

CLUB PRESIDENT

Main purpose of role:	To act as the ambassador for the Saracens Amateur RFC acting as the public face of the Club both internally and externally
Actual duties involved:	<ul style="list-style-type: none">• Acts as ambassador for the club representing the club at external meetings and with other clubs• Chairs or 'presides' at general meetings especially the AGM• To attend meetings in a neutral and uncommitted capacity, to enable the group to have a discussion with a neutral person in the chair (where necessary)• To act as the arbiter of last resort in respect of the workings of the Club Disciplinary Committee• Assist with recruitment where necessary• May be required to undertake interviews with press / media
Liaison with:	Committee members & Club members
Responsible to:	The membership of the Club
Meetings to attend	<ul style="list-style-type: none">• General and executive committee meetings, other meetings as necessary, as a de facto member• Annual General Meeting• County Annual General Meeting• RFU forums and meetings if appropriate
Term of role:	The Club President will be appointed for one year at a time, with the hope that the post holder will retain the role for a maximum of 3 years
Competencies:	<ul style="list-style-type: none">• Must have good all-round communication skills• Probably a Vice-President of the Club prior to his election

Updated: 18 June 2008

CLUB CHAIRMAN

Main purpose of role:	To chair the meetings and act as principal officer of Saracens Amateur RFC throughout the year, by making decisions whenever the need arises, in consultation with other officers when appropriate
Actual duties involved:	<ul style="list-style-type: none">• 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 and ongoing in the club• Manage other club officers to ensure the delivery of their responsibilities• Ensure that the two common elements mentioned above are in place and followed by members• Ensure that the club structure and responsibilities are transparent and available to the membership• Represent (or arrange a representative for) the club on the constituent body committee• Chair and manage the executive committee and other club meetings
Liaison with:	Committee members & Club members
Responsible to:	The General Committee
Meetings to attend	<ul style="list-style-type: none">• General and executive committee meetings, other meetings as necessary• Annual General Meeting• County Annual General Meeting• RFU forums and meetings if appropriate
Term of role:	The Chairman will be appointed for one year at a time, with the hope that the post holder will retain the role for a minimum of 3 years
Competencies:	<ul style="list-style-type: none">• Must have good all-round communication skills

Updated: 18 June 2008

HONORARY SECRETARY

Main purpose of role:	Responsible for the day-to-day business of Saracens Amateur RFC
Actual duties involved:	<ul style="list-style-type: none">• Manage and ensure action on club correspondence including legal and insurance matters• Maintain records of all members and former members of the club.• Provide such club details as required by the RFU and County• Ensure all relevant forms and publications are with the responsible officers and make the system available to members• Organise AGM, executive committee and club meetings.• Represent the club with the chairman on the County committee.• Act as the Club Disciplinary Secretary• Attend such meetings and conventions as required by the executive committee.
Liaison with:	All committee members, general public, club members, rugby union student liaison officer, Local Authority, other clubs, Rugby Development Officer, Rugby Football Union, and County Branch
Responsible to:	The General Committee
Meetings to attend	<ul style="list-style-type: none">• General and executive committee meetings, other meetings as necessary• Annual General Meeting• County Annual General Meeting• RFU forums and meetings if appropriate
Term of role:	The secretary will be appointed for one year at a time, with the hope that the post holder will retain the role for a minimum of 3 years
Competencies:	<ul style="list-style-type: none">• Must have good all-round communication skills• Must be computer literate with access to email.

Updated: 18 June 2008

HONORARY TREASURER

Main purpose of role:	To be responsible for the management of the finances of Saracens Amateur RFC in accordance with the decisions of the General Committee of the Club
Actual duties involved:	<ul style="list-style-type: none">• To look after the finances of the Club• Recommend action on financial matters to the Executive and General committees• Renew insurances annually• To collect subscriptions and all money due to the Club and pay bills and record the information ensuring up-to-date records of all financial transactions• To ensure that all cash and cheques are promptly deposited in the bank or building society• Ensure funds are spent properly• To issue receipts for all money received and to record this information• 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 NI returns, tax returns, grant aid reports)• Ensure the Club has paid RFU & Constituent Body affiliation fee
Liaison with:	Committee Members, Club Members and Auditors
Responsible to:	The General Committee
Meetings to attend	<ul style="list-style-type: none">• General and executive committee meetings, other meetings as necessary• Annual General Meeting
Term of role:	The Honorary Treasurer will be appointed for one year at a time, with the hope that the post holder will retain the role for a minimum of 3 years
Competencies:	<ul style="list-style-type: none">• This post holder must have book-keeping and accounting knowledge

