**Club President**

**Role:** The President is the figurehead of the club, representing it at internal and external functions. Assisting the Club Chairman to ensure the smooth administration of the club, providing impartial advice based on your experience both internal and external to the club.

**Duties:**

* Guide, support and advise other club officers and committee members on any club matters
* Attend the Club AGM and committee meetings
* Attend all first team games (or find someone to represent you) to encourage and support the players
* Make sure visiting club officials are made welcome at all home games

**Chairman**

**Role:** There are two distinct functions of the Chairman, the Executive role and the Ambassadorial role. To chair meetings and act as principal committee officer throughout the year by making decisions whenever the need arises in consultation with other officers when appropriate. The incumbent should attend meetings in a neutral and uncommitted capacity to enable members of the Committee to have discussions with a neutral person in the Chair.

**Duties:**

* Provide direction for the committee by providing effective leadership and management.
* Monitor and evaluate the progress of agreed actions both short term and strategic.
* Ensure that succession and forward planning are integral within the club.
* Manage other Officers to ensure the delivery of their responsibilities.
* Ensure that the committee structure and management are transparent and available to all members of the club.
* Chair meetings of the Committee.
* Provide the Club Webmaster with any relevant information for publication on the Club website.
* Ensure there is a viable match day safety organisation in regard to the safety of players and spectators and appoint a club officer to oversee this important safety function with appropriate documentation.
* Any other tasks to ensure the smooth running of the club

**Vice Chairman**

**Role:** The role of Vice Chairman is to provide support to the Club Name RFC Chairman to ensure that they meet both the Executive role and the Ambassadorial role and where necessary in the absence of the Chairman undertake the role of Chairman. Act as the focal point within any subsidiary committees set at the direction of the main CLUB Name RFC Committee.

**Duties:**

* Undertake the role of Chairman in the absence of the Chairman, both at training sessions, matches and committee meetings.
* Represent the club at County meetings in the absence of the Chairman.
* Head up any sub-committees formed at the request of the Committee, reporting back to the Committee on the progress/work.
* Assist any other appointee as required to ensure the smooth running of the Club

**Club Honorary Secretary**

**Role:** The main purpose of this role is that of **principal administrator of the club**. The Honorary Secretary carries out all the administrative duties that enable the club and its members to function effectively. It is a pivotal role within the club with a close involvement in the general running of the club. The Secretary provides the main point of contact for people both within and outside the club on just about every aspect of the club’s activities and effective communication with Cornwall Rugby Union Management Board and its officers.

**Duties:**

* Provide an open communication link between the committee, sub- committees, members and other clubs.
* Record, manage and ensure action on all inward and outward correspondence including legal and insurance matters and acknowledge where necessary.
* Ensure all relevant forms and publications are distributed to the responsible officers and are available to members where applicable.
* Organise the AGM, Committee meetings, prepare agendas, reports and associated papers and take minutes. Produce clear and accurate minutes of all Committee Meetings within two weeks of the meeting and distribute to all committee members and administrative staff.
* **Communicate all matters of importance from the CB/RFU and other rugby organisations to the committee, section members; maintaining a sound knowledge of current RFU rules and regulations**.
* Produce the Club Handbook on an annual basis for distribution to all club members. (This can be achieved by publication of the document on the Club Website.)
* Take an active role in the continual review process for Club Accreditation. This is to include verification and confirmation of information provided to the RDO is correct.
* Undertake the role of Nominated League Contact (NLC) for all senior teams entered into structured RFU Leagues.
* Maintain as appropriate details of the RFU on-line Concussion training completed by members.
* Maintain and report to the RFU where appropriate all reported injuries to players at all levels and those involving non-players.

**Treasurer**

**Role:** The Treasurer is responsible for the management of the club’s accounts and its financial dealings.

**Duties:**

* Maintain the club finances.
* Be fully aware of the financial position of the club at all times and keep the committee informed of all financial trends and any areas of concern.
* Provide monthly financial details of all club transactions at committee meetings.
* Issue receipts and prompt deposits of all monies received.
* Be responsible for ensuring that adequate records are kept regarding the club financial transactions.
* Manage the club cash flow and maintain a working level of petty cash.
* Prepare and present the club accounts for the end of financial year report and if required audit.
* Submit to the CRFU as required financial records on a yearly basis, or as requested.
* Undertake financial planning, including producing an annual budget and monitoring it throughout the year.

**Director of Rugby**

**Role:** To be a conduit between all players, regardless of age, all coaches for both senior teams and Mini and Youth sections and the management committee of Club Name RFC in all matters relating to the game.

