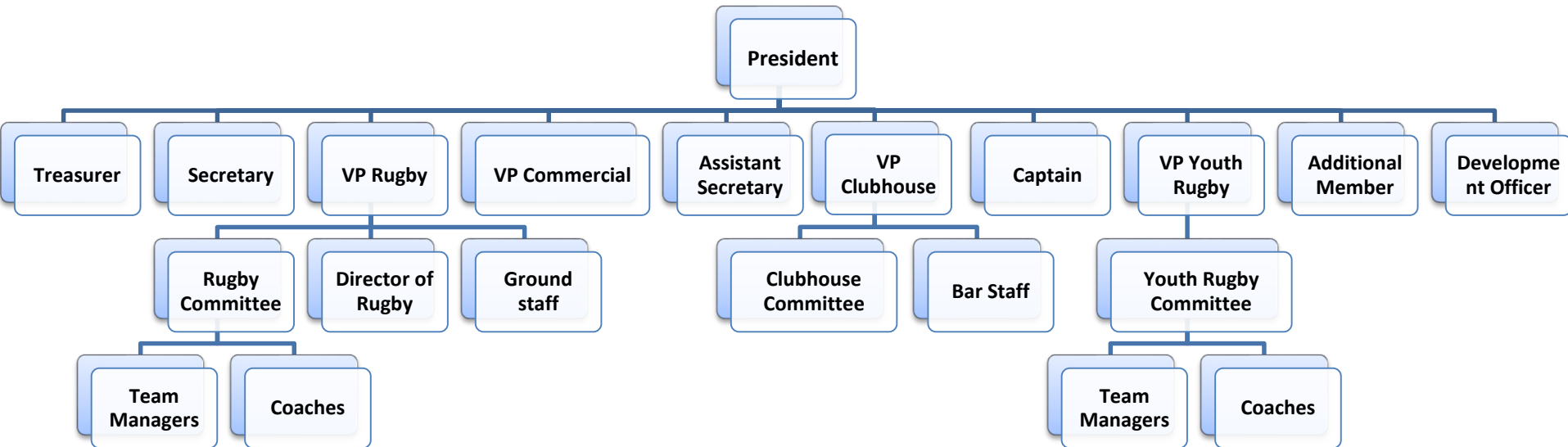


Livingston Rugby Club



Our Vision: LRFC is a self sustaining club where players and coaches develop to reach their potential. We are inclusive and at the centre of our community. Our members and volunteers are an integral part of the team.

Livingston Rugby Club

President



The President is responsible for the ultimate achievement of the strategic ambitions of the club as well as the overall management of its operational activities and acts as the club's representative at all internal and external functions.

Responsibilities:

- Chair meetings and act as senior club officer throughout the year, by making decisions whenever the need arises, in consultation with other club officers when appropriate.
- Attend meetings in a neutral and uncommitted capacity and enable the group to have a meaningful discussion with a neutral person in the chair.
- 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 and ongoing in the club.
- Constitute and resource any special working groups and ensure that their activities are reported to the Executive.
- Manage other Club Officers to ensure the delivery of their responsibilities.
- Ensure the club structure and responsibilities are transparent and available to the membership.
- Lead the general standard of the club and provide an understanding of the ethos and codes of conduct required.
- Set the agenda for meetings and ensure it is in line with the club vision and mission statement.
- Act as a mediator in the event that disagreements arise between particular subcommittees or sections.
- Provide liaison and communication between the various sections of the club.
- Provide link to SRU and attend regional meetings

Continued over

Livingston Rugby Club

President (Cont)



Knowledge and skills required

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all the organisation's members.

Estimated time commitment required and period of appointment

The estimated time commitment required as the President is 3 hours per week during the season and 3 hours per week out of season

Livingston Rugby Club

Treasurer



The Treasurer is the chief financial management officer for your club and is directly responsible to the President and members of the club.

