



71 Holland Road, West Ham, London E15 3BP

East London RFC Roles and Responsibilities

Club President

Role:

The Club President is an honorary function; the figurehead of the club, representing it at internal and external functions. The President supports the Chair to ensure the smooth administration of the club, providing impartial advice based on experience both internal and external to the club.

Duties:

- Guide, support and advise club officers and committee members on any club matters
- Attend the Annual General Meeting (AGM) and official functions
- Encourage and support players at matches
- Make sure guests and visiting club officials are made welcome at matches and official functions

Club Chair

Role:

The Club Chair is an executive role and an ambassadorial role. This person chairs meetings and makes decisions in consultation with other officers. The incumbent attends meetings in a neutral and uncommitted capacity, enabling members of the committee to have discussions with a neutral person in the chair.

Duties:

- Offer effective leadership and management to the committee, and sets the vision in terms of immediate aims and objectives to long term development plans
- Monitor and evaluate the progress of agreed actions
- Support other officers to deliver their responsibilities
- Ensure the committee structure and management is transparent and available to all

- Chair meetings of the Committee to ensure every member has the opportunity to express their opinion and act as mediator should the need arise
- Liaise with the Vice-Chair and Secretary and offer advice and guidance in responding to correspondence.
- Liaise with the Secretary to meet the club's obligations to the Rugby Football Union (RFU) and Essex RFU Constituent Body

Vice-Chair

Role:

The Vice-Chair supports the Chair to ensure they carry out both the executive and ambassadorial functions and where required, in the absence of the Chair, undertakes the role of Chair.

Duties:

- Undertake the role of Chair, in the absence of the Chair, at matches, committee meetings, and RFU meetings and functions
- Support any other officer or committee member to ensure the smooth running of the club

Secretary

Role:

The Secretary is the principal administrator of the club, carrying out all administrative duties that enable the club and its members to function effectively. The Secretary is the main point of contact for people within and outside the club.

Duties:

- Provide a communication link between the committee, members and other clubs
- Record, manage and ensure action on all inward and outward correspondence
- Ensure all relevant forms and publications are distributed to the responsible officers
- Organise the AGM, committee meetings, prepare agendas, reports and associated papers and take minutes. Produce clear and accurate minutes of committee meetings within two weeks of the meeting and distribute to all committee members
- Communicate all matters of importance from the RFU and Essex RFU and other organisations to the committee
- Produce the Club Information Pack on an annual basis for distribution to all club members
- Take an active role in the continual review process for RFU Club Accreditation and Club Mark status

- Maintain and report to the RFU where appropriate all reported serious injuries, and concussions, in line with Rugby Safe guidelines
- Support the Treasurer with the co-ordination and completion of the annual audit and accounts
- Maintain and continually update a record of all past and present members and ensure all details are registered on the RFU Game Management System (GMS)
- Control access permissions to GMS, maintain data standards including adherence to the General Data Protection Act (GDPR) and be the club's point of contact for feedback on GMS
- Work with the Treasurer to manage all risk and control functions and with the Treasurer, lead on all risk assessment preparations as governed by RFU and Rugby Safe guidelines, including all first aid equipment and list of registered first aiders

Treasurer

Role:

The Treasurer is responsible for the management of the club's accounts and its financial dealings. The Treasurer liaises with the Chair and Secretary to maintain economical integrity, the payment of invoices, and accurately record and report the club's financial position, provide financial recommendation to the management committee, and prepare and submit any statutory documents as required.

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
- 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 RFU as required financial records on a yearly basis, or as requested
- Undertake financial planning, including producing an annual budget and monitoring throughout the year
- Support collection of all money owed to the club, including player subscriptions by preparing matchday team sheets with details of monies owed and to be collected
- Pay bills on behalf of club, including affiliation fees and disciplinary penalties, and record such information
- Lead on negotiations on all supply contracts, including matchday coach travel arrangements

- Ensure that all players are qualified to play for the club by virtue of payment of subscriptions and recording on GMS
- Identify opportunities for sponsorship and fundraising opportunities for the club, its activities and events, and maintain accurate details of all sponsorship, fundraising and donations received
- Work with the Secretary to manage all risk and control functions and with the Secretary, lead on all risk assessment preparations as governed by RFU and Rugby Safe guidelines, including all first aid equipment and list of registered first aiders

Director of Rugby

Role:

The Director of Rugby is a conduit between all players, all coaches and the management committee, in all matters relating to the game.

Duties:

- Develop team standards consistent with the values of the game in consultation with the Head Coach and players
- Liaise with the Head Coach to identify and where appropriate develop talented players to enable them to progress to the best of their ability
- Promote the club to potential players
- Support the Head Coach in developing game plans which recognise team strengths
- Support the Head Coach, physiotherapist and Rugby Safe Officer, to manage processes to optimise fitness and conditioning, prevent and evaluate injuries, and co-ordinate training and recovery sessions
- Establish in conjunction with the Head Coach and senior players, a transparent selection process for league and cup games
- Ensure all players receive clear, honest feedback and appraisal of their performance
- Liaise with the Treasurer and Membership Secretary regarding outstanding membership subscriptions for players and where appropriate chase those whose annual subscriptions are outstanding

Communications Officer (Social Media Officer)

Role:

To promote a positive image of the club and raise its profile in the local community, media, and rugby audiences via information, publicity and promotional material, including social media, and keep club members connected and informed.