**Duties:**

* Develop Team Standards consistent with the values of the game in consultation with the Team Managers, players and support volunteers.
* Liaise with all coaches to identify and where appropriate develop talented players to enable them to progress through the club and beyond.
* Promote the club to potential players.
* Develop a philosophy and with the input from coaches a game plan, which recognises team strengths within the club.
* Manage processes across the whole club to optimise fitness & conditioning, prevent & evaluate injuries, coordinate training & recovery sessions in conjunction with coaches, first aiders and the club **RugbySafe Lead**.
* Establish in conjunction with senior player coaches a transparent selection process for planned league and cup games.
* Ensure all players receive clear, honest feedback and appraisal of their performance.
* Act as the Club Coaching Coordinator, informing coaches of RFU planned courses for their development and authorising their attendance on courses, which will develop all coaches to be competent coaches within the club.
* Beware of trends in the game and wider environment, which could possibly affect club planning and strategies.
* Liaise with the Club Membership Secretary for Senior Players, regarding outstanding Membership subscriptions for players and where appropriate chase those whose annual subscriptions are outstanding. The Mini & Youth Membership committee member is to provide information on a regular basis to the Director of Rugby on the status of M&Y subscriptions as requested

**Club Captain**

**Role:** The Club Captain is the link between the players and the committee. Representing the views of players at Club Name RFC meetings, and encouraging them to behave in a responsible manner both on and off the field. Provide advice and guidance to promote the interests of the players in their development and direction of the club.

The incumbent should be good at communicating at all levels and committed to upholding the Core Values of the RFU. The incumbent should also know and be familiar with the committee and players in order to be able to represent all club members.

**Duties:**

* Represent the interests of players at committee meetings and where appropriate at Disciplinary meetings or arrange with the Senior Coach and Team Manager a suitable representative to attend.
* Provide a role model for all other players.
* Encourage players to behave in an appropriate manner upholding the RFU Core Values.
* Advise players of the administrative arrangements applicable to them as members of Club Name RFC, including the requirement to complete registration paperwork and the payment of subscriptions.
* Encourage players and other club members to get involved with voluntary work and social activities at the club.
* Welcome new members, visiting teams and referees.

**Adult Team Captain**

**Role:** As Team Captain provide a link between the players and the administration. Representing the views of players, and taking responsibility for their performance on and off the field, your advice and guidance should promote their interests in the development and direction of the team.

**Duties:**

* Lead, advise and support fellow team members.
* Represent players on Committee Meetings in the planned absence of the Director of Rugby and where appropriate provide support at Cornwall RFU Disciplinary Committee Hearings.
* Promote the Club Name RFC Core Values ethos of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship, commonly known as TREADS.
* Ensure all team members maintain an appropriate level of behaviour prior to and throughout the match and after the final whistle.
* Assist the Senior Player Coaches with team selection. This includes assisting in organised training sessions and player development.
* Ensure all players selected to represent the club are aware of the match arrangements, including confirming that all selected players hold effective adult registration as detailed in the RFU Player Registration regulations.
* Encourage players and other club members to get involved with voluntary work and social activities at the club.
* Ensure in conjunction with the senior player Team Manager that all accidents are reported in accordance with the CRFU, RFU and Club Name policies. Completed accident forms are to be passed to the Honorary Secretary immediately following completion.
* Ensure in conjunction with the Director of Rugby and senior player Team Manager that all adult players have completed the on-line RFU training regarding concussion. Details of players who have completed this training are to be passed to the Club Name RFC Honorary Secretary. (This training is available via the [England Rugby website](https://www.englandrugby.com/my-rugby/players/player-health/concussion-headcase/) ) Develop with the senior player Team Manager with a phased return to play for any player deemed to have suffered a concussion.
* Assist the Membership Secretary in the collection of club dues and if applicable match fees.
* **Explain** and **Ensure** that players are suitably covered by independent accident insurance.
* Ensure that all players maintain dress standards in wearing authorised club shirts and ties after matches.

**Senior Coach(es)**

**Role:** Being responsible for training the clubs adult teams in preparation for matches in accordance with the regulations set out in the RFU Regulations and Cornwall RFU directives.

**Duties:**

* Maintain and improve your level of RFU Coaching qualifications through the attendance at Cornwall RFU run coaching courses and coaching seminars.
* Promote the Club Name RFC Core Values ethos of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship, commonly known as TREADS.
* Plan and run safe, effective training sessions for adult players which, are designed to develop team spirit and encourage participation, by developing individuals’ skills, confidence and fitness.
* Manage player retention and work with relevant volunteers to recruit players.
* In conjunction with the Captains and Vice Captains select teams and plan match strategies for upcoming games.
* Ensure in conjunction with the senior player Team Manager that all accidents are reported in accordance with the RFU and Club Name RFC policies. Completed accident forms are to be passed to the Honorary Secretary immediately following completion.
* Ensure in conjunction with the Director of Rugby and senior player Team Manager that all adult players have completed the on-line RFU training regarding concussion. Details of players who have completed this training are to be passed to the Club Name RFC Honorary Secretary. (This training is available via the [England Rugby website](https://www.englandrugby.com/my-rugby/players/player-health/concussion-headcase/) ) Develop with the senior player Team Manager with a phased return to play for any player deemed to have suffered a concussion.
* **Explain** and **Ensure** that players are suitably covered by independent accident insurance.

