



## **Club Chairman Profile**

### **Introduction**

*The purpose of this document is to outline the role of the Club Chairman for a person in the position at present or any person who would consider taking up the position at a later stage.*

### **Role of Club Chairman**

*The Club Chairman is the leader of the club and is responsible to the members for the daily management and administration of the club during his term in office. He must provide leadership and direction for management and players.*

### **Duties**

- *Chair regular club meetings.*
- *Attend all Provincial Meetings (exceptions can be made, but then a club representative needs to be send with the correct relevant proxies).*
- *It is expected from a Club Chairman to attend all the scheduled Board meetings. If the Chairman has notified the President of South African Rugby League beforehand, that due to unforeseen circumstances, he is unable to attend the meeting a duly authorized member must attend. If a Club Chairman or duly authorized representative is not present at the board meeting this matter will be referred to the board for decision.*
- *Be prepared for meetings.*
- *Communicate decisions from National and Provincial Level down to player level and vice versa.*
- *Respond in timeous fashion to e-mails, or if unable to make an informed decision, to say so and recuse yourself in such instance.*
- *Set example to others by being fair and reasonable.*
- *Encourage members and clubs to get involved with the province and to accept responsibility.*

### **South African Rugby League**

Postbox 40  
Stompneusbay  
Versveld  
7350. RSA

Office 4  
Loftus

Pretoria RSA. 2000

#### **Board Members:**

*Kobus Botha (President); Denzil Watson (Western Cape); Pikkie Meyer (Orange Free State); Deo Botha (Mpumalanga);  
Jaque vd. Merwe (Gauteng); Greg vd. Westhuizen (Limpopo); Jan Prinsloo (North West);*



- *Ensure that the club has adequate coaches and match officials and that training and education remains a priority.*
- *Ensure that club events are hosted according to the SARL Rules & Regulations.*
- *Work closely with secretary, treasure and other committee members.*
- *Ensure that responsibilities delegated to committee members and office bearers are well communicated, understood and followed through.*
- *Must have a sound understanding of the SARL and provincial and club rules and constitution, responsibilities and duties.*
- *Prepare, manage and report back on Club Budgets.*
- *Ensure financial targets are set and managed.*

### **Club Administrative Issues**

*The Club Chairman needs to ensure that a club has the following in place:*

1. *Club Constitution that is made available to all club members and forwarded to the Provincial Chairman*
2. *Club Registration Paperwork with the relevant authorities (CIPC and SARS)*
3. *A separate bank account with audit controls and quarterly reporting*
4. *Make sure that all the contact details of your management and players are up to date.*
5. *At your Provincial AGM. financial statements must be handed in.*

*The Club Chairman needs to ensure his club officials perform their duties as expected to promote the game of rugby league to all members of the club.*

### **Player Registration**

*It is the responsibility of the Club Chairmen and his board to ensure that all players in the province are registered with SARL and have a registration number*

### **Rules & Regulations**

*The Club Chairman should ensure that all rules & regulations are adhered to, including, but not limited to the Rules regarding disciplinary procedures. It is also the responsibility of the Club*

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*Chairman to ensure that ALL players and personnel are informed of the said Rules & Regulations, Code of Conduct and Procedures.*

*I \_\_\_\_\_ except and understand the responsibility's as Club Chairman of the South African Rugby League as set out above.*

*Signed: \_\_\_\_\_*

*Date: \_\_\_\_\_*

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