Duties:

- Liaise with committee and club members to promote the club
- Develop a list of media/social media contacts

- Produce press releases of any match reports, club events, and other activities and produce related social media content as relevant to cover website, Facebook, Twitter, Instagram and other internal communications channels
- Forward to the RFU Regional Press Officer anything of interest
- Maintain a record of press/social media articles
- Where necessary co-ordinate other club members to help publicise the club, its events and members
- Ensure articles, language and photographs reflect a fair and positive representation of all club members and the community
- Support the Director of Rugby to ensure electronic match cards and scores are submitted by the stated deadline time, and if on paper, are signed by both teams and referee if required
- Ensuring weekly match reports are written with photography if available and shared internally and externally
- Maintain pages on the club website/social media channels 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
- Write material for end-of-season awards brochure (if required) and other official club functions and arrange for design and print as required

Club Captain

Role:

The Club Captain is the link between the players and the management committee. This person represents the views of players at committee meetings, encourages players to behave in a responsible manner both on and off the field, and offers advice and guidance to promote the interests of the players in their development and direction of the club.

Duties:

- Represent the interests of players at committee meetings and where appropriate at disciplinary meetings or arrange with the Chair or Director of Rugby a suitable representative to attend
- Be a role model for all other players.
- Encourage players to behave in an appropriate manner upholding the core values of the RFU and the club
- Advise players of the administrative arrangements applicable to them, 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

Team Captains

Role:

Team Captains provide a link between the players and the administration. They represent the views of players and take responsibility for their performance on and off the field.

Duties:

- Lead, advise and support fellow team members
- Represent players at committee meetings and provide support at disciplinary hearings where required
- Promote the RFU and club values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship
- Ensure all team members maintain an appropriate level of behaviour prior to and throughout the match and after the final whistle
- Support the Director of Rugby with team selection, 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 club and RFU adult registration
- Encourage players and other club members to get involved with voluntary work and social activities at the club
- Ensure all accidents are reported in accordance with the RFU and club policies. Completed accident forms are to be passed to the Secretary immediately following completion.
- Ensure in conjunction with the Director of Rugby that players have completed the online RFU Headcase training regarding concussion and develop with the Head Coach a phased return to play for any player deemed to have suffered a concussion
- Assist the Treasurer and Membership Secretary in the collection of club dues and match fees
- Support the Director of Rugby in checking pitches before matches and training to ensure they are playable and report any remedial action required

Head Coach

Role:

The Head Coach is responsible for training the club's teams in preparation for matches in accordance with RFU regulations and directives.

Duties:

- Maintain and improve personal coaching qualifications and attend coaching courses and coaching seminars where necessary
- Promote the RFU and club core values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship

- Plan and run safe, effective training sessions for adult players, designed to develop team spirit, encourage participation, and develop individual player skills, confidence and fitness
- Manage player retention and work with relevant officers to recruit players
- Ensure in conjunction with the Director of Rugby that players have completed the online RFU Headcase training regarding concussion and develop with the Director of Rugby a phased return to play for any player deemed to have suffered a concussion
- In conjunction with the team captains, select teams and plan match strategies for upcoming games
- Ensure all accidents are reported in accordance with the RFU and club policies. Completed accident forms are to be passed to the Secretary immediately following completion
- Ensure all adult players are registered by providing all club and RFU registration paperwork for each player
- With the team captains, notify players of their selection for upcoming matches including timings, method of travel and locations of matches
- Ensure all team sheets are completed before matches either on paper or electronically and upon completion of matches, work with the Communications Officer/Social Media Officer to ensure electronic match cards and scores are submitted by the stated deadline time, and if on paper, are signed by both teams and referee if required
- 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
- Assist the Treasurer and Membership Secretary in the collection of club dues and match fees
- Promote the club to guests and sponsors during match days
- Check pitches before matches and training to ensure they are playable and report any remedial action required

Fixtures Secretary

Role:

The Fixtures Secretary ensures that fixtures, both league, cup, and friendly games, are confirmed or re-arranged where necessary.

Duties

- Contact other clubs regarding fixtures and tournaments and confirm upcoming fixtures with scheduled opposition
- Produce an overall fixture chart for the season.
- Inform the Communications Officer/Social Media Officer, Director of Rugby and team captains of any postponements, amendments or alterations
- Liaise with individual referees or referee societies to ensure a match official is available for all team home fixtures

Membership Secretary

Role:

The Membership Secretary manages existing memberships, actively encourages new ones and deals first hand with the members themselves.