**Senior Team Manager**

**Role:** To represent the senior team players to the club management meetings, keeping the senior players in the loop on club requirements. Providing the Director of Rugby, Fixture Secretary and Senior Players Coaches with information on player availability and injury status of all adult registered players to enable the Team Captains and Senior Coaches to make sound team selection for planned fixtures.

**Duties:**

* Insure all adult players are registered before the first match by providing all club and RFU registration paperwork for each player and hastening the return of completed documentation to the Honorary Secretary.
* Provide the Senior Player Coaches with player availability to enable the selection of teams. Following the selection, once confirmed by the Senior Player Coach, notify all players of their selection as part of either the 1st XV or 2nd XV for the upcoming matches including timings, method of travel and locations of matches.
* Complete team sheets and other relevant forms before matches in accordance with the direction issued by the Administration Office South West Rugby. 1st XV Match Cards are to be completed electronically. Upon completion of matches ensure that electronic match cards are submitted as per the RFU guidance and 2nd XV match cards are signed by both teams and the Referee.
* Ensure results are provided to the Administration Office South West Rugby as per the issued directions by the stated deadline time (phone and posting of match cards).
* Arrange for all team strips and equipment to be available prior to the match commencement, including the collection of team strips for washing following games, identifying damaged kit and equipment in order that remedial actions can be implemented to repair or replace.
* Ensure all accidents are reported in accordance with the CRFU, RFU and Club Name RFC policies. Completed accident forms are to be passed to the Honorary Secretary immediately following completion.
* Ensure that all adult players have completed the on-line RFU training regarding concussion. Details of players who have completed this training are to be passed to the Club Name RFC Honorary Secretary. (This training is available via the [England Rugby website](https://www.englandrugby.com/my-rugby/players/player-health/concussion-headcase/) ) Where appropriate assist the Senior Coaches with a phased return to play for any player deemed to have suffered a concussion.
* **Explain** and **Ensure** that players are suitably covered by independent accident insurance.
* Assist the Membership Secretary in the collection of club dues and match fees if applicable.
* Promote the Club Name RFC Core Values ethos of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship, commonly known as TREADS.
* Promoting the team to VP’s and Sponsors during match days.

**Senior Fixtures Secretary**

**Role:** To ensure that fixtures arranged for the Senior Section, both league and friendly games are promulgated, establish a fixture list for the whole season for the section and confirm or re-arrange fixtures during the season.

**Pre-Season Duties:**

* Contact other clubs regarding fixtures and tournaments.
* Produce a fixture list for the season.
* Provide the Club Webmaster with details of all Fixtures for publication on the club website, including any amendments or alterations.

**In-Season Duties:**

* To confirm upcoming fixtures with scheduled opposition.
* Inform 1st XV and 2nd XV Team Managers and officials if any changes in the schedule occur.
* Ensure Club Webmaster is provided with details of any alterations to the published senior fixtures in order that the Website to be amended as necessary.

**Club Registrar**

**Role:** To provide registration facilities for players in the club, maintaining key relationships with the both the Club Membership Secretary and Team Captains. The Club Registrar should undertake the appropriate RFU training in management of registrations in accordance with current RFU policy. The incumbent should also have a range of skills and attributes including IT skills, attention to detail, resilience and dedication. In return, the appointed individual will receive ongoing support from the Cornwall RFU Game Management Super User (RDO?) in the form of training, visits, guidance and regular communications.

**Duties:** \* Ensure all adult players are recorded on the RFU Registration database and on the Club membership pages of Game Management System in conjunction with the RFU policy circulated and promote to all club members the CRFU, RFU and Club Name RFC Codes of Conduct.

* Be visible and approachable to all players, coaches and Team Managers by ensuring that their contact details are available to all players and club personnel and that these details are posted on club notice boards, the club website and registered on GMS.
* In conjunction with the Team Managers, develop an effective registration processing system within the club to ensure that all adult players are qualified to play for Club Name RFC by virtue of payment of subscriptions and accurate recording of data on the appropriate areas of the RFU database – GMS.
* Ensure that all irregularities are reported to the Club Name RFC Committee at the earliest opportunity.
* Hold and continually update data and details of all members on the RFUs Database.
* Provide club officers with member’s details to assist in the organisation of events or functions.
* Liaise with the CRFU Super User on Registration matters.
* Request details from Team Coaches and Managers and expect responses.

**Data Officer**

**Role:** To manage and maintain the club’s entries on the RFU Game Management System (GMS), ensuring that all entries accurate to enable the provision of information to both the club and RFU. The maintaining of accurate data will also assist in club communications.

**Duties:**

* Help to control access permissions and privileges.
* Maintain data standards, including adherence to the General Data Protection Act.
* Periodically check data with front end users.
* Keep end users up to date with system changes/ basic training needs.
* Work closely with the GMS trainers, RFU Local Rugby Development Team and GMS help desk.

