



NORTH SHIELDS

RUGBY FOOTBALL CLUB

Clubhouse / Pavilion
Preston Playing Fields
Monks Wood
Preston Village
North Shields
Tyne and Wear
NE29 9ND

Tel: 0191 2577352

Club Organisational Structure

Club Annual General Meeting (AGM)

Club Members elect Officers and the Club's governing body, which can then appoint any other club officials.

The business of the AGM also includes an annual report given by the outgoing Committee members on the current situation and performance of the different sections within North Shields RFC.

Club General/Management Committee

NSRFC committee members head the club's management and administrative structure on behalf of the members and in accordance with the aims of the Club. It meets on the 1st Monday of every month (sometimes changed to allow attendance or miss bank holidays etc.) to coordinate club activities, discuss club business, make decisions and recommendations, to coordinate tasks delegate to sub-committees and plan for the future.

It comprises elected club officers, representatives from all sections of the club and Chairpersons of the key sub-committees.

Rugby Committee

It is the responsibility of the Rugby Committee to ensure that Rugby at North Shields RFC is being played at the highest possible standard within the laws of the game and the capability of the playing members and their support network, whilst maintaining clubs values and integrity.

The Rugby Committee will provide support and leadership through a structured plan for the development of rugby at NSRFC.

In addition the Rugby Committee will represent the interests of all players and playing groups in the club and communicate between them and the club general committee.

Selection Committee

The Selection committee is responsible for the selection of appropriate available players to the appropriate squad/position as far as is reasonably practicable and within the RFUs guidelines and Club Selection Policy.

Junior Rugby Committee

Disciplinary Panel

The Disciplinary Panel shall have jurisdiction over club members (including players, coaches, and other affiliates) in matters of conduct on, or associated with, the field-of-play during matches played representing North Shields RFC.

In addition, the Disciplinary Panel shall have jurisdiction over club members (including players, coaches, and others affiliates) in matters of conduct off the field-of-play that reflect upon the game of Rugby Union Football and North Shields RFC.

The Disciplinary Panel will hold internal club disciplinary hearings for players either sent off or cited before attending the Northumberland RFU disciplinary hearing. The player will be asked to attend the club hearing held by a panel of 3 (at least), the player will be entitled to representation if required. At this hearing, if found guilty, the club will decide on an appropriate ban which will fall in line with the RFU guidelines. You will then be accompanied /represented by a club official at the Northumberland RFU hearing.

Elected Officers

Officers shall be democratically elected, annually during the Annual General Meeting and shall hold the position for a term of one year.





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Club Officials - Role Responsibilities

Your club is run by volunteers who need your help, If you have the time please take on or assist in a role.

President

- Chairs or 'presides' at general meetings especially the AGM.
- Attends meetings in a neutral and uncommitted capacity
- Acts as ambassador for the club, representing the club at external meetings
- Assists with recruitment where necessary
- May be required to undertake interviews with press / media

Vice President(s)

- Assists President with meetings and decisions
- Takes place of President if he/she is unable to attend any meeting or appointment
- Point of contact for committee members before the President.

Chairperson

- Chairs meetings of main Club Committee
- Sets agenda and controls discussions in club meetings
- Makes decisions in consultation with other officers
- Plays an executive role as the principal officer throughout the year.
- Must plan ahead and be prepared to delegate
- Acts as a conciliator between 2 parties trying to resolve a disagreement.
- Can act as point of reference for external agencies in conjunction with the Secretary
- Ensures all club sub committees meet regularly

Vice Chairperson

- Assists Chairperson with meetings and decisions
- Takes place of Chairperson if he/she is unable to attend any meeting or appointment
- Point of contact for committee members in the absence of the Chairperson.