Responsibilities:

- Responsible for the management of the club finances in accordance with the decisions of the Executive Committee.
- Recommend action on financial matters to the committee.
- Collect subscriptions and all money due to the club.
- Pay bills on behalf of club and record the information.
- Keep up to date records of all financial transactions.
- Ensure all cash and cheques are promptly lodged to the club's account(s).
- Ensure funds are spent properly.
- Report regularly to the committee on the financial position of the club.
- 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 tax returns).
- Ensure the club pays all affiliation and competition fees.
- Review overdraft & loan in September (this year only)

Continued over

Livingston Rugby Club

Treasurer (cont)



Knowledge and Skills Required

Ideally the Treasurer should be:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records and manage financial records through accounting system
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit

Estimated time commitment required

The estimated time commitment required as the Treasurer is 2.5 hours per week during the season and 2.5 hours per week out of season

Livingston Rugby Club

Secretary



The Secretary is the chief administration officer of the club. The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and club documents. In addition, they record the deliberations and decisions of the club committee.

The secretary is directly responsible to the President and members of your club:

Responsibilities:

- Responsible for the day-to-day business and administration of the club.
- Collect, manage and ensure action on club correspondence including legal and insurance matters. Ensure copies of correspondence are file.
- Organise AGM, Executive Committee and club meetings.
- Responsible for the accurate record keeping and circulation of the minutes from meetings.
- Record and deal with disciplinary matters.
- Ensure all relevant forms and publications are with the responsible club officers and make the system available to members.
- Attend such meetings as required by the Executive Committee.

Knowledge and skills required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution
- Has good knowledge of computer based communication systems

Estimated time commitment required

The estimated time commitment required as the Secretary is 2-3 hours per week during the season and 2-3hours per week out of season

Livingston Rugby Club

Vice President Youth Rugby



The Vice President Youth Rugby runs the Youth committee. They will link to the Director of Rugby and alongside the coaching team are responsible for the rugby played. The Vice President Youth Rugby will ensure the coaching team fulfil their responsibilities throughout the youth section and that there is a high degree of synergy between the senior and youth section of the club by ensuring the playing and development policy of the club is implemented and the coaching system is effective.

Key Responsibilities:

- 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.
- Represent the junior playing members in discussions at the Youth Committee and to raise issues on their behalf.
- Manage matters relating to coaching throughout the youth section and where necessary relaying issues back to the Director of Rugby & President of the club.
- Sourcing, recruiting and developing junior coaches and team managers
- Ensuring adequate health and safety processes and procedures are in place to support players and their development.
- Continually seeking 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 teammates, the coaches and referees.
- Ensure adequate player numbers at each level and where issues arise put plans in place to recruit
- Support senior team matches by providing youth support
- Oversee transition of U18s
- Develop youth academy

Continued over

Livingston Rugby Club

Vice President Youth Rugby (cont)



Responsible to:

The Youth Rugby Coordinator is responsible to the President of the club and the Director of Rugby

Knowledge and skills required

- An interest in improving the standard of youth rugby at the club.
- Good communication skills.
- A good organiser and forward planner.
- A good delegator
- Team player

Estimated time commitment required

The estimated time commitment required as the Youth Rugby Coordinator is 4 hours per week during the season and 4 hours per week in preseason.

Livingston Rugby Club

Vice President Commercial



The Vice President Commercial role exists to identify, recruit and manage external support for the club. The Vice President Commercial is responsible for communication strategies for the club

Key Responsibilities:

- Work with the President and management committee to develop and implement a strategic business plan to include commercial and marketing strategies for the club.
- To build relationships with key partners and stakeholders, establish mutual objectives and work in partnership to achieve those objectives.
- To identify and attract potential new partners and introduce them and engage them as part of the club. Retain sponsorship through better business engagement, sponsor packages, and sponsor communications and management.
- To ensure that sponsorships with business have tangible benefits to the club and ensure that sponsor benefits are delivered to improve sponsor satisfaction and retention.
- To manage and maximise membership subscription payments by attracting new members, retaining current members, re-engaging lapsed members and ensuring there is an effective management system in place to maximise income.
- To increase revenue by increasing the usage of club facilities by community groups, businesses and the general public. To offer a range of uses and packages and create marketing material to allow you to spread the word of your product to the market place.
- To market the club and its facilities effectively to both the membership and the general public via word of mouth, email communications, posters and flyers and engaging social media.
- To provide regular progress reports to the management committee
- Produce programmes for home games

Continued over

Livingston Rugby Club

Vice President Commercial (cont)



Responsible to:

The Vice President Commercial is responsible to the President of the club and the management committee

Knowledge and skills required

A good organiser and forward planner.