**Membership Secretary**

**Role:** Manage existing memberships, but actively encourage new ones and deal first hand with the members themselves.

**Duties:**

* Manage all aspects of club memberships, including types, subscriptions, renewals and income.
* Take the lead on promoting new membership.
* Provide information to the Club Data Officer to ensure the membership database up-to-date.
* Ensure membership fees are paid and records kept.
* Create and deliver a plan for recruiting new members, in conjunction with the Honorary Secretary, Team Captains and other members of the committee.

**Safeguarding Officer**

**Role:** To provide leadership in the Safeguarding of Young People in Rugby Union within the club environment, maintaining key relationships with the CRFU Safeguarding Manager and local safeguarding partners. The Club Safeguarding Officer must undertake the appropriate RFU Safeguarding courses and will ideally have a background in child protection or welfare related agencies. The incumbent should also have a range of skills and attributes including empathy, approachability, a good sense of humour, objectivity and attention to detail, resilience and dedication to the cause of safeguarding young people under the age of 18. In return, the appointed individual will receive ongoing support from the CRFU Safeguarding Manager in the form of training, visits guidance and regular communications. The incumbent must hold a valid DBS certificate.

**Duties:**

* Develop and maintain the Safeguarding Vulnerable People in Rugby Union policy and procedures in conjunction with the RFU policy and circulate and promote both the RFU and club’s Codes of Conduct.
* Be visible and approachable to all club members and ensure that their contact details are available to all young people, parents/guardians or carers, members of Club Name RFC and that these details are posted on club notice boards, the club website and are also posted on the RFU Game Management System database.
* Work with the CRFU Safeguarding Manager to ensure that an effective DBS processing system for Club Name RFC volunteers is developed to ensure that all individuals working with young people undertake a DBS application every three years via the RFU.
* Coordinate a programme of training, in conjunction with the CRFU Safeguarding Manager and/or RDO, for club personnel, including members of the Mini and Youth Section committee and appropriate members of the senior section involved in working with young people. This is to include arranging attendance at the RFU Safeguarding Play it Safe course.
* Ensure that all safeguarding issues and incidents involving adult(s) and children/young people under 18 are reported promptly to the CRFU Safeguarding Manager or in their absence the RFU Safeguarding Team.
* To have the contact details for the local statutory agencies (police and social services) and liaise with them when necessary.
* To review and produce annually for the Club Handbook the appropriate pages covering all aspects of Safeguarding. Copies are to be provided for all parents and/or guardians electronically with a copy being published on the Club Name RFC website.
* Ensure that BRFC has a Child Protection Policy and develop a self- monitoring strategy.
* Ensure Codes of Conduct are well publicised and adhered to by all members of Club Name RFC.
* Be an active member of the Club Name RFC committee.
* Monitor the Club Name RFC Website for inappropriate content and report and/or amend as appropriate.
* Distribute to the appropriate club members any literature, electronic communications and new developments concerning the safeguarding of young people.

**Club RugbySafe Lead**

**Role:** To ensure that Player Welfare at all playing levels is paramount, and making rugby as safe as possible, Whilst this is the joint responsibility of all involved in the game the post incumbent will act as the Club Focal Point to ensure all information disseminated via the CRFU on behalf of the RFU is passed to the appropriate club volunteers. It is important that good practice is embedded across clubs to support the promotion of a proactive approach to player welfare and safety.

**Duties:**

* Annually review the club risk assessments and current first aid (FA) arrangements in conjunction with the Honorary Secretary for training and matches. Referring to the RFU’s recommended minimum levels, create a plan to ensure every training session and match is appropriately covered.
* Ensure all appointed first aiders are trained and up-to-date with an appropriate level of qualification, in line with RFU guidelines (e.g. RFU Emergency First Aid in Rugby Union course or hold an appropriate approved HSE First Aid qualification). Develop and maintain a process for the management of First Aid supplies and equipment, including the stocking and general maintenance of first aid supplies and equipment, making sure the first aid equipment and kits are suitable for the level/amount of activity and those trained to use it.
* Review on an annual basis the Club’s Emergency Procedures Guide to ensure there is a clear process in the event of an incident/injury. Ensure that these procedures are known and understood amongst appropriate individuals in the club.
* Ensure there are processes in place to keep records of player medical conditions, monitor injuries and report incidents/injuries as they happen in line with RFU regulations. All injuries both in training and matches are to be recorded utilising the EFARU Accident Report (Link) Once completed these are to be passed to the Honorary Secretary for retention in accordance with GDPR.
* Work with other key personnel (e.g. all coaches, coach coordinator and safeguarding officer) to support wider best practice and ensure that all club volunteers and parents are aware of how to support player welfare. In particular the completion of the RFU on-line Concussion Management Training modules. Details of completed training are to be passed to the Honorary Secretary.

**Development Officer**

**Role:** To ensure that the needs of the club are identified and appropriate plans are implemented to ensure that all needs of the club are met.

**Duties:**

* Develop a rolling plan to ensure that all needs of members are met.
* Liaise with the members of the Committee to make sure short-term activities are consistent with the long-term plan.
* Seek out the views of all club members and stakeholders and where appropriate act as mediator in cases of conflict.
* Beware of trends in the game, which could possibly affect club planning and strategies.