Honorary Secretary

- Principal administration officer- the main link between members executive committees and outside agencies
- Manage club correspondence including legal matters
- Must have good all-round communication skills
- Must be computer literate with access to email.
- First point of contact for an outsider
- Record disciplinary matters
- At the forefront of the work of the organisation
- Writes agendas and minutes in club meetings
- May produce newsletters/publicity material if no publicity officer exists

Treasurer

- Should be financially qualified
- Must be able to prepare and set budgets and control costs
- Agrees/sets budgets
- Administers club accounts
- Appoints auditors if necessary
- Pays registration fees
- Organises team treasurers if necessary and collates all fees
- Prepares income and expenditure accounts and cash flow forecasts

Honorary Fixtures Secretary

- Point of reference between league and teams
- Receive fixtures from league and competitions
- Liaise with the other Fixture Secretaries to offer and receive fixtures
- Create the fixture list for all teams within the club
- Production fixture list
- To confirm upcoming fixtures with scheduled opposition
- Inform players, coaches and officials if any changes in schedule occur





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- 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
- Liaise with Referee Society and Referees

County Representative

- Sits on CB committees if necessary
- Receives minutes and other communications from CB meetings
- Coordinates activity within the club as and when necessary

Bar and Facilities Manager

- Responsible for ensuring bar is stocked appropriately before all matches
- Responsible for collecting and banking all money received behind the bar
- Responsible for hiring and co-ordinating bar and cleaning staff
- To maintain the Clubs facilities in a manner which promotes a safe and enjoyable environment for children and adults.
- To progress and co-ordinate any necessary works reported.
- To obtain quotes and method statements from outside contractors for any works.
- To oversee works from a safe working environment perspective.

Social Secretary

- Organises all club social events
- Prepares calendar and promotes events
- Books venue(s), assists with publicity

Chairman of Rugby

- To provide direction for the playing activities of the club by effective leadership and management
- Chair the Rugby Committee
- Brief coaches and managers on on-going responsibilities; monitor their performance and provide feedback
- Negotiate with the Head Coach, and support coaches, the clubs expectations of them for each season
- Liaise with coaches on the on-going player needs of the club
- Oversee recruitment activities
- Design and initiate approaches to attract and retain players in the club
- Lead or assign attendance at disciplinary meetings
- Co-ordinate training and equipment requirements annually

Chairman of Selectors

- Chair the weekly Selection Committee to decide playing squads for the week ahead.
- Ensure all teams are selected according to club policy.
- Obtain relevant information regarding player eligibility and availability
- Communicate selection choices to players via the notice board and press officer
- Provide feedback to players regarding selection if requested.
- Assist the Chairman of Rugby.

Membership Secretary

- Holds and continually updates data and details of all members
- Assists with recruitment and publicity
- Collects subscriptions

Disciplinary Officer

- 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.
- Deal with all misconduct charges within the club
- Chair of 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





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Coaching Staff

- To establish and promote good working relationships and high standards of behavior with players parents/carers and club officials
- To promote in a positive way the ethos of the rugby club
- To demonstrate the ability to safely organize and supervise all rugby activities to include small sided and conditioned games
- To develop an understanding of generic and rugby coaching skills and be willing to undertake relevant training to include First Aid
- To deliver rugby coaching sessions in a safe enjoyable way ensuring that all relevant club and RFU guidance is adhered to
- Sit on the weekly Selection Committee to decide playing squads for the week ahead.
- The Coaches are responsible for organising a team "pre-match", including assisting team managers and captains in ensuring players are available.

Team Managers

- Sit on the weekly Selection Committee to decide playing squads for the week ahead.
- Ensuring which players are available for selection.
- Welcome all new players and parents to the club with an induction to all aspects of the club rules, ethos and codes of conduct.
- Ensure all players are registered and relevant membership fees are collected.
- Maintain a record of all players and ensure available at all games and training sessions.
- Work with coaches to ensure a safe playing and training environment.
- To work closely with the C.P.O. to ensure all aspects of Child Protection are enforced and fully understood by all attending the games/training.
- Ensure all shirts are accounted for throughout the season are returned complete.
- Be point of contact for any queries raised by players or parents/guardians.
- Provide fixture lists and information regarding forthcoming games and events
- To hold the players contact list and be responsible for keeping its content up to date and ensure it is available to view at all matches and training sessions.
- Carry out risk assessment of the venue prior to the match or training session
- Check first aid kit content
- If needed complete the necessary incident report form, accident report or disciplinary forms
- Ensure that an appropriate person (eg coach) is deputised to complete the roles if they are themselves absent.
- To ensure that the following relevant paperwork is up to date
 - Medical forms
 - Weekly register

Coaching Coordinator

- Recruits, encourages, develops and organises training for all club coaches
- Identify potential coaches
- Liaises with CB and RFU on coaching courses
- Acts as point of contact for all coaching queries

Referee Coordinator

- Encourages, recruits, develops and organises training for all club referees
- Acts as point of contact for CB / RFU courses

Publicity and Press Relations Officer

- To ensure that the club has support from the local secretary community and that news of matches and results is published frequently
- Produce and distribute promotional material
- Liaise with club members in order to promote the club
- Produce press releases of club events
- Ensure articles , language and photographs reflect a fair and positive representation of the club members and the community.





