



# MEDICALS RFC

## JOB DESCRIPTIONS

DOCUMENT #05

REVISED ON 01/07/12

### **CLUB PRESIDENT/ CHAIRMAN**

#### ***RESPONSIBILITIES:***

OF ROLE: There are two distinct functions of the Chairperson: the Executive role and the Ambassador role. To chair the meetings and act as principal officer throughout the year by making decisions whenever the need arises in consultation with other officers when appropriate. To act as the Ambassador of the club at all internal and external functions

TO: Main Committee

FOR: The club and its members

#### ***DUTIES:***

- To provide direction for the club by 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 in the club
- Manage other club officers to ensure the delivery of their responsibilities
- Ensure that the club structure and responsibilities are transparent and available to the membership
- Represent (or arrange a representative for) the club on the CB Committee
- Chair and manage the Exec Committee and bi-monthly club meetings
- Encourage community links
- Working with and supporting Constituent Bodies

#### ***KEY SKILLS FOR ROLE:***

Leadership and management skills – to encompass;

- Setting objectives
- Planning and organising
- Controlling and setting standards
- Ability to be objective
- Good communication skills
- Good motivator

#### ***TIME COMMITMENT:***

- Approximately 6 to 10 hours per week

#### ***CLUB NOTES:***



## **HONORARY SECRETARY**

### ***RESPONSIBILITIES:***

**OF ROLE:** The main purpose of this role is that of principal administrator of the club. The Hon 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 Hon. Secretary provides the main point of contact for people within and outside the club on just about every aspect of the club's activities.

**TO:** Main Committee

**FOR:** Assistant Secretary (If Appropriate)

### ***DUTIES:***

- Provide an open communication link between the committee, members and other clubs and leagues
- Record, manage and ensure action on all inward and outward club correspondence including legal and insurance matters and acknowledge where necessary
- Provide such club details as required by the RFU and CB
- Ensure all relevant forms and publications are distributed to the responsible officers and available to members where applicable
- Represent the club, with the Chairman, on the CB Committee
- Organise AGM, Exec Committee and Club meetings, prepare agendas, reports and papers and take minutes
- Communicate all matters of importance from the league/CB/RFU to the committee and club members; maintaining a sound knowledge of all league/CB/RFU rules and regulations
- Ensure the upkeep of player registration system on Rugby First

### ***KEY SKILLS FOR ROLE:***

- Good management skills
- Confident and effective communicator
- Good administration skills
- Well organised and conscientious
- Good IT skills
- Good working knowledge of meeting procedures

### ***TIME COMMITMENT:***

- Approximately 6 hours per week.

### ***CLUB NOTES:***



## **COUNTY REPRESENTATIVE**

### ***RESPONSIBILITIES:***

OF ROLE: The main purpose of this role is that of county administrator of the club. County Rep supports the Hon Secretary and ensures all CB and County administrative duties are completed

The County Rep provides an additional key point of contact for people within RFU and CB on all aspects of the club's activities.

TO: Main Committee

FOR: Hon Secretary

### ***DUTIES:***

- Provide an open communication link between the committee, CB and RFU
- Provide such club details as required by the RFU and CB
- Represent the club, with the Hon Secretary, President, on the CB Committee
- Ensure all relevant forms and publications are distributed to the responsible officers and available to members where applicable
- Communicate all matters of importance from the league/CB/RFU to the committee and club members; maintaining a sound knowledge of all league/CB/RFU rules and regulations

### ***KEY SKILLS FOR ROLE:***

- Good management skills
- Confident and effective communicator
- Good administration skills
- Well organised and conscientious

### ***TIME COMMITMENT:***

- Support Hon Secretary (Approx 2 or 3 hours per week)
- Attended CB/ County meetings – one every 2 months

### ***CLUB NOTES:***

Currently part of Hon Secretary Role



## **HONORARY TREASURER**

### ***RESPONSIBILITIES:***

OF ROLE: The Treasurer is responsible for the management of the club's accounts and its financial dealings.

