| **Area** | **Position Held** | **Requirements** | **Resources/Training**  | **Description** | **Cost** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Governance** |  |  |  |
|  | Chairman | Manage a Board Meeting | [Institute of Community Directors Australia](http://www.communitydirectors.com.au/icda/courses/) |  |  |
|  | Secretary | Minute Taking |  |  |  |
|  | Treasurer | Financial Administration | [Australian Taxation Office](https://www.ato.gov.au/Non-profit/) |  |  |
|  |  |  |  |  |  |
| **Committee Members** |  |  |  |
|  |  | Applying for Grants/Submissions |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Coaches** |  |  |  |
|  |  | Accreditation | [Australian Sports Commission](http://www.ausport.gov.au/participating/officials/education) |  |  |
|  |  | Community Coaching General Principles | [Australian Sports Commission](http://www.ausport.gov.au/participating/coaches/education/onlinecoach) |  |  |
|  |  | Skill Acquisition | [Australian Sports Commission](http://www.ausport.gov.au/participating/officials/videos/intermediate) |  |  |
|  |  |  |  |  |  |
| **Officials** |  |  |  |
|  |  | Accreditation |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Team Managers** |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Volunteer Coordinator/Buddy/Mentor** |  |  |  |
|  |  | Managing Volunteers |  |  |  |
|  |  | Conflict Management |  |  |  |
|  |  | Counseling Skills |  |  |  |
|  |  |  |  |  |  |
| **Canteen / Bar** |  |  |  |
|  |  | Money Management |  |  |  |
|  |  | Food Handlers |  |  |  |
|  |  | Responsible Serving of Alcohol Training |  |  |  |
| **General** |  |  |  |
|  |  | Computer Skills |  |  |  |
|  |  | Fire Safety |  |  |  |
|  |  | Fundraising |  |  |  |
|  |  | Sports Administration | [Department of Sport & Recreation NSW](http://www.dsr.nsw.gov.au/training/detail.asp?course=2549) |  |  |
|  |  | Time Management |  |  |  |
|  |  | Working with the media |  |  |  |