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Website Coordinator

- Develops website with links to others
- Ensures that all information on the website is accurate and up to date
- Ensures that the website promotes and advertises events and matches

Volunteer Coordinator

- Responsible for the recruitment, training and retention of the club's volunteers
- 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

International Ticket Coordinator

- To organise the allocation and distribution of tickets to NSRFC Members for the Autumn Matches and the Six Nations Championship.
- To advertise the availability of the tickets to the NSRFC Members.
- To obtain ticket applications and payments from NSRFC Members.
- To complete the RFU ticket application forms and return them to the RFU.
- To distribute tickets to the NSRFC Members who have been allocated tickets.
- To refund payments to NSRFC Members who have not been allocated tickets.

Seal of Approval Coordinator

- Coordinate the activities to ensure that the Club meets, and where possible exceeds, the minimum requirements laid down by the RFU to ensure that the Club gains/retains its Seal of Approval accreditation.
- To act as the interface between the Club and the RFU in all matters relating to the Seal of Approval.
- To work with the NSRFC Officials to coordinate the production of the Seal of Approval Evidence File for the Annual Seal of Approval Audit conducted by the RFU.
- To input into the development of the NSRFC Tactical Plan to ensure that it includes the necessary activities to ensure the minimum requirements laid down by the RFU to maintain the Clubs Seal of Approval accreditation are met.
- To review the NSRFC Policy Documents at the end of each season and update them as required to ensure that they reflect any changes in UK Law and RFU policies and procedures.
- To ensure that the NSRFC Policy Documents are published on the NSRFC Website and available in the Seal Of Approval Folder that is held behind the bar in the clubhouse.
- To work with the NSRFC Officials to ensure that Key Policies (e.g. Accident Policies and Procedures) are communicated to Coaches, Players, Parents/Carers and NSRFC Members.

First Aid Coordinator

- Recommend training to achieve and maintain required numbers of appropriately skilled volunteers
- Ensure provision of First Aid during incidents
- Ensure emergency procedures are communicated and adhered to
- Ensure First Aid equipment is functional and kit is stocked
- Complete incident/injury reports where necessary in line with RFU regulations

Grounds Manager

- To maintain club grounds/facilities throughout the year to ensure that matches can take place. To ensure that the rules and regulations regarding club pitches are respected and observed.
- Coordinate outdoor work involving the preparation, cutting, watering and marking out of rugby pitches throughout the year
- To provide good quality rugby pitches for the club and for the players within that club
- To ensure efficient running and operation of the ground and its outdoor facilities





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- Ensure that the playing surface is in good order at all times
- Ensure that the goalposts are in good order at all times
- Ensure that all grounds maintenance equipment is in safe working order
- Ensure that the ambulance access is maintained at all times
- Risk Assessment
- Final say whether pitches can be played / /trained on

Chairman of Junior Rugby

- Chairs junior club sub committee
- Responsible for all elements of junior section (may delegate to sub committee members)
- Encourages and supports coaches to develop junior players
- Link between parents and club
- Can act as schools development officer if none exists

Director of Junior Rugby

- The Director of Junior Rugby is responsible for all issues relating to the playing side of the youth section.
- Should ensure that there is a high degree of synergy between the Senior and Youth section of the Club
- Ensuring that the policy of the club is implemented and that the coaching system is effective.
- Manage a planned and organised playing structure to provide competitive rugby for all levels within the youth section and development opportunities for transition into senior rugby
- Be proactive in developing the standard of youth rugby and coaching.
- To represent the junior playing members in discussions at the Youth Committee and to raise issues on their behalf.
- To represent the Club's policies as they affect youth playing members.
- To manage matters relating to coaching throughout the Youth Section.
- As necessary, source, recruit and develop junior coaches.
- To identify areas of player recruitment by close liaison with the Schools Liaison Officer.
- To continually seek to improve the development of all young people, both mentally and physically, whilst maintaining the importance placed on ensuring that the players learn to respect the opposition, their team mates, the coaches, the referees and primarily themselves.
- To ensure adequate health and safety processes and procedures are in place to support players and their development.