Updated: 18 June 2008

TERMS OF REFERENCE

GENERAL COMMITTEE MEMBER

Main Purpose of the Role:	The General Committee is responsible to the members for the general administration of the affairs of the Club within its objectives and policies in accordance with Rules 4 and 11 of the Club Rules and the General Committee member is elected to carry out this role
Actual Duties Involved	<ul style="list-style-type: none">• To meet on a regular basis (quarterly) and to take decisions concerning the general running of the club in terms of overall organisation, strategy, purchase of assets, policy and direction <p>NB - The General Committee has delegated to the Executive Committee the day to day running of the Club</p> <ul style="list-style-type: none">• To represent the views of Club members at General Committee meetings and to the Executive Committee• In conjunction with the Executive Committee to coordinate and monitor work of the key sub-committees, and plan ahead for the overall direction of the Club
Liaison with:	The Executive Committee of the Club, Club sub committees, and new and existing members
Responsible to:	The Members of the Club
Meetings to attend	<ul style="list-style-type: none">• General committee meetings and other meetings as necessary• Annual General Meeting• RFU forums and meetings if appropriate
Term of role:	The General Committee Member will be appointed for one year at a time, with the hope that the post holder will retain the role for a minimum of 3 years
Competencies:	<ul style="list-style-type: none">• Must have good all-round communication skills

Updated: December 2005

EXECUTIVE COMMITTEE

Main Purpose of Committee:	The Executive Committee shall be responsible to the General Committee for the administration of the affairs of the Club within its objectives and policies
Actual Duties Involved	<ul style="list-style-type: none">• To meet on a regular basis and to take decisions concerning the general running of the club• The management committee shall be responsible for the day to day organisation of the club• To approve the club development plan, annual business plan and section budgets• To coordinate and monitor work of the key sub-committees, and plan ahead
Liaison with:	The General committee, all club sub committees, new and existing members, local schools, colleges and universities, Constituent Body and the local Rugby Development Officer
Responsible to:	The General Committee
Personnel on the Committee:	<ul style="list-style-type: none">• Club Chairman• Honorary Treasurer• Honorary Secretary• And representative of each section (Men, Women, Junior)

Updated: December 2005

TERMS OF REFERENCE

INTERNATIONAL TICKETS OFFICER

Main purpose of role:	To act as the International Tickets Officer of the Club – a main role of the Club on the RFU website
Role and Responsibilities:	<ul style="list-style-type: none">• Ensure up-to-date contact details are maintained on RFU <i>RugbyFirst</i> so that you receive notifications about the Club allocation from the RFU Ticket Office• Apply to the RFU for the Club allocation of international tickets• Maintain and operate the International Tickets Bank Account of the Club• Liaise with the Treasurer effectively to ensure the bank account details and its balances are recognised and monitored• Devise, maintain and put into effect an impartial system to ensure ticket distribution is done fairly to all members of the Club• Making sure, over time, everyone who wants to attend has the chance to do so• Liaise with the Club's General Committee over tickets used for recognition / sponsorship / other purposes approved by the General Committee• Ensure members receiving / using tickets are aware of the RFU Ticket guidelines such that the Club Ticket Allocation is not put in jeopardy
Liaison with:	<ul style="list-style-type: none">• Club General Committee and in particular the Honorary Treasurer• All club members• Rugby Football Union
Responsible to:	The General Committee of the Club
Skills and qualities:	<ul style="list-style-type: none">• Commitment and enthusiasm – The position requires a time commitment at certain periods of the year• Approachable• Communication – must be an effective communicator• Team work – needs to be able to work effectively with other Club members• Well-organised and attentive to detail• Integrity and incorruptibility