Sales or marketing background.

Financial understanding and able to report on targets and budgets.

Events organising experience.

Excellent communication skills, both written and spoken.

Good presentation skills.

Drive, tenacity and enthusiasm.

Good organisational and budget management skills.

Estimated time commitment required

The estimated time commitment required as the Vice President Commercial is 2 hours per week during the season and 2 hours per week in preseason.

Livingston Rugby Club

Team Manager



Team Managers have an extremely important role ensuring the successful management of the team and welfare of the players in their care. A Team Manager is responsible for the administration and management of the team and the welfare of all team members at training and competition.

Responsibilities:

- Liaising with all team members, coaches and officials (and parents where applicable), to ensure players are appropriately dressed and made aware of all information regarding training, matches and club functions.
- To ensure the club's Players Charter or Code of Conduct is adhered to by all members of the team at all times.
- Ensure all equipment / kit is in place for all matches and training sessions.
- Adjudicating any problems that may arise among team members, the coach and supporters (and parents/employers where applicable)
- Acting as liaison officer between the club committee and the team
- Ensuring the team sheets and any other rules / regulations of the competition are observed and carried out
- Ensuring all welfare and safety requirements for the team are met.
- Ensuring all players remain together at the competition and support each other whilst they are representing the club
- Distributing all required information and updates to players and coaches

Responsible to:

The Team Manager is responsible to the Vice President Rugby or Vice President Youth Rugby depending on age group

Knowledge and skills required

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules / regulations of the competition

Estimated time commitment required

The estimated time commitment required as the Team Manager is 2 hours per week during the season and 2 hours per week in pre-season

Livingston Rugby Club

Membership Secretary



The Membership Secretary is the administration officer regarding memberships and player registrations. The Membership Secretary manages, processes and maintains a record of all members and players. They will also provide support to the Secretary.

The Membership Secretary is directly responsible to the President and members of your club:

Responsibilities:

- Maintain an up to date database of all members and former members of the club.
- Ensure all players are correctly registered on Scottish Rugby's player management system before they represent the club.
- Provide player registration information and such club details as required by Scottish Rugby.
- Support the secretary in administration tasks
- Attend such meetings as required by the Executive Committee.

Knowledge and skills required

Ideally the Secretary is someone who:

- Can communicate effectively
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution
- Has good knowledge of computer based communication systems

Estimated time commitment required

The estimated time commitment required as the Membership Secretary is 1 .5 hours per week during the season and 1.5 hours per week out of season

Livingston Rugby Club

Vice President Clubhouse



The Vice President Clubhouse is a member of the management committee. They will be responsible for the smooth running of the club bars ensuring that all legal requirements, service standards and stock management procedures are adhered to.

Responsibilities shall include:

- Ensuring all licensing obligations are met and all required licensing and paperwork is in place. All staff should be trained and only suitably qualified staff should be allowed to work in the bar area.
- Ensuring weekly orders are placed in relation to demand and ensure that stock rotation takes place to minimise wastage.
- Managing the bar stock and setting prices to ensure that a GP of TBC% is achieved.
- To organise a weekly rota to satisfy the opening hours of the bar.
- To ensure all non-members entering the clubhouse sign the guest book.
- To manage all functions from an operational point of view. Ensure there is the correct amount of staff and that high standards are adhered to at all times.
- To set prices based on local trends and cost of sale calculations.
- To ensure the club is always left in good condition with a thorough cleaning rota and high standards in place.
- To report to the general committee on monthly sales and profit.
- General maintenance of the clubhouse
- Running monthly Clubhouse committee meetings
- Arranging events in the clubhouse for members throughout the year

Continued over

Livingston Rugby Club

Vice President Clubhouse



Responsible to:

The President of the club and the Mgmt Committee.