**Publicity Member**

**Role:** To raise the profile of Club Name RFC in the local community via information, publicity and promotional material. The incumbent should possess sound IT skills together with good communication attributes. The incumbent should also be able to produce coherent submissions and other press releases as required throughout the year.

**Duties:**

* Liaise with members of the Club Name RFC Committee and club members in order to promote the club.
* Develop a list of local media contacts.
* Produce press releases of any club events, tournaments and other activities and produce articles as relevant.
* Forward to the RFU Regional Press Officer and local press anything of interest.
* Maintain a record of all press cutting, radio mentions and TV coverage of Club Name RFC.
* Be responsible for advertising the club, its activities and to promote the work of all volunteers.
* Where necessary coordinate other club members to help publicise the club, its events and members through the media.
* Ensure articles, language and photographs reflect a fair and positive representation of all club members and the community in line with current RFU guidelines.
* Coordinate reports for the club for forwarding to the local press.
* Provide the Club Webmaster with match reports and other articles of interest for publication on the Club website.

**Note:** The role of Publicity Member will be the responsibility of the Safeguarding Officer/ Assistant Safeguarding Officer for any press releases where the theme is the Mini and Youth Section, who are to ensure that all aspects of Safeguarding and confidentiality are maintained at all times.

**Club Volunteer Coordinator**

**Role:** Be responsible for the recruitment, training and retention of the volunteers within Club Name RFC.

**Duties:**

* Assess the personal needs of the Club on an annual basis, taking into account regular duties as well as special duties.
* Develop a recruiting plan that identifies all possible recruiting sources.
* Understand the nature of volunteering and what motivates people to volunteer.
* Recruit volunteers and, where possible, place them in roles that suit their backgrounds, skills or wishes.
* Organise initial orientation and if necessary, ongoing training.
* Keep all volunteers informed of all club activities and events.
* Ensure individual volunteers are given the appropriate support and guidance to maintain their enthusiasm.
* Ensure the appropriate recognition of volunteers, including nominations for RFU recognition awards.
* Ensure that a policy of open recruitment is implemented when advertising and appointing volunteers.

**Coaching Coordinator**

**Role:** To provide the RFU with a contact at the club to promote and advertise courses or to communicate changes and updates in coaching practice. Ensure that the club members are kept up to date and directed towards courses and conferences.

**Duties:**

* To recognise, promote and manage the personal development for all coaches.
* To have a clear understanding of the RFU Coaching structure and available courses.
* To actively promote all RFU courses (Foundation, Award and CPD Courses).
* Identify potential coaches to fill coaching posts within the club.
* Promote the RFU Code of Conduct for Coaches.
* To identify needs and liaise with Community Rugby Coach and Club Coach Developer for the delivery of specific Foundation & CPD courses at the club.
* Ensure the Club is fully represented at the Cornwall Coaching Forum.

**Fundraising and Sponsorship Member**

**Role:** To identify opportunities for sponsorship and fundraising opportunities for the club, its activities and events.

**Duties:**

* Organise fundraising functions and activities for the club.
* Ensure all materials required for fundraising are obtained and available.
* Supervise the collection of all monies raised and arrange payment to the Treasurer.
* Prepare submissions and all supporting material and present proposals to interested parties.
* Ensure all commitments are provided according to the terms of the respective sponsorship agreements.
* Maintain accurate details of all sponsorship, fundraising and donations received.

**Webmaster**

**Role:** Work together with members of the club to improve communication and the profile of the club via Information Technology.

**Duties:**

* To maintain all pages on the Club Name RFC Website for the benefit of all players, their families and to enable visitors to the site to be made aware of information and activities of the club by liaising with all Club Name RFC committee members to ensure the swift delivery of valuable and timely information.
* To use the website as a tool to promote the club within the community, with other clubs and potential new members.
* Ensure the content of the website does not disclose any personal information about a child to members of the general viewing audience.
* Ensure that no inappropriate content is included within the website pages. This includes any material which could be defined as bullying or does not portray rugby in accordance with the current RFU guidelines.
* To ensure that any external sites which have links on the Club Name RFC Website do not contain any inappropriate material. Any site which changes their content and commence displaying inappropriate material will have the link from the Club Name RFC site removed immediately.

**Club Steward**

**Role:** As the Club Steward you will set the tone and cultivate that convivial atmosphere for which rugby is so famous. You will ensure your many customers an enjoyable visit so they want to come back.

**Duties:**

* Provide a well-stocked facility, organizing the ordering of all beverages and refreshments required for after match meals including Vice Presidents’ lunches and club social events.
* Ensure that all stock is ordered at appropriate times throughout the season, in particularly complying with all detailed sell by dates and implement good stock rotation.
* Ensure suitably qualified and sufficient staff are available to run the clubhouse facilities.
* Liaise with breweries and other suppliers to ensure that all goods purchased provide value for money, taking advantage of any special offers or discounts on offer.
* Ensure that the committee informed of any issues relating to the smooth functioning of the club.
* Complete any training relating to the running of the club facilities.
* Ensure that club facilities are maintained to a high standard of cleanliness.
* Provide the Club Webmaster with any relevant information for publication on the Club website relating to club social events.