Schools Liaison Officer

- Committed to developing the junior section of a club
- To create links with and promote junior rugby within local schools

Child Protection Officer

- To ensure that children and young players are provided with the highest possible standard of care by their coaches and volunteers
- To implement a child/young player protection policy
- To raise awareness and understanding that abuse does happen in sport and to establish communication and reporting procedures

Safeguarding Officer

- To provide leadership in the Safeguarding of children in rugby union within the rugby club, maintaining key relationships with the CB Safeguarding Manager (CBSM) and local safeguarding partners.
- Develop the clubs own 'Safeguarding Vulnerable People Policy' and procedures in conjunction with the RFU policy and circulate & promote the RFU or clubs Codes of Conduct;
- Be visible and approachable to all club members and ensure your contact details are available to all young people, parents and club personnel and that these are posted on club notice boards and on the club website and registered on RugbyFirst;
- In conjunction with the CBSM, develop an effective CRB processing system within the club to ensure that all individuals working with young people undertake a CRB application every three years (and hold an ISA-registration from Oct 09);
- To co-ordinate a programme of training, in conjunction with CBSM and/or RDO, for club personnel, including club management committee, involved in working with young people (i.e. Safeguarding & Protecting Young People in Rugby Union courses);





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- To ensure that all safeguarding issues and incidents involving adult(s) and children/ young people under 18 are reported promptly to the CBSM (or RFU Safeguarding team in their absence);
- To have contact details for the local statutory agencies (police / social services etc.) and liaise with them when necessary;
- Be aware of individual children's special educational or medical needs and the need to inform appropriate club age-group coaches/managers
- To ensure that the clubs first aid co-ordinator complies with RFU medical/first aid protocols
- To monitor club website for inappropriate content and report/amend as appropriate;
- To distribute literature, electronic communication and new developments concerning the safeguarding of young people to club personnel as appropriate.

Pathfinder

- Objective: Retain players in the game
- Manage the transition of players from youth to adult teams within the club
- Manage the handover of players leaving the club (permanent or temporary) to another Pathfinder or club
- Receive new players to the club
- Link with local schools, colleges and universities to provide playing opportunities
- Ensure appropriate club events and facilities to ensure current players remain at the club

Welfare Officer

- Coordinate and support the following:
 - 1st Aid Coordinator
 - Disciplinary Officer
 - Child Protection Officer
 - Safeguarding Officer
 - School liaison Officer
 - Pathfinder
- Ensure production, updating and implementation of club welfare policy documents
- 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.
- Deal with all misconduct charges within the club
- Sit on 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
- To be involved in a club's Seal of Approval accreditation and to verify and confirm the information provided to the RDO is correct; and
- To distribute literature, electronic communication and new developments concerning the safeguarding of young people to club personnel as appropriate.

Captain

- The Captain is responsible for the team on the pitch with regards to discipline, moral, liaising with officials and strategy as well as the normal duties of a captain of a Rugby Union team.
- Sit on the weekly Selection Committee to decide playing squads for the week ahead.
- The Captain is responsible for organising a team to play matches, including assisting team managers and coaches in ensuring players are available.

Vice Captain

- The Vice Captain will undertake the captains duties if the captain is not available to do so.

Fundraising and Sponsorship Coordinator

- Directly responsible for sponsorship and fundraising opportunities for the club, its:
- Organise fundraising functions and activities for the club
- Ensure all materials required for fundraising are ordered and available
- Supervise the collection of all monies raised and arrange payment to the Treasurer
- Identify all available sponsorship opportunities and methods of accessing funding through partner agencies
- Prepare submissions and all supporting material and present proposals to interested parties





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- Ensure that all commitments are provided according to the terms of the respective sponsorship agreement
- Maintain accurate records of all sponsorship, fundraising and donations received
- If necessary, form a Sponsorship and Fundraising Sub-Committee.