Knowledge, skills, experience and requirements

- Desirable that the VP Clubhouse is a Personal Licence Holder
- Previous experience in the hospitality industry.
- Good people management and strong organisational skills

Estimated time commitment required

The estimated time commitment required as the Bar Convenor is 3 hours per week during the season and 3 hours per week during pre-season

Livingston Rugby Club

Club Coach Co-Ordinator



The Club Coach Co-ordinator plays an integral role in the development and retention of players and coaches. CCCs also play an important link between Scottish Rugby and the game at a local level, and thus in the development of rugby union in Scotland.

Responsibilities:

- To be a point of contact at the club for the Scottish Rugby Coach Development department
- To be a contact at the club for all club coaches.
- To have a clear understanding of Scottish Rugby's coach education model and available courses
- Establish and maintain a coaching notice board
- Ensure that Scottish Rugby coaching courses, local CPD activities and online resources are well publicised and promoted to club coaches
- Ascertain the coaching needs of club coaches and signpost them to relevant courses
- Ensure that communications from the Coach Development Department are distributed accordingly (e.g. Coaching Chronicle Newsletter)
- Liaise with the relevant Scottish Rugby Development Officer for the delivery of specific CPD courses at a club or cluster site
- Attend the annual Club Coach Coordinator conference at BT Murrayfield

Responsible to:

The Club Coach Coordinator is responsible to the Director of Rugby and President of the club and the coach education department at Scottish Rugby.

Knowledge and skills required

- An interest in improving the standard of coaches at the club.
- Good communication skills.
- A good organiser and forward planner.

Estimated time commitment required

The estimated time commitment required as the Club Coach Coordinator is 1 hours per week during the season and 1 hours per week during pre-season.

Livingston Rugby Club

Vice President of Rugby



The Vice President of Rugby is responsible for the recruitment, development and management of players and coaches at the club.

Responsibilities:

- Take responsibility for the recruitment and retention of players, coaches and management and developing and maintaining links with local schools and universities.
- Chair the rugby sub-committee so that rugby policy is understood, properly disseminated to all levels and translated into practical action.
- Report to the Executive Committee on rugby matters and make recommendations on improvements / initiatives that need to be implemented.
- Liaise with Director of Rugby, the club coaches, players' committee and team captains on matters such as playing facilities, equipment, playing gear, etc.
- Be aware of all administrative procedures regarding player registration and eligibility.
- Ensure appropriate medical and physiotherapy cover is available
- Ensure fixtures and referees are managed
- Liaise with groundsman over pitch usage
- Look at proposal for shower (this season)

Responsible to:

The Vice President of Rugby is responsible to the President of the club.

Knowledge and skills required

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules / regulations of the competition

Estimated time commitment required

The estimated time commitment required as the Vice President of Rugby is 2 hours per week during the season and 2 hours

Livingston Rugby Club

Director of Rugby



The Director of Rugby is responsible for the recruitment, development and management of players and coaches at the club.

Responsibilities:

- Develop and implement a coordinated coaching programme throughout all sections of the Club.
- Co-ordinate the implementation of the club's "agreed playing philosophy" throughout all teams.
- Oversee a Long Term Player Development programme throughout the club.
- Provide succession planning to ensure qualified coaches are appointed to all teams and receive the appropriate training required by attending designated coaching courses.
- SET BEHAVIOURAL STANDARD POLICIES FOR ALL TEAMS AND MEMBERS AT THE START OF THE SEASON.
- Be aware of all administrative procedures regarding player registration and eligibility.

Responsible to:

The Director of Rugby is responsible to the President of the club.

Knowledge and skills required

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules / regulations of the competition
- Previous coaching or DoR experience

Estimated time commitment required

The estimated time commitment required as the Director of Rugby is 2 hours per week during the season and 2 hours per week during pre-season.

Livingston Rugby Club

Additional Committee Member



There will be a member of the club who sits on the mgmt. committee. There is no specific role to fill however this person may carry out tasks to support the work of the mgmt. committee.

Responsibilities:

- Attend and contribute to committee meetings
- Look at funding opportunities and grant applications (this season).