TO: Main Committee

### ***DUTIES***

- Look after the finances of the rugby club
- Be fully aware of the financial position of the club at all times and keep the committee informed of all financial trends and areas of concern
- Renew insurances annually
- Issue receipts and promptly deposit all monies received
- Be responsible for ensuring that adequate records are kept regarding the clubs financial transactions
- Manage the clubs cash flow and maintain a working level of petty cash
- Prepare and present accounts for the end of year financial report and audit
- Financial planning, including producing an annual budget and monitoring it throughout the year
- To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, tax returns, grant aid reports)
- Ensure club has paid RFU and Constituent Body affiliation fee
- Provide such club details as required by the RFU and CB and maintain records of all members of the club

### ***KEY SKILLS FOR ROLE:***

Bookkeeping and accounting knowledge

IT/PC Literate

Knowledgeable about VAT, returns and rules

Be aware of investment opportunities

Well organised, able to keep records

Careful when handling money and cheques

Confident in handling figures

Prepared to make instant decisions relating to the finances of the club when necessary

### ***TIME COMMITMENT:***

- Approximately 2 hours per week – increasing around Financial Year End

### ***CLUB NOTES:***



## **FIXTURES SECRETARY**

### ***RESPONSIBILITIES:***

OF ROLE: To ensure that fixtures are arranged, establish a fixture list for the whole season and confirm or re-arrange fixtures during the season.

TO: Main Committee

### ***PRE-SEASON DUTIES:***

- Receive fixtures from league and competitions
- Liaise with the other Fixture Secretaries to offer and receive friendly fixtures
- Attend CB fixtures evening (mid June)
- Create the fixture list for all teams within the club
- Liaise with other sections of the club in respect of other commitments (fixtures and events)
- Oversee production of the fixture card
- Forward lists of fixtures to CB Referee Society Appointments Secretary
- Book pitches and facilities for the season.

### ***IN-SEASON DUTIES:***

- To confirm upcoming fixtures with scheduled opposition.
- Inform players, coaches and officials if any changes in schedule occur
- Confirm availability of pitch & club facilities for upcoming fixtures
- Liaise with other sections of the club in respect of changes
- To ensure an up to date fixture list is displayed on the club notice board taking into account changes as they occur.
- Report match results to appropriate body (if not the responsibility of the appointed league contact or other committee member)

### ***KEY SKILLS FOR ROLE:***

- Good communication skills
- Well organised

### ***TIME COMMITMENT:***

- Approximately 2-4 hours per week

### ***CLUB NOTES:***



## **DIRECTOR OF COACHING – 1<sup>st</sup> XV COACH**

### **RESPONSIBILITIES:**

OF ROLE: To provide coaching to support the needs of Medicals RFC. Set up and run coaching session for all club members. Provide ongoing support and sustainability by training assistant coaches

Represents the team on behalf of club management and ensures all team members are kept up to date with club requirements

TO: Director of Rugby / Fixture Secretary / Assistant Coaches

FOR: Relevant team(s)

### **DUTIES:**

- Ensure that all players are correctly registered prior to the first game
- Represent the team at all club meetings
- To deliver coaching sessions throughout the season and monitor player performances
- Take a professional approach to the planning, preparation and organisation of coaching sessions.
- Establish and maintain a comprehensive schedule of coaching.
- Evaluate Coaching Sessions
- Ensure the safety and welfare of all participants in coaching sessions
- Assist in the organisation and delivery of player development courses as highlighted by Hon Secretary/ County Rep (directed by the RDO and CB)

### **KEY SKILLS FOR ROLE:**

- Good knowledge of coaching drills and techniques
- Recognised RFU coaching qualification
- Good organisational skills
- Enthusiastic and a good motivator
- Approachable
- Good timekeeping skills

### **TIME COMMITMENT:**

- 10+ hours per week

### **CLUB NOTES:**



## **TEAM CAPTAINS**

### ***RESPONSIBILITIES:***

OF ROLE: Represents the team on behalf of club and ensures all team members are kept up to date with club requirements. Makes decisions on field of play

TO: Director of Rugby / Fixture Secretary / Coach

FOR: Relevant team(s)