**Head of Mini and Youth**

**Role:** There are two distinct functions assigned to the Head of Mini and Youth, the Executive role and the Ambassadorial role. To chair meetings and act as principal sub-committee officer throughout the year by making decisions whenever the need arises in consultation with other officers when appropriate. The incumbent should attend meetings in a neutral and uncommitted capacity to enable members of Mini and Youth sub-committee to have discussions with a neutral person in the Chair.

**Duties:**

* Provide direction for the Mini and Youth sub-committee by providing effective leadership and management.
* Monitor and evaluate the progress of agreed actions both short term and strategic.
* Ensure that succession and forward planning are integral within the section.
* Manage other Mini and Youth Officers to ensure the delivery of their responsibilities.
* Ensure that the sub-committee structure and management are transparent and available to all members of the club.
* Chair meetings of the Mini and Youth sub-Committee.
* Provide the Club Webmaster with any relevant information for publication on the Club website.
* Ensure all members of the Mini and Youth are familiar with the core values of the RFU.
* Represent the Mini and Youth sub-committee at full club meetings.

**Mini and Youth Secretary**

**Role:** The main purpose of this role is that of principal administrator of the Mini and Youth section. The Secretary carries out all the administrative duties that enable the section and its members to function effectively. It is a pivotal role within the section with a close involvement in the general running of the section.

**Duties:**

* Provide an open communication link between the Mini and Youth sub- committees, its members and other clubs.
* Record, manage and ensure action on all inward and outward correspondence including legal and insurance matters and acknowledge where necessary.
* Ensure all relevant forms and publications are distributed to the responsible officers and are available to members where applicable.
* Organise the Sub-Committee meetings, prepare agendas, reports and associated papers and take minutes. Produce clear and accurate minutes of all Sub-Committee Meetings within two weeks of the meeting and distribute to all committee members and administrative staff.
* Communicate all matters of importance from the CRFU/RFU and other rugby organisations to the sub-committee, section members; maintaining a sound knowledge of current RFU rules and regulations.

**Youth Membership Member**

**Role:** To distribute registration documentation for young players in the club, maintaining key relationships with the CRFU Youth Registrar and Mini and Youth sub-committee. The Youth Membership member is to pass all initial registrations and any update registration information to the Club Registrar to ensure entries on GMS are maintained. The incumbent should also have a range of skills and attributes including IT skills, attention to detail, resilience and dedication. In return, the appointed individual will receive ongoing support from the CRFU Youth Registrar, the Club Registrar and other committee members in the form of training, visits, guidance, and regular communications.

**Duties:**

* Ensure all youth players’ details are passed to the Club Registrar for recording on the RFU Registration database and on the Club membership pages of Game Management System.
* Be visible and approachable to all players parents, coaches and Team Managers by ensuring that their contact details are available to all players, parents of young players and club personnel and that these details are posted on club notice boards, the club website and registered on Game Management System.
* In conjunction with the CRFU Youth Registrar and Club Registrar, develop an effective registration processing system within the club to ensure that all youth players are qualified to play for Club Name RFC Mini and Youth Section by virtue of payment of subscriptions and accurate recording of data on the appropriate areas of the RFU database – Game Management System (GMS).
* Ensure that all irregularities are reported to the Club Name RFC Mini and Youth sub-committee at the earliest opportunity.
* To ensure that the club’s handbook web address is issued together with new members application forms.
* Collect annual Mini and Youth subscriptions and pass to the Club Treasurer at the earliest opportunity.
* Liaise with the CRFU Youth Registrar and/or Club Registrar on Youth Registration matters.
* Request details from Team Coaches and Managers and expect responses.
* Produce and distribute to the parents and carers of all members of the Mini and Youth Section the Pre Start Season Letter.
* Any other tasks to ensure the smooth running of the Mini and Youth Section.
* Provide all Age Group coaches with a pack containing players contact details, medical information, photographic consent forms and blank Reportable Injury forms. This pack is to be updated on regular intervals.

**Age Group Administrators/Team Managers**

**Role:** To represent the age group team at Mini and Youth sub-committee meetings and ensure that all team members and their parents are kept up to date with Club Name RFC Mini and Youth section requirements.