Responsible to:

The Director of Rugby is responsible to the President of the club and the mgmt. committee

Knowledge and skills required

- An interest in the club and supporting it's aims

Estimated time commitment required

The estimated time commitment required as the Additional committee member is 1 hours per week during the season and 1 hours per week during pre-season.

Livingston Rugby Club

Club Captain



The Club captain is a leader to the players. They provide input into the rugby and mgmt. committee and relay messages to the players.

Responsibilities:

- Attend and contribute to committee meetings
- Be the voice of the players at the rugby and mgmt committee
- Ensure players have kit/medical cover needed
- Ensure all players attend at least one youth event
- Collect Subs and fine money
- Chase player membership subscriptions

Responsible to:

The Club Captain is responsible to Vice President Rugby and the President

Knowledge and skills required

- A good communicator
- Well organised

Estimated time commitment required

The estimated time commitment required as the Club Captain is 1 hours per week during the season and 1 hours per week during pre-season.

Livingston Rugby Club Clubhouse Committee



This committee is responsible for creating and implementing a cost effective social programme for the club, its players, members and supporters in order to enhance relationships. It also oversees the effective mgmt. of the club bars. In addition the maintenance plan and upgrading of the facilities

Responsibilities:

- Have and attend regular meeting
- Plan and co-ordinate the implementation of a programme of social events for the club and its supporters.
- Where necessary create subcommittees to run each event. Work closely with each organising committee to monitor progress.
- Co-opt appropriately skilled volunteers to assist in the organisation/running of an event.
- Ensure a final reconciliation of income and expenditure is produced for each event.
- Motivate members to attend club events.
- Build an upgrade plan for the club facilities, cost our renovations, secure funding and make improvements
- Ensure the bar is running well and within legal guidelines

Responsible to:

The President of the club and the general committee.

Knowledge and skills required

- Strong interpersonal and oral communication skills
- Strong organisational skills
- Great people skills, an outgoing and fun personality and huge amounts of enthusiasm

Estimated time commitment required

The estimated time commitment required as part of the clubhouse committee is 1 hours per week during the season and 1 hours per week in pre-season

Livingston Rugby Club

Coach



Overall purpose and key functions:

- To oversee the coaching and playing programme of their team
- To perform individual player profiling and action planning in a regular basis
- To effectively plan all training sessions, matches and season phases keeping the player at the centre
- To conduct regular performance reviews with players and coaches and develop them towards their potential
- To be the figure-head for their team and liaise with media and other external stakeholders in an effective manner

Responsibilities:

- Agree achievable and realistic targets with the club management and players for the season ahead.
- Plan and prepare for the season ahead following sound coaching tools such as player profiling, team profiling, goal setting and match analysis
- In agreement with the Director of Rugby recruit, develop and retain assistant coaches who compliment the needs of the club and coaching set-up
- In agreement with the Director of Rugby recruit and develop a well organised management team (team manager, physio, doctor) with clear responsibilities
- Agree a transparent selection policy with senior management and players and communicate effectively to all playing and non-playing staff
- Provide one-to-one feedback to all squad players at least twice per season

Continued over

Livingston Rugby Club

Coach (cont)



Responsibilities (cont):

- Provide squad/team feedback on a weekly basis using match analysis
- Design and execute training session which are active and relevant to the teams goals, players abilities, time of the season and team performance
- Design and execute specific sessions to players in specialist positions, e.g. hooker
- Undertake a mid and end-of-season review with all players to evaluate goals, team performance and coaching performance

Responsible to:

The Head Coach is responsible to the Vice President of Youth rugby or Director of Rugby and President of the club.

Knowledge and skills required

- UKCC Level ½ desirable
- Complete RugbyRight course within past 18 months
- Regular attendance at CPD
- Knowledge of team attacking and defensive strategies, skills and techniques relevant the player's abilities.
- Knowledge and competence in delivery of set-piece sessions, and/or have an understanding of how set-piece impacts upon attack and defence.
- Knowledge of talent identification principles and practices, and have a playercentred approach to coaching (the players welfare and needs always come first)
- Knowledge of leadership development principles and practices, and an ability to develop a group of senior players who support you as Head Coach
- Ability to work with players of all ages and have a clear understanding on Long Term Player Development principles