### ***DUTIES:***

- Confirm player availability for all matches
- Ensure that all players are correctly registered prior to the first game
- Responsible for correctly completing team sheet and information before matches
- Ensure that all players are correctly attired for each game
- Arrange for team jerseys to be collected each week and are available for the next match
- Collect match fees from each player
- Represent the team at all club meetings

### ***KEY SKILLS FOR ROLE:***

- Good organisational skills
- Enthusiastic and a good motivator
- Approachable
- Good timekeeping skills

### ***TIME COMMITMENT: •***

- 5-10 hours per week – often more on Friday evenings

### ***CLUB NOTES:***



## **SOCIAL SECRETARY & BAR MANAGER (SOCIAL COMMITTEE)**

### **RESPONSIBILITIES**

ROLE: The management of the club's bar/catering facilities on match days and at other events and functions nominated by the committee

To organise social events to bring the players, officials, parents and all members together in a social setting to enhance relationships within the club. To promote healthy participation in a fun club

TO: General Committee

FOR: Additional Bar and Catering Staff and Social Committee members

### **DUTIES:**

- Organising and running of club bar; including staffing, ordering, stock control, security, monitoring of prices/sales, signing in of visitors, control of takings
- Provide/organise the provision of catering requirements for all matches, events and social occasions
- To ensure cleanliness and Health & Safety matters are adhered to
- Organising club functions, such as end of season and pre-season events and Christmas party
- Help encourage new members into the club and motivate members to attend club events
- Booking venues and entertainment
- Liaise with all General Committee members

### **KEY SKILLS FOR ROLE:**

- Good communication and organisational skills
- Knowledge of food hygiene procedures and bar management skills desirable
- Experience with handling money and stocks
- Enthusiastic and Motivated
- Good communication and organisational skills
- Creative and enjoys socialising
- Ability to include all sections of the club with a variety of tastes.

### **TIME COMMITMENT:**

- A few hours a week when bar facilities are required and the weekly provision of match teas throughout the season. Potential to vary depending on social events in calendar

### **CLUB NOTES:**





## **CLUB VOLUNTEER CO-ORDINATOR**

### **RESPONSIBILITIES:**

OF ROLE: The Club Volunteer Co-ordinator is responsible for the recruitment, training and retention of the club's volunteers.

TO: Main Committee

FOR: All those who volunteer within the club

### **DUTIES:**

- Assess the personnel needs of the club on an annual basis; taking into account regular duties as well as special events
- 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 background, skills or wishes
- Organise initial orientation and, where possible, ongoing training
- Keep club volunteers informed of all club activities and events
- Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- Ensure appropriate recognition of volunteers, including nomination for RFU recognition awards
- Ensure a policy of open recruitment is implemented when advertising for, and appointing, volunteers

### **KEY SKILLS FOR ROLE:**

- Approachable and a good listener
- Confident and effective communicator
- Good organisational skills and ability to delegate
- Enthusiastic and a good motivator

### **TIME COMMITMENT:**

- Approximately 2-3 hours per week

### **CLUB NOTES:**

Currently part of Hon. Secretary Role



## **DISCIPLINARY OFFICER**

### ***RESPONSIBILITIES:***

OF ROLE: To maintain the standards of discipline within the Club by investigating and dealing any allegations of foul play or misconduct fairly, consistently and efficiently and in line with the RFU Disciplinary Regulations.

TO: Club Committee/County Disciplinary Panel/RFU

FOR: Club Disciplinary Panel

### ***DUTIES:***

- Deal with all misconduct charges within the club
- Hold internal club disciplinary hearings for players either sent off or cited in accordance with Disciplinary Regulation 2.2
- To be responsible for all discipline queries in conjunction with the CB Discipline Secretary.
- To provide information to the club members and players in relation to disciplinary matters
- Liaise with CB Discipline Officer/RFU regarding disciplinary matters involving the club
- Update club website with any issues relating to discipline

### ***KEY SKILLS FOR ROLE:***

- Legal background or attendance at a RFU Disciplinary Conference
- Experience of playing rugby
- Good interpersonal skills.

### ***TIME COMMITMENT:***

- Very limited - Dependant on frequency of disciplinary issues arising

### ***CLUB NOTES:***