**Duties:**

* Ensure that all players within the age group are registered with Club and the RFU.
* Liaise with the Youth Membership Officer to ensure that all appropriate information has been provided to players and their parents and/or guardians.
* Collect subscriptions and registration forms and pass to Youth Registrar at the earliest opportunity.
* Ensure the Club Safeguarding Policy is adhered to within the Age Group, liaising with Club Safeguarding Officer as required.
* Act as primary channel for the flow of Club information to Parents and Coaches.
* Provide feedback and communication between Parents and Coaches, liaising with other Club officials as required.
* Ensure coaches and helpers provide the appropriate information to enable the submission of e-DBS forms to be undertaken by the Safeguarding Officer or Assistant Safeguarding Officer.
* Maintain an attendance register of players within age group.
* Act as coordinator for tasks, which are allocated to age groups.
* Adhere to and ensure everyone associated with the Age-Group follows the Club Codes of Practice.
* Ensure all players parents in the Age Group return the documentation as requested in the Pre Season Start Letter, issued by the Youth Membership Officer.
* Ensure in conjunction with the Age Group Lead Coach that the team’s first aid kit is available at all times and there is a suitable means of contacting the emergency services.
* Arrange a rota of parent volunteers within the Age Group to assist with the catering and match day tasks i.e. Teas and Coffee, or the cleaning of the playing strip for the Age Group.
* Ensure all accidents are reported in accordance with the CRFU, RFU and Club Name RFC policies. Completed accident forms are to be passed to the Honorary Secretary immediately following completion.
* Ensure that all M&Y players’ parents have completed the on-line RFU training regarding concussion. Details of players parents who have completed this training are to be passed to the Club Name RFC Honorary Secretary. (This training is available via the [England Rugby website](https://www.englandrugby.com/my-rugby/players/player-health/concussion-headcase/) ) Where appropriate assist the Age Group Coach with a phased return to play for any player deemed to have suffered a concussion.

**Assistant Volunteer Coordinator (Mini and Youth Section)**

**Role:** To undertake the role of assistant Volunteer Coordinator supporting the Club Volunteer Coordinator with a primary focus on identifying potential volunteers within the Mini & Youth Section to enhance the game of rugby for young people. *Be responsible for the recruitment, training and retention of the volunteers within the Mini and Youth Section of* Club Name *RFC.*

**Duties:**

* Assist the Club Volunteer Coordinator in assessing the personal needs of the Mini and Youth Section on an annual basis, taking into account regular duties as well as special duties.
* Assist the Club Volunteer Coordinator in the development of a recruiting plan that identifies all possible recruiting sources.
* Understand the nature of volunteering and what motivates people to volunteer.
* Assist in the recruit volunteers for all areas of the club and, where possible, place them in roles that suit their backgrounds, skills or wishes.
* Organise initial orientation of new volunteers to the Minni & Youth Section and if necessary, ongoing training.
* Keep all section volunteers informed of all club activities and events.
* Ensure individual volunteers are given the appropriate support and guidance to maintain their enthusiasm.
* Ensure the appropriate recognition of volunteers within the section, including nominations for RFU recognition awards.
* Ensure that a policy of open recruitment is implemented when advertising and appointing volunteers.

**Assistant Safeguarding Officer (Mini and Youth Section)**

**Role:** To support the Club Safeguarding Officer in the Safeguarding of Young People in Rugby Union within the club environment, maintaining key relationships with the CB Safeguarding Manager and local safeguarding partners. The `assistant Club Safeguarding Officer must undertake the appropriate RFU Safeguarding courses and will ideally have a background in child protection or welfare related agencies. The incumbent should also have a range of skills and attributes including empathy, approachability, a good sense of humour, objectivity, attention to detail, resilience and dedication to the cause of safeguarding young people under the age of 18. In return, the appointed individual will receive ongoing support from the Club Safeguarding Officer, and CRFU Safeguarding Manager in the form of training, visits guidance and regular communications. The incumbent must hold a valid DBS certificate.

**Duties:**

* Be visible and approachable to all members of the Mini and Youth Section and ensure that their contact details are available to all young people, parents/guardians or carers, members of Club Name RFC and that these details are posted on club notice boards, the club website and are also posted on the RFU Game Management System database.
* Work with the Club Safeguarding Officer to ensure that an effective DBS processing system for Club Name RFC volunteers is developed to ensure that all individuals working with young people undertake a DBS application every three years via the RFU.
* Assist the Club Safeguarding Officer with coordinating a programme of training, in conjunction with the CRFU Safeguarding Manager and/or RDO, for club personnel, including members of the Mini and Youth Section committee, Age Group coaches and appropriate members of the senior section involved in working with young people. This is to include arranging attendance at the RFU Safeguarding Play it Safe course.
* Ensure that all safeguarding issues and incidents involving adult(s) and children/young people under 18 are reported promptly to the Club Safeguarding Officer. In their absence the CRFU Safeguarding Manager or the RFU Safeguarding Team are to be contacted.
* To have the contact details for the local statutory agencies (police and social services) and liaise with them when necessary.
* Promote the Codes of Conduct are well publicised and adhered to by all members of the Mini and Youth Section, Club Name RFC.
* Be an active member of the Club Name RFC committee.
* Maintain an accurate and up to date list of all parents/carers who have applied and been issued with a Photographic Permit to enable them to take photographs of Club Name RFC Mini and Youth members playing rugby.