Duties:

- Work with the Treasurer to manage all aspects of club memberships, including types, subscriptions, renewals and income
- Lead on promoting new membership
- With the Director of Rugby to provide information to the Secretary to ensure the membership database is up-to-date
- Ensure membership fees are paid
- Create and deliver a plan for recruiting new members, in conjunction with other members of the management committee

Safeguarding Officer

Role:

The Safeguarding Officer offers leadership in the safeguarding of young people within the club environment, maintaining key relationships with the Essex RFU Constituent Body. This person must undertake appropriate RFU safeguarding courses and ideally have a background in child protection or related skills. The person must hold a valid Disclosure and Barring Service (DBS) certificate.

Duties:

- Develop and maintain safeguarding procedures in conjunction with RFU policy and promote RFU and club codes of conduct
- Work with the Essex RFU Constituent Body Safeguarding Manager to ensure an effective DBS processing system is in place to ensure all individuals working with young people undertake a DBS application every three years via the RFU
- Co-ordinate training, in conjunction with the Essex RFU Constituent Body Safeguarding Manager, for club personnel involved in working with young people
- Ensure safeguarding issues and incidents involving adults and young people under 18 are reported promptly to the Essex RFU Constituent Body CB Safeguarding Manager, and have the contact details for local police and council children's services and liaise with them when necessary
- Ensure the club has a child protection policy
- Monitor club communication channels for inappropriate content and report and/or amend as appropriate
- Distribute to club members any literature, electronic communications and new developments concerning the safeguarding of young people

Rugby Safe Officer

Role:

The Rugby Safe Officer ensures player welfare is paramount and rugby is as safe as possible. This person is the focal point to ensure all Rugby Safe information is passed to all members.

Duties:

- With the Secretary, annually review club risk assessments and first aid arrangements for training and matches and create a plan to ensure every training session and match is appropriately covered
- Ensure all named first aiders are trained and up-to-date with an appropriate level of qualification in line with RFU guidelines
- Manage first aid supplies and equipment, including the stocking and general maintenance of first aid equipment, making sure it is suitable for the level of activity and those trained to use it
- Ensure there is a clear process in the event of an incident or injury and that the procedure is known and understood amongst appropriate individuals in the club
- With the Secretary, 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. These are to be passed to the Secretary for retention in accordance with GDPR
- Work with other officers to support player welfare, in particular the completion of the RFU online Headcase concussion management training

Women's Rugby Officer

Role:

The Women's Rugby Officer is part of the management committee of the club and ensures the club works to create a positive rugby environment for women.

Duties:

- Represent women players at committee meetings
- Be a point of contact for the RFU and share all relevant information with committee members and players
- Lead on women's rugby promotion and development
- Liaise with the Essex RFU Constituent Body Women & Girls Rugby Development officer on related RFU matters
- Support other management committee members perform the functions of their roles in relation to women players

Social Secretary

Role:

The Social Secretary plays an integral part in developing the atmosphere at the club into one that is dynamic, welcoming and fun, where people choose to become club members and come to spend their leisure time playing and watching rugby.

Duties:

- Organise and implement regular social and promotional events to raise income and create a sense of well-being around the club, including end-of season award presentation and other official club functions and ceremonies
- Review sporting and events calendars to ensure the club can benefit from all opportunities
- Provide the Communications Officer/Social Media Officer with any relevant information on social events for publication on the club communication channels.

Mental Health and Wellbeing Officer

Role:

Playing rugby can be very beneficial for mental health and wellbeing as well as bringing physical benefits. The Mental Health and Wellbeing Officer offers leadership in the mental health and wellbeing of all within the club environment by promoting healthy discussion around mental wellbeing and signposting those who need it to expert advice. This person must maintain key relationships with the Essex RFU Constituent Body and undertake appropriate RFU mental wellbeing courses.

Duties:

- Create a club culture where it becomes normal for people to check in with each other, starting with simply having conversations about wellbeing
- Nurture a kind culture and be proactive in asking the question of team mates and club members: "Are you OK?"
- Develop and maintain mental health and wellbeing procedures in conjunction with RFU policy and promote such policies.
- Co-ordinate training for any club member involved in supporting mental health and wellbeing needs.
- Monitor club communication channels for any signs of players needing support with mental health and wellbeing
- Distribute to club members any literature, electronic communications and new developments concerning mental health and wellbeing, including all RFU resources available on the RFU website
- With the Secretary and Rugby Safe Officer, ensure there are processes in place to keep records of player mental health and wellbeing needs

- With the Communications Officer/Social Media Officer, promote all aspects of mental health and wellbeing awareness support and signpost to any local or national campaigns.

Disciplinary Officer

Role:

To maintain the standards of discipline within the club by investigating and dealing any allegations of foul play or misconduct on and off the pitch, fairly, consistently and efficiently and in line with RFU disciplinary regulations.

Duties:

- Deal with all misconduct charges within the club
- Hold internal club disciplinary hearings for players either sent off or cited
- To be responsible for all discipline queries in conjunction with the Essex Region Discipline Secretary and attend Essex Region hearings with players cited
- To provide information to club members and players in relation to disciplinary matters
- Update the Communications Officer/Social Media Officer with any issues relating to discipline that need to be communicated externally and internally