where a suitable and qualified candidate can be found.

It is the intention of the club to also have a manager for each age group whose role may include communicating with parents, official scoring and collection of uniform.

### 3.4 Coaching

All coaches must have at least their Smart Rugby qualification which can be obtained online:

LINK: <http://www.rugbyaustralia.com.au/coaching/SmartRugby/ProgramFeatures.aspx>

All coaches will be offered the opportunity to obtain their Level 1 coaching qualification through the course which is offered by the Brumbies each year early in the season.

A Working With Children Check must be obtained by all coaches. (Refer [Section 2.5](#)). The Club has also developed Guidelines for Interacting with Children (Refer [Attachment 5.3](#))

### 3.5 Competitions

The Wagga Crows teams will be entered each year in the Southern Inland Rugby Union's junior competition.

### 3.6 Cancellations

Cancellations will be done via text message (primary contact) and via facebook, and can occur as late as the morning of playing day.

### 3.7 Kits

Each year players will be receive a training shirt, shorts and socks as part of their registration fee.

Playing jerseys will be brought to each Gala Day by the coach, manager or a designated parent:

- Jerseys will be collected at the end of each Gala Day to be washed
- Every two to three years new playing jerseys will be purchased

### 3.8 Equipment

The Club maintains training and game equipment:

- Location:
- Includes:
  -

## 4. Financial Management

**Goal:** *Wagga Crows will implement strong financial management practices.*

Strong financial understanding and management is crucial and the Wagga Crows will adopt the best practices in financial management.

### 4.1 Where does our income come from and go to?

The Clubs income mostly comes from:

- Registration Fees  
The Club's registration process may change each year for various reasons. Information will be provided through the email distribution list and promoted through social media prior to the start of the season.
- Fundraising
  - Events  
The rugby season contains a number of events for fundraising opportunities:
    1. Gala Days
    2. Canteen
    3. Social Events
  - Sponsorship  
Sponsorships are a critical part of our funding model. It is because of sponsorships that cover a large portion of the clubs operating costs that we can keep our registration fees so low. The Club asks its rugby community to support and acknowledge the generosity of our sponsors.
  - Grants  
From time to time there may be opportunities to apply for grants. The Committee welcomes the identification of these opportunities and will manage the submissions on behalf of the Club.
- Merchandise sales

The Clubs expenses include:

- Costs directly related to playing:
  - SIRU Affiliation fees
  - Brumbies participation fees
  - Insurance
  - Council fees associated with ground hire
  - Uniforms, player kits
- Other costs:
  - Season-end trophies and prizes
  - Merchandies
  - Canteen expenses
  - Gala Day expenses including St John's Ambulance, canteen and raffle prizes
  - Administration (postage), advertising etc

## 4.2 Financial Management Processes

- **GST**  
The Wagga Crows are not registered for GST and do not have an ABN. (Non-profit organisations must register for GST if their annual turnover is \$100,000 or more and they may choose to register if their annual turnover is lower. Organisations registered for GST will be issued with an Australian Business Number (ABN).
- **Bank Accounts**  
The Wagga Crows have two bank accounts, a general purpose (everyday) account and a term deposit.
- **TryBooking**  
The Wagga Crows currently uses TryBooking as the system for selling merchandise. When the sales income accumulates it will be transferred into the general account less any fees due.
- **Bookkeeping**  
The Wagga Crows use the cash method for accounting for its income and payments. An excel spreadsheet is used.  
An electronic accounting system may be considered in the future.
- **Bank Reconciliations**  
Bank reconciliations are to be performed monthly.  
The template is at [Appendix 5.7](#).
- **Budgets**  
The Club will develop and work to a budget for the rugby season. The budget will be approved by the Committee and included in financial reports on a monthly basis.
- **Petty Cash**  
Petty cash is used for:
  - Cash floats for canteen
  - Cash float for the Wagga Gala Day
  - Small reimbursements

### Petty Cash Process:

1. The petty cash float is \$XXX
2. A separate cash float will be taken from the bank and used for the Gala day to support accounting for the Gala Day
3. When money is removed from petty cash a slip should be filled out detailing who took the money and why  
Refer to [Appendix 5.8](#) for the petty cash slip template
4. The receipt should be returned (along with any change) and stapled to the petty cash slip to the Treasurer (or another Committee member if required)
5. When money is added to the tin (say drink sales for the day) a slip should be filled out detailing the source of the money and the amount (eg. "\$21 drink sales")
6. On a regular basis the petty cash should be "reconciled" – ie. take the opening balance, add money in, deduct money out and check that the resulting balance is equal to the cash in the tin
7. There will be times when there is little or no money in the tin. An amount equal to the required float should be withdrawn from the bank, a petty cash slip filled out, and added to the tin
8. At other times there may be too much money in the tin. Take out the excess, fill out a petty cash slip and bank the excess
9. When financial statements are prepared, a summary of the petty cash transactions needs to be prepared so the income and expenses can be incorporated into the financial statements.

- Reimbursements  
From time to time a number of people will purchase items on behalf of the club for canteen, rugby carnivals etc. This may include Committee Members or Volunteers and they may choose to be reimbursed electronically or through petty cash. Regardless, the receipts/invoices will be kept and provided to the treasurer for reimbursement and recording in the Club's accounts as per the petty cash template.

### 4.3 Financial Reporting

Transparent financial reporting is important to the Wagga Crows. The following financial reporting will be provided:

- Monthly
  - Bank Reconciliation
  - Profit and Loss against budget
  - Profit and Loss against prior year
- Annually (AGM)
  - Annual Financial Statements
  - Annual Treasurers Report

## 5. APPENDICES

### 5.1 Wagga Crows Constitution

## 5.2 Roles and Responsibilities

	Position			
	Club President	Club Vice-President	Club Secretary	Club Treasurer
Role Overview	<p>Overall responsibility for the Club's administration and development.</p> <p>The President works with the committee to prioritise its goals and then keeps the committee on track by working within that overall framework.</p> <p>The President is responsible for the management and wellbeing of the playing members of your Club.</p> <p>The President is to facilitate effective committee meetings.</p> <p>The President is responsible for representing the views of the Club and its members.</p>	<p>The Vice President provides the coordinating link between the Committee, members and volunteers and works closely with the President to achieve its set goals and responsibilities.</p> <p>The Vice President is the key coordinator for member registration and volunteer management.</p>	<p>The Secretary is the chief administration officer of your Club.</p> <p>The secretary is directly responsible to the President and members of your Club</p>	<p>The Treasurer is the chief financial management officer for your Club.</p> <p>The Treasurer is directly responsible to the President and members of the Club.</p>
Key Roles and Responsibilities	<p>Strategic Representation and Communication:</p> <ul style="list-style-type: none"> <li>• Represent the Club at local, regional, state and national levels</li> <li>• Communicate information between State Union/ARU and the Club and its members</li> <li>• Act as spokesperson for the Club to outside interests</li> </ul> <p>Operationally:</p> <ul style="list-style-type: none"> <li>• Act as a facilitator for Club activities</li> <li>• Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members</li> <li>• Drive the development of the Club</li> <li>• Ensure registration and insurance processes are in place</li> <li>• Arbitrate in disputes</li> </ul> <p>The President and Vice President work together to:</p> <ul style="list-style-type: none"> <li>• Welcome new players</li> <li>• Ensure Club morale, spirit and discipline is maintained</li> </ul>	<p>Registration and Volunteer Management:</p> <ul style="list-style-type: none"> <li>• Disseminate by email, website, notice and/or newsletter, any information from within the Club and outside the Club, pertinent to all members</li> <li>• Oversee the membership, player and sponsor registration</li> <li>• Enter teams in competitions</li> <li>• Communicating regularly with Club coaches to ensure all participants are registered</li> <li>• Work with the President to identify and organise training and development opportunities</li> <li>• Recruit and organise volunteers</li> <li>• Oversight of fundraising operations including canteen and merchandise</li> </ul> <p>The President and Vice President work together to:</p> <ul style="list-style-type: none"> <li>• Welcome new players</li> <li>• Ensure Club morale, spirit and discipline is maintained</li> <li>• Coordinate uniforms and kit</li> </ul>	<p>Internal Communications:</p> <ul style="list-style-type: none"> <li>• Prepare the agenda for meetings in consultation with the Chairperson</li> <li>• Make arrangements for Club meetings and send notice of the meetings</li> <li>• Collect and collate reports from office bearers</li> <li>• Call for and receive nominations for committees and other positions for the Club/group AGM</li> <li>• Take the minutes of meetings</li> <li>• Write up the minutes as soon as possible after the meeting</li> <li>• Read, reply and file correspondence promptly</li> <li>• Collate and arrange for the printing of the annual report</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• Act as the public officer of the Club liaising with members of the public, affiliated bodies and government agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a budget and monitor it carefully</li> <li>• Keep the Club's books up-to-date</li> <li>• Keep a proper record of all payments and monies received</li> <li>• Make sure financial reports are available and understood at all committee meetings</li> <li>• Show evidence that money received is banked and documentation provided for all money paid out</li> <li>• Ensure that information for an audit is prepared each year (if required)</li> <li>• Arrange the audit (if required)</li> <li>• Give Treasurer's report at regular meetings and when required</li> <li>• Produce an annual financial report</li> <li>• Send out accounts</li> <li>• Pay the bills</li> <li>• Any other duties or responsibilities imposed by the Club's Constitution or requested by the Club's Management Committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate uniforms and kit</li> <li>• Coordinate the Coaching &amp; Training program</li> </ul> <p>As Chair:</p> <ul style="list-style-type: none"> <li>• Manage committee and/or executive meetings</li> <li>• Manage the annual general meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate the Coaching &amp; Training program</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain files of legal documents such as constitutions, leases and titles</li> <li>• Assist the Vice President with the maintenance of the Club membership database</li> <li>• Assist the Vice President to organise volunteers</li> <li>• Maintain and update website and social media networks as required</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Can communicate effectively</li> <li>• Is well informed of all organisation activities</li> <li>• Is aware of the future directions and plans of members</li> <li>• Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees</li> <li>• Is a supportive leader for all the organisation's members</li> </ul>	<ul style="list-style-type: none"> <li>• Can communicate effectively</li> <li>• Is well organised and can delegate tasks</li> <li>• Can maintain confidentiality on relevant matters</li> <li>• Able to keep accurate club records and manipulate these records to provide reports</li> <li>• Has good knowledge of computer based communication systems</li> <li>• Can support the President and Chair as required</li> </ul>	<ul style="list-style-type: none"> <li>• Can communicate effectively</li> <li>• Is well organised</li> <li>• Can maintain confidentiality on relevant matters</li> <li>• Has a good working knowledge of the constitution</li> <li>• Has good knowledge of computer based communication systems</li> </ul>	<ul style="list-style-type: none"> <li>• Well organised</li> <li>• Able to allocate regular time periods to maintain the books</li> <li>• Able to keep good records and manage financial records either manually or by computer</li> <li>• Able to work in a logical orderly manner</li> <li>• Aware of information, which is needed to be kept for the annual audit</li> </ul>
<b>Commitment and Appointment</b>	<p>The estimated time commitment required as the President/Chairperson is _____ hours per week during the season and _____ hours out of season. The President is appointed for a 12 month term elected annually at the AGM.</p>	<p>The estimated time commitment required as the Vice President is _____ hours per week during the season and _____ hours out of season. The Vice President is appointed for a 12 month term elected annually at the AGM.</p>	<p>The estimated time commitment required as the Secretary is _____ hours per week during the season and _____ hours out of season. The Secretary is appointed for a period of 12 months and is elected by the members at each AGM.</p>	<p>The estimated time commitment required as the Treasurer is _____ hours per week during the season and _____ hours out of season. The Treasurer is appointed for a 12 month term elected annually at the AGM.</p>

## 5.3 Guidelines for Interacting with Children

These guidelines are for coaches and other personnel to protect them from risk and to keep children safe. It is recommended that sporting organisations develop guidelines tailored to the needs and context of their sport.

**Maintain appropriate boundaries.** Coaches and other personnel in positions of authority should maintain clear:

### **Physical boundaries**

- Use drills to develop fitness, not as a punishment
- Only use physical contact that is appropriate for the development of a particular skill and has the permission of the athlete
- Work within sight of others at all times

### **Emotional boundaries**

- Use positive feedback on performance, not negative feedback about the person
- Be encouraging and avoid put-downs

### **Social boundaries**

- Attend sport related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions
- Do not socialise with athletes via social media

### **Sexual boundaries**

- Do not have sexual relationships with athletes you are coaching
- Do not touch athletes in ways likely to make them feel uncomfortable

### **Minimise physical contact**

- Generally, physical contact with players or participants should be to:
- Develop sport skills
- Give sports massage
- Treat an injury
- Prevent or respond to an injury
- Meet the specific requirements of the sport

### **All physical contact by personnel should fulfil the following criteria:**

- Physical contact should be appropriate for the development of a sport skill/s
- Permission from the player or participant should always be sought
- Players or participants should be congratulated or comforted in public not in an isolated setting

### **Avoid being alone with a child**

To protect yourself and the child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g. other coaches, officials or parents/guardians)
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children

## 5.4 Electronic Communication and Social Media Policy

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business:

- We use a range of electronic tools to communicate with our members.
- Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.
- We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.
- Electronic communication:
  - should be restricted to club matters
  - must not offend, intimidate, humiliate or bully another person
  - must not be misleading, false or injure the reputation of another person
  - should respect and maintain the privacy of members
  - must not bring the club into disrepute.

### Website

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

### SMS and email

- Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:
  - SMS messages should be short and about club/team matters
  - email communication will be used when more information is required
  - communication involving children will be directed through their parents.

### Social media

The Wagga Crows acknowledge the significant value of social networking websites, such as Facebook to promote our sport and celebrate the achievements and success of the people involved in our sport. We expect all people interacting with Club to conduct themselves appropriately when using social networking sites to share information related to our sport.

- Cyber Safety and Cyber Bullying
  - Bullying and harassment in all forms is unacceptable. New technologies and communication tools, such as smartphones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments.
  - Frustration at a referee, team-mate, coach, or sporting body should never be communicated on social network channels, but rather by way of reasoned and logical verbal and written statements and where appropriate, complaints, to the Club.

## 5.5 Photography Policy

Wagga Wagga Junior Rugby Incorporated (The Wagga Crows) photography policy derives from similar sporting bodies Policy. The basic principles are:

- **Permission:** Every parent or career has the option to decline permission for the taking and publication of images/videos of a young person in their care. As part of the Registration process, a parent or guardian will agree to the ARU Release and Waiver which includes the following statement: *“iv) agree that ARU, your Member Union or Club may use your name or image in any form or medium for marketing, promotional and research activities”*:
  - The onus is on a parent or guardian to inform the Club that they in fact do NOT consent to images of their children being used online.
  - If a Club receives this request, they are obligated to take all necessary actions to ensure that this is adhered to Whilst the ARU Release and Waiver suggest otherwise, best policy may be to NOT include full names of a child to be attached to images
  - Be sure to keep content respectful of the children and make sure that the content relates to rugby activities
- **Appropriate Circumstances & Attire:**
  - Photography/video must be undertaken in appropriate circumstances.
  - All young people must be appropriately attired at all times.
- **Publication and Identification:**
  - Publication should not be done in such a way that young people are identifiable; images should be published without accompanying sensitive personal details such as a young person’s address
- **Third Party Photography:**
  - Whenever professional photographers or outside media are invited or commissioned, the Club will require identification and safeguarding measures to ensure only the proper use and dissemination of imagery.

## 5.6 Agenda / Minutes Template for Committee Meeting

<b>Meeting of:</b>	Wagga Wagga Junior Rugby (Wagga Crows)	
<b>Meeting Information:</b>	Date:	
	Time Started:	
	Time Finished:	
	Location:	
<b>Agenda Items</b>	<b>Responsibility</b>	
<b>Acknowledgement of Country</b>	President	
We acknowledge the Wiradjuri People as the traditional owners of the land on which we meet today and pay our respects to Aboriginal People past, present and future.		
<b>Welcome / Introduction</b>	President	
The Chair welcomed the Committee and Guests to the Meeting		
<b>Attendance and Apologies</b>	Secretary	
Attendance at today's meeting:		
<b>Minutes from Prior Meeting</b>	Secretary	
<p>The minutes from the meeting held:  Were accepted by the Committee  Any changes required:  If so, details:</p> <p>If not: recommend acceptance of minutes:  Seconded by:</p>		
<b>Action Items from Prior Meetings</b>	Secretary	
Refer Action Item Listing		
<b>General Business</b>		
	President's Report (Attach or Note)	
	Secretary's Report (Attach or Note)	
	Treasurer's Report (Attach or Note)	
<b>New Business</b>		
	Item 1:	
	Item 2:	
<b>Calendar of Upcoming Events:</b>		
	Next Meeting:	
	Others:	
<b>Any other items:</b>		
	Item 1:	
	Item 2:	
<b>Recorded by:</b>	Date:	



## 5.8 Bank Reconciliation Template

### WAGGA WAGGA JUNIOR RUGBY UNION INCORPORATED BANK RECONCILIATION STATEMENT

As at \_\_\_/\_\_\_/20\_\_\_

	Debits/ Credits	Total
<b>Balance as Per Bank</b>		
<i>Add</i>		
<i>Deposits not yet credited by bank</i>		
<i>Deduct</i>		
<i>Outstanding Checks (not yet debited by bank)</i>		
<i>Add or Deduct any Bank Errors</i>		
<b>Adjusted Balance as per Bank</b>		

#### Balance as per Books

*Add:*

*Interest Income from Bank*

*Other:*

*Deduct:*

*Bank Service Charges*

*Other:*

<b>Adjusted Book Balance</b>		
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The goal of bank reconciliation is to ensure that the adjusted amounts from both the bank statement and the books balance are the same. If they are not exactly the same you need to repeat the process until the end balances match. In order to ensure records are clear you should also maintain notes or a journal explaining and clearly labelling the adjustments.

## 5.9 Petty Cash Template

Wagga Wagga Junior Rugby Club (Wagga Crows)			
Petty Cash Slip			
Date:			
Payment:	IN / OUT (circle one)		
Amount:			
Purpose:			
Cash Received (signed by recipient):			
		Date:	
Transactions Reconciled (signed by Treasurer):			
		Date:	