Updated: 29 March 2011

TERMS OF REFERENCE

CHAIRMAN – MINI AND YOUTH SECTION

Main purpose of role:	Responsible for the day-to-day business of the Mini and Youth Section of Saracens Amateur RFC
Actual duties involved:	<ul style="list-style-type: none"> • Lead (and where necessary create) a team of people to deliver rugby for 7-17 year olds at Saracens Amateur RFC • Oversee the strategic direction of the Mini / Youth Section and ensure compliance with RFU Regulations relating to Child Welfare, Mini / Youth rugby etc • Oversee the processes that are in place to safeguard the Minis and Youth section assets and mitigate any risk • Arrange and chair Mini and Youth Committee meetings • Provide the lead in ensuring that Saracens Amateur RFC's mission is reflected in the Club's Mini & Youth Section • Make sure the Mini and Youth members are represented within the Main Committee and local Constituent Body meetings • Attend Sub-Committee meetings if they concern Mini and Youth Rugby policy • Contribute to the Club Chairman's Annual General Report • Work alongside other Club officers to coordinate the running and playing of Mini / Junior rugby tournaments • Ensure players, coaches and parents are familiar with the core values of the game and those of Saracens Amateur RFC • Ensure those who are new to the game understand that it can be played and enjoyed by people of all shapes and sizes
Liaison with:	All committee members, general public, club members, rugby union liaison officer, Local Authority, other clubs, Rugby Development Officer, Rugby Football Union, and County Branch
Responsible to:	The General Committee of Saracens Amateur RFC
Meetings to attend	<ul style="list-style-type: none"> • General and executive committee meetings, other meetings as necessary (ex officio member of General Committee) • Annual General Meeting • RFU and CB forums and meetings where appropriate
Term of role:	The Mini & Youth Chairman will be appointed for one year at a time, with the hope that the post holder will retain the role for a minimum of 3 years

TERMS OF REFERENCE

- Competencies:
- An experienced and effective manager
 - Confident and good at communicating
 - Friendly and approachable
 - Diplomatic and discreet
 - Well-acquainted with the running of the club
 - Well-organised

Updated: 2 March 2010

**TERMS OF REFERENCE**

CLUB SAFEGUARDING OFFICER

Main Purpose of the Role:	A supportive and positive environment in which children can enjoy rugby safely is vital. The Club Safeguarding Officer provides leadership in the safeguarding of children within the Club, maintaining relationships with the County Branch Safeguarding Manager and local safeguarding partners.
Actual Duties Involved	<ul style="list-style-type: none">• Ensuring the club has a Child Safeguarding Policy and self monitoring strategy• Ensuring the Club Codes of Conduct are well publicised and adhered to• In consultation with the RFU Child Protection Officer ensuring all reported incidents are managed at the appropriate level in line with RFU / RFUW procedures• Ensure all relevant club members are aware of training opportunities• Ensure all parents, children and young people are aware of the club policy on Child Protection / Welfare and the correct procedures and channels for voicing concerns• Ensuring that all adults who have regular contact with young people undertake CRB disclosure• Being aware of local Social Services and Local Safeguarding Children's Board• Sitting on any relevant club committees
Liaison with:	The Executive Committee of the Club, Club Mini & Youth Chairman, Age Group Coaches and Team Managers and new and existing members and / or parents
Responsible to:	The General Committee of the Club
Meetings to attend	<ul style="list-style-type: none">• General committee meetings and other meetings as necessary• Annual General Meeting• RFU forums and meetings if appropriate
Term of role:	The Child Welfare Officer will be appointed for one year at a time, with the hope that the post holder will retain the role for a minimum of 3 years
Competencies:	<ul style="list-style-type: none">• Empathetic and approachable with a good sense of humour• Objective with an attention for detail• Resilient and determined• Dedicated to the cause of safeguarding young people under 18yrs• Possibly a background in child protection from any of the statutory agencies (Police, Social Services, Children's Services)