**Schools Liaison Member**

**Role:** Create and develop links within the local schools to promote junior rugby by providing individual schools with details of rugby courses, events and other rugby related information as it becomes available.

**Duties:**

* Develop points of contact in all local schools.
* Arrange with individual schools training sessions for children who wish to take part in rugby.
* Identify suitably qualified coaches who are available to provide schools with rugby training sessions.

**Mini and Youth Fixtures Secretary**

**Role:** To ensure that fixtures are arranged, establish a fixture list for the whole season for the Mini and Youth Section and confirm or re-arrange fixtures during the season.

**Pre-Season Duties:**

* Arrange matches with other clubs in the appropriate age groups.
* Contact coaches regarding fixtures and tournaments.
* Produce a fixture list for the season.
* Provide the Club Webmaster with details of all Mini and Youth Section Fixtures for publication on the club website, including any amendments or alterations.

**In-Season Duties:**

* To confirm upcoming fixtures with scheduled opposition.
* Inform Mini and Youth Section coaches and officials if any changes in the schedule occur.
* Ensure that an up to date fixture list is displayed at the Club and a copy is provided to the Webmaster to enable the Website to be amended as necessary.
* Arrange for a suitably qualified referee to be available for matches as required by the RFU regulations.

**Mini and Youth Age Group Lead Coaches**

**Role:** To provide rugby coaching for their respective age group in accordance with the regulations set out in the RFU Continuum and RFU Regulations.

**Duties:**

* Lead the Coaching team for the age group in accordance with the RFU continuum of Rugby and Club Policies.
* Provide a suitable level of Rugby Coaching to Children, ensuring fair play, Safety and fairness at all times.
* Hold a suitable RFU Coaching Certificate. Copies of all coaching certificates are to be passed to the Safeguarding Officer.
* Make individual learning and team selection decisions in liaison with assistant coaches.
* Ensure assistants provide the coaching practices and team direction appropriate to the age of children.
* Ensure all assistants are properly qualified and cleared to work with children, liaising with the Team Manager as required.
* Referee practice games and inter-club fixtures.
* Ensure that children within their age group are supervised at all times, especially when using any training aids e.g. The Scrummage Machine.
* Adhere to and ensure all players, coaches and spectators follow the Club Codes of Practice and Conduct.
* Liaise with the Age Group Team Manager to ensure that all children in the age group have registered and paid their subscriptions.
* Ensure all accidents are reported in accordance with the RFU and Club Name RFC policies. Completed accident forms are to be passed to the Honorary Secretary immediately following completion.
* Ensure that all M&Y players’ parents have completed the on-line RFU training regarding concussion. Details of player’s parents who have completed this training are to be passed to the Club Name RFC Honorary Secretary. (This training is available via the [England Rugby website](https://www.englandrugby.com/my-rugby/players/player-health/concussion-headcase/) ) Where appropriate request the assistance of the Age Group Assistant Coach with a phased return to play for any player deemed to have suffered a concussion.

**Mini and Youth Assistant Coaches**

**Role:** To assist in the provision of rugby coaching for their respective age group in accordance with the regulations set out in the RFU Continuum and RFU Regulations.

**Duties:**

* Under the direction of the Lead Coach, assist in coaching activities.
* Under the supervision of the Lead Coach, organise and run coaching sessions.
* Referee practice games and inter-club fixtures.
* Adhere to and ensure others follow the Club Codes of Practice and Conduct.
* Attend a suitable RFU coaching course and work toward a suitable RFU Coaching Certificate. Copies of certificates from these courses are to be provided to the Safeguarding Officer.
* Ensure all accidents are reported in accordance with the RFU and Club Name RFC policies. Completed accident forms are to be passed to the Honorary Secretary immediately following completion.
* Ensure that all M&Y players’ parents have completed the on-line RFU training regarding concussion. Details of player’s parents who have completed this training are to be passed to the Club Name RFC Honorary Secretary. (This training is available via the [England Rugby website](https://www.englandrugby.com/my-rugby/players/player-health/concussion-headcase/) ) Where appropriate assist the Senior Coach with a phased return to play for any player deemed to have suffered a concussion.

**First Aiders (Whole Club)**

**Role:** To provide initial First Aid treatment to players in the event of an accident or injury. All Club Name RFC First Aiders must hold a current HSE approved qualification or the RFU Emergency First Aid in Rugby Union qualification.

**Duties:**

* In conjunction with the Club Honorary Secretary review by the process of risk assessment the appropriate level of first aid provision required for training and home matches. (Note: It is the responsibility of the home side to determine the level of first aid requirements.)
* Provide prompt and timely first aid during any incidents.
* Ensure that when the emergency services are required they are promptly called and directed to the incident.
* Ensure that all first aid kits are stocked and replenished as required.
* Complete incident/injury reports as required under the Club Name RFC Policy documentation, maintaining the confidentiality of any young person.
* Promote any RFU and club policies for the welfare of all members.

**General Members**

* Attend committee meetings and undertake activities as delegated by the Chairman.
* Assist other committee members on an ad hoc basis.