



RSC Support for Clubs

On behalf of SONZ, each RSC is responsible for providing support and being the key point of contact for between 4-6 clubs across their region. RSCs are the most visible “face” of SONZ in terms of regular and tailored support of clubs, so play a significant role in these relationships.

While clubs are autonomous bodies and ultimately responsible for their own affairs and events, the role of the RSC is to provide guidance and add value, proactively supporting clubs to function effectively, adhere to SONZ requirements and be as successful and sustainable as possible.

This document outlines the key ways in which RSCs work with and support clubs. It is not an exhaustive overview of the RSC role, of which the SONZ Schools Programme is also a significant component.

Area	Description
Relationship with Club Chair and/or key committee members	RSCs should aim to build a positive, constructive working relationship with the Chairs (and key committee member/s) of their clubs. These relationships are at the heart of a strong rapport with the club and the ability to provide tailored support and navigate through challenges together, so proactively investing time in them, outside of immediate operational demands, is important.
Club committee meetings	RSC attendance at committee meetings will be somewhat influenced by geography and individual club needs/frequency. Where it is feasible and desired by clubs, RSCs are expected to attend every second committee meeting – either in person or online. RSCs should not regularly stay for the full duration of the meeting; rather, they should work with the Chair to schedule relevant agenda items to form an ‘RSC section’ nearer the beginning. Where RSCs do not attend a meeting, they should actively consider any updates that can be provided to the club in advance and likewise, work to understand any needs or follow-up actions from the club that they can assist with. RSCs are expected to attend Club AGMs and Regional Council meetings where these are applicable.
Communications	As the key SONZ link to clubs, RSCs play an important two-way communications role in a) ensuring updates, messaging and guidance are provided to clubs in a timely, tailored and appropriate way and b) working to convey any feedback or needs from a club perspective to other SONZ staff as appropriate. RSCs should work closely with clubs to understand preferred and effective methods of communication that ensure information gets to the right people, and support clubs to ensure their own communication channels through the club structure are clear and functioning.

<p>SONZ processes and compliance</p>	<p>RSCs will support clubs to grow their understanding of relevant SONZ policies and processes, particularly the operational ones that impact the regular functioning of the club. Proactively investing time to ensure clubs have a clear understanding of what's required is key to preventing issues further down the track (e.g. athlete eligibility).</p> <p>RSCs should provide ongoing support to clubs to grow their capability to manage SONZ systems as required (e.g. GMS, online registrations, accessing webinars etc), but are not responsible for the actual 'doing' of these tasks. For clarity's sake, RSCs will provide coaching and support around the use of GMS – and can arrange for more in-depth, targeted training from within SONZ as required, to support clubs to grow their capability with this tool – but are not responsible for directly managing GMS at club events.</p> <p><u>Expiring registrations</u></p> <p>On the first Monday of each month, RSCs will send clubs a list of expiry dates for athlete medicals and volunteer registrations, bringing particular attention to those who are expiring in the upcoming three months. There is no flexibility around athletes with expired medicals competing or unregistered volunteers fulfilling the 1:4 ratio, so it is critical that RSCs and clubs work together to ensure information is shared and communications are effective so that these registrations can be renewed in a timely manner.</p>
<p>Club Events</p>	<p><u>Tier 1 Events</u></p> <p>RSCs assist clubs in the planning of Tier 1 events through supporting the Event Manager with their planning, providing resources and checklists as appropriate, communications to invited clubs, management of entries, post-event communications and an event debrief. RSCs are not expected to attend Tier 1 events, but will work with clubs to ensure everything is in place for the event to run smoothly.</p> <p><u>Tier 2 Events</u></p> <p>RSCs should be more fully involved with the preparation for Tier 2 events, ensuring the Event Manager is supported with their planning and is on track as the event approaches. As above, RSCs will co-ordinate communications to invited clubs, the management of entries and post-event communications. RSCs are expected to be present for the full duration of Tier 2 events, supporting the Event Manager.</p> <ul style="list-style-type: none"> - The <i>Club Event Management Timeline</i> should be utilised by RSCs and Event Managers to guide their planning for events. - Note – some clubs only host 1-2 events a year and will periodically have people leading an event for the first time. RSCs should be alongside clubs to provide guidance and ensure they have the knowledge and tools to deliver successful events. <p><u>Annual Events Calendar</u></p> <p>RSCs will co-ordinate with clubs to collate the annual calendar of events in their region for the year ahead.</p>

Club capability	<p>RSCs should proactively work with clubs to understand and help identify areas where the club needs support to strengthen or grow. They are in the unique position of observing a range of clubs and other RSCs in action and should be able to share strategies and learnings from different environments. A strong working relationship with the Chair and understanding the club’s priorities and challenges is fundamental to providing valuable, targeted support.</p> <p>RSCs should play a helpful conduit role to other organisations who can provide more specific expertise or opportunities, e.g. their Regional Sports Trust, community funding organisations, volunteer organisations, schools etc. RSCs are not expected to be “experts” in club capability and development, but do play an important connecting and sharing role.</p>
Volunteer recruitment	<p>Volunteer recruitment and retention is a significant piece of work for clubs. While not responsible for the direct recruitment of volunteers for specific roles, RSCs should be proactive and helpful in utilising their contacts and networks to support clubs. They will also support clubs to be effective with their volunteer recruitment efforts by working with the club on having a recruitment plan in place; guiding on the use of various recruitment channels and contacts; considering induction plans to support incoming volunteers, and having strategies in place to retain and recognise volunteers.</p>
Athlete transition	<p>A core part of the RSC role is to deliver regular sport and physical activity sessions to students with an intellectual disability in secondary schools within their region. Regular engagement with schools and ongoing, personal connection with students and teachers is invaluable both in terms of outcomes for students and in growing awareness of Special Olympics. RSCs and clubs should work together to utilise these relationships and identify opportunities to raise the profile of the local club to students, teachers and families.</p>
Internal club issues or conflict	<p>Where practical, RSCs will provide guidance and support to clubs on these matters, including escalating through the appropriate SONZ channels for additional input as required. Ultimately, clubs are responsible for their own affairs, but RSCs and other SONZ staff can play an important support and guiding role to assist them in working through challenges and operating as effectively as possible.</p>
Athlete Leaders	<p>RSCs should support clubs to find opportunities for their Athlete Leaders and will proactively share ones that come up through SONZ or their own networks. Where possible, RSCs will help to provide opportunities for Athlete Leaders through the regular work they do e.g. having them support at school events or deliveries.</p>
Coach development	<p>RSCs will work alongside clubs to help identify areas of need and opportunity for coaching development. RSCs will co-ordinate with their SONZ colleagues or any external providers to try and facilitate opportunities that cater to these needs.</p>