Updated: April 2009

CLUB COACHING COORDINATOR

Main purpose of role:	The Club Coaching Co-ordinator is responsible for the recruitment, training and retention of the Club's Coaches
Actual duties involved:	<ul style="list-style-type: none"> • To be a point of contact for RFU Coach Development Officer • To oversee and organise the recruitment and selection of all lead coaches • To be a contact at the club for all the Club's Coaches • To have a clear understanding of the Saracens Coaching Development Plan and to work to achieve the objectives and actions set out in the Plan • Have knowledge of all available courses and CPD opportunities • To actively promote the Saracens Amateur RFC Coaching Pathway • To identify needs and liaise with the Saracens RFU Community Rugby Coach to deliver specific foundation & CPD courses. • To identify personnel for Coach Development and appointment to lead coach status • To assist the club in gathering information and reporting on coaching and playing development projects • To keep records of all the Club coaches' attainments and progress along the Club Coaching Pathway • To work with the Community Coach to provide individual coach development plans for all Club coaches
Liaison with:	Coaches, Players, Club members, RFU RDO, and Community Coaches
Responsible to:	The General Committee of the Club
Meetings to attend	<ul style="list-style-type: none"> • General and executive committee meetings, other meetings as necessary, as invited • RFU forums and meetings if appropriate
Term of role:	The Club Coaching Co-ordinator will be appointed for one year at a time
Competencies:	<ul style="list-style-type: none"> • Commitment and enthusiasm – The position requires a significant time commitment in the evenings and at weekends • Communication – must be an effective communicator • Team work – needs to be able to work effectively with players, other coaches and the General Committee

Updated: 21 July 2009

HEAD COACH – MEN’S SECTION

Main purpose of role:	To act as the Head Coach of the Men’s Section of Saracens Amateur RFC
Role and Responsibilities:	<ul style="list-style-type: none">• Plan, prepare and deliver individual coaching sessions that foster greater attendance at sessions and grow player numbers• Ensure that all sessions are designed to develop the skills and understanding of the players in the squad• Team selection and individual player feed back• Selection of team captains• Promoting systems of coaching that bring together the Senior and Junior sections of the Club• Coach selection and development• Budget control and management• Recruitment and retention of players• Committed to furthering his / her coaching skills and willing to commit to a programme of professional development provided by the RFU
Liaison with:	Men’s Section players, coaches and administrators
Responsible to:	Club Chairman and General Committee
Skills and qualities:	<ul style="list-style-type: none">• Commitment and enthusiasm – The position requires a significant time commitment with planning, preparation for sessions and matches in the evenings and at weekends• Communication – must be an effective communicator being able to vary delivery of technical information and instructions depending on the ability / knowledge of the players• Punctuality – sets the standards of the squad• Planning – directly responsible for ensuring that each session is prepared and communicated to the players• Leadership – sets an example and the standards for the squad. As such he / she needs to inspire the players to ensure all involved maximise their potential• Team work – needs to be able to work effectively with players, other coaches and the General Committee

Updated: 29 April 2009

TEAM MANAGER

Main purpose of role:	To act as the Team Manager of a team within Saracens Amateur RFC
Role and Responsibilities:	<p>Responsible for the overall organisation and well-being of the team (and its players) with specific responsibility for:</p> <ul style="list-style-type: none">• Ensuring all players have paid subscriptions and match fees• Communicating with the players• Administration of proper communication in terms of team selection and player availability prior to all matches• Organisation of each match day involving, inter alia,; <u>For Home games</u><ul style="list-style-type: none">• Organising pitches in liaison with Club Manager• Looking after the referee• Organisation of post-match refreshments• Organisation of kit and post-match laundering• Organisation of medical cover, balls, water bottles, kicking tees etc<u>For Away games</u><ul style="list-style-type: none">• Co-ordinating the transport requirements to ensure all players, officials and necessary equipment arrive at the designated location for adequate pre-match preparation• Organisation of kit and post-match laundering• Organisation of medical cover, balls, water bottles, kicking tees etc
Liaison with:	Head coach and other coaches, players, and club administrators
Responsible to:	Head Coach and players
Skills and qualities:	<ul style="list-style-type: none">• Commitment and enthusiasm – The position requires a significant time commitment in the evenings and at weekends• Communication – must be an effective communicator• Team work – needs to be able to work effectively with players, other coaches and the General Committee

Updated: 29 April 2009