

TRFC CHAIRMAN JUNIORS

ROLE DESCRIPTION

To co-ordinate the affairs of Tavistock Rugby Club Juniors

SKILLS//QUALITIES REQUIRED

- Good inter-personal skills
- Ability to behave impartially at all times
- Approachable
- Ability to control meetings effectively

MAIN DUTIES

- To be responsible for managing the affairs of TRFC Juniors
- To chair and control the meetings of the management committee and AGM
- Be familiar with the constitution of TRFC Juniors, the general rules for committee procedure, current affairs and business in hand
- Oversee decisions made by the management and other personnel
- In conjunction with the secretary and treasurer present the annual report and accounts respectively
- Be in consultation with the secretary with regards to the content of the agenda and minutes of meetings
- Liaise with TRFC Senior Rugby Club and represent and promote the interests of the TRFC Juniors
- To keep open communication channels with members of the management committee and inform them of any instant decisions taken

COMMITMENT

To chair the AGM once a year, deal with any club issues as and when they arise and chair club management meetings.

TRFC TREASURER JUNIORS

ROLE DESCRIPTION

To manage Rugby Phoenix volleyball club finances and maintain accurate financial records.

SKILLS/QUALITIES REQUIRED

- Must be honest and reliable
- Experience of producing accounts and budgets is desirable
- Access to a computer is essential and a working knowledge of spreadsheets and/or similar systems desirable
- Must be numerate

MAIN DUTIES

- Responsible for all club finances
- To produce an annual budget and monitor expenditure
- Be responsible for payment of any monies to and from the club; providing receipts and keeping an up to date record of transactions
- To produce an end of year financial report for the AGM
- Regular report to the committee on the financial position of the club

COMMITMENT

Attend AGM and have ongoing responsibility for club accounts

TRFC SECRETARY JUNIORS

ROLE DESCRIPTION

To receive and disseminate information effectively and ensure the smooth running of club administration

SKILLS/QUALITIES REQUIRED

Good verbal and written skills

Access to a word processor and email is essential

Good organisational skills

Experience/knowledge of minute taking and administration skills are desirable

MAIN DUTIES

To liaise with the club chairperson with regards to agenda content

To take meeting minutes and distribute copies to committee members

To be the main contact for the club

To deal with the day to running of the club

To respond to any correspondence as appropriate

To pass on any information received to relevant parties/persons

COMMITMENT

Attend the AGM and any other meetings, deal with any other arising club issues

TRFC FIXTURES SECRETARY JUNIORS

ROLE DESCRIPTION

To schedule match fixtures and allocate pitches

SKILLS//QUALITIES REQUIRED

Good organisational skills

Access to email is essential

Familiar with other clubs and contacts in local and regional rugby is desirable

MAIN DUTIES

To liaise with other club and league secretaries to agree fixture dates

To communicate fixture arrangements to club members

COMMITMENT

Attend the AGM and any other meetings, deal with any other club fixture issues

TRFC CLUB WELFARE OFFICER JUNIORS

ROLE DESCRIPTION

To be responsible for the implementation and management of good practice and child protection policies within the club.

SKILLS/QUALITIES REQUIRED

- Is approachable
- Good communication skills
- Discretion
- Has a positive mentality and integrity
- Previous experience of working with children
- Has an understanding of Child Protection issues
- Knowledge and commitment to equal opportunities
- Has attended the Sports Coach UK Safeