

RPFL Roles and Responsibilities

The Renegade Pub Football League is able to maintain itself year to year due to its committed community and the combined effort from a number of people covering a number of roles across the league. Some roles are voluntary, and some are paid roles. Volunteer roles include the Board, Team Representatives and all players. Paid positions include the General Manager, Game Day Manager and Bar Manager.

Pub Football Teams

There are currently 9 teams in the RPFL. Each team represents a pub association in Melbourne that supports live music and inclusive environments.

Teams are responsible to:

- manage their own training, recruitment, scratch matches and players
- support gender balance and diversity on and off the field
- adhere to and be guided by the RPFL Charter as well as their individual team agreements
- maintain a relationship with their host pub
- nominate a Team Representative (see below)
- fulfill volunteer duties for bye rounds as rostered in the fixture
- pay annual team contribution to the RPFL Treasurer by Grand Final day each year

Team Representatives

Team Reps are expected to represent their team at meetings, ensure their team's game day duties are fulfilled, support general operations of the league, and uphold and promote RPFL values.

Team Representative responsibilities include:

- Representing their team at committee meetings
- Be the player liaison officer for their team as per the RPFL Charter, and be responsible for the uptake and upkeep of the charter, following the guidelines for issues and escalation where necessary.
- Be the Member Protection Information Officer (MPIO) for their team and maintain mediation training
- Delegate roles to your team for volunteer bye round duties
- Develop ideas and raise proposals for the board to consider based on budget, resourcing and other considerations.
- Link team social media accounts to RPFL account and add activity from your team during game day and over the season.
- Conceptualise and organise the End of Season Ball and other RPFL events of interest to teams.
- Help with communication and other notifications to the community as directed by the General Manager (eg. Letterbox drops for event notices for GF Eve)
- Discuss for league wide fundraising to ensure longevity of the league.
- Carry out roles and tasks associated with the execution of approved ideas and proposals
- Assist teams in organising scratch matches.
- Assist the board with developing strategic vision and future ground plans.

[Team Representatives are volunteer positions. Please note that whilst these tasks are the responsibility of the Team Rep they may be appropriately delegated to others within their team.]

Game Day Manager

Key contact point on game day and responsible to:

- delegate and manage all volunteers and other paid staff on game day
- ensure smooth game day operations, including set up and pack down
- have a copy of all permits and licenses on hand
- pick up items on Game Day not able to be delivered
- manage Lost Property
- manage stock and note any re-fills needed
- check sound levels periodically during game day
- contact Board Member on Duty in case of issue or emergency
- complete game day checklists and note any issues
- send game day summary notes to GM including any photos to renegadepubfl@gmail.com

[The Game Day Manager is a paid position, per game day. Reports to the General Manager. Duties should be limited to game days only].

Bar Manager

Responsible to:

- manage a safe bar set up and pack down
- ensure liquor licenses are displayed
- refer to and have a copy of the RSA register
- manage and maintain game day beverage and ice stock
- count end of day stock and include in Game Day manager end of game day report

[The Bar Manager is a paid position, per game day. Reporting to the Game Day Manager. Duties should be limited to game days only].

Board Member on Duty

Each game day a board member is rostered to be on duty to:

- emergency contact for game day
- cover the game day or bar manager if they need to go offsite
- ensure all paid staff are paid at end of day
- ensure bar and bbq takings are securely removed

[Board Member on Duty is a volunteer position enacted by a current board member or nominee]

General Manager

The General Manager facilitates and drives the organisational and administrative aspects of the League's development and work closely with the RPFL Board and the League's game day staff to deliver the RPFL season. The GM is responsible for the administrative operation of the League and organises, coordinates and delivers all rounds of the pub football season throughout the year. Tasks include liaison with council, obtaining permits, the contact person for many of the League's stakeholders, beverage partners and volunteers.

- Organise all game day events throughout the season, including all food and beverage ordering.
- Resolve any issues between game days.
- Apply for, and maintain, all relevant council and ground permits and other compliance requirements as they arise
- Liaise with councils for season allocations
- Develop the season fixture
- Complete the ground hire and event allocation applications as required
- Ensure compliance in all operations with the RPFL procedures, policies and practices by liaising with the RPFL Board and relevant community stakeholders.
- Liaise and coordinate with other not-for-profits, government representatives, gameday suppliers, staff and volunteers, and the RPFL Board.
- Maintain information folders containing all relevant permits, contacts and registers
- Roster and liaise with game day volunteers
- Maintain all liquor licensing permits and fulfill relevant obligations, such as ensuring the committee are maintaining the RSA register for all bar volunteers.
- Obtain and manage all required insurances and other permits
- Work closely with the Treasurer to ensure the RPFL is able to meet all financial obligations and include a financial summary in the post round event report.
- Coordinate with Game Day Manager and Bar Manager to ensure all required tasks are correctly allocated and carried out in the lead up to and post-game days.
- Submit a post-event report to the RPFL Board within five working days of each game day, including information from the Treasurer, Game Day Manager and Bar Manager.
- Maintain and update league website www.rpfl.com.au
- Purchase equipment on behalf of the league as needed
- Attend any committee meetings as required

[General Manager is a paid position, annual salary depending on the number of rounds per season. Duties limited to between game days, does not involve any duties on game days themselves].

Other RPFL paid positions

- Umpires (rostered by General Manager, report to Game Day Manager)
- Medics (rostered by General Manager, report to Game Day Manager)

The Board

The Board consists of 5 members (President, Vice President, Community Liaison, Secretary and Treasurer) and are responsible to:

- Set, maintain and drive the strategic direction of the league including delivery of pillars During 2020-2021 the RPFL pillars include Gender Equitable Leadership, Safe spaces and respectful relationships and Fundamentals for safe play to prevent injuries).
- Provide training and support to team representatives to carry out their duties
- Provide transparent information regarding the operations of the league, including financial summaries and submission of documents to Consumer Affairs Victoria
- Implement, maintain and (as necessary) refine a system of good governance that is appropriate for the RPFL
- Work with the GM and game day staff to enable the league to obtain the resources, funds and personnel necessary to facilitate the operation and organisation of game days
- Maintain the relationship with local councils and community engagement partners
- Review and monitor the performance of the organization
- ensure resources are available and roles filled
- Appoint and manage the performance of the General Manager, Game Day and Bar Manager.
- Succession planning for the General Manager, Game Day and Bar Manager.

The board and team representatives meet as often as required (general meeting) with at least one meeting per year with all Committee and Board members (AGM).

President

- responsible for the overall function of the League
- accountable for the League meeting its objectives and the Rules of the Association.
- liaise with board, committee, team reps to drive strategic direction of league
- provide the deciding vote in the event the committee or board reach a tie in voting.
- represent the League and be the key contact person for media/AFL/other interested parties.

[This is a volunteer position. Minimum requirement 2 years on RPFL committee or board]

Vice-President

- Supports the President and Board as required.
- Acts as President incase President is absent or on leave
- Chair AGM in case the President is absent.

[This is a volunteer position. Minimum requirement 1 years on RPFL committee or board]

Community Liaison

- Liaise and coordinate the Community Engagement Program with suitable not for profit organisations scheduled to run each BBQ round.
- Facilitate and manage the leagues grant implementation, including league wide training.
- Arrange Welcome to Country and coordinate activities with the Wurundjeri land council

[This is a volunteer position. Suitable skill set: communication/event management/team management or similar experience]

Secretary

- arrange committee meetings including AGM
- take, maintain and distribute minutes of meetings
- follow up actions with members when necessary
- maintain and up to date list of committee members and contact details
- submit documents to Consumer Affairs Victoria as necessary, including annual reports and financial statements
- maintain the Rules of the League and manage any associated updates or changes
- maintain the RPFL charter and manage any associated updates or changes
- maintain the RPFL's certificate of currency
- any duty or function required under the Act to be performed by the secretary of an incorporated association.

[This is a volunteer position. Suitable skills set: law/administration/secretariat experience or similar]

Treasurer

- manage relationship with our bank of choice, currently Bendigo Community Bank (Clifton Hill Community Branch)
- manage bank accounts to reduce any fees
- collect and distribute floats for each game day
- manage eftpos/square including booking and collecting machines
- along with Board member on duty, ensure game day takings are secure and banked according to the RPFL Cash Handling procedure
- send the President and GM a game day takings summary after each round
- share and announce the amount raised by the Community Engagement BBQ each round
- ensure invoices and staff are paid on time, including delivering pay slips, group certificates, tracking receipts.
- receive all moneys paid to or received by the League
- Maintain an appropriate paper trail, including receipts where necessary
- ensure that the financial records of the Association are kept in accordance with the Act
- coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- ensure that at least one other committee member has access to the accounts and financial records of the Association.

[This is a volunteer position. Suitable skill set: accounting/finance/project management/event management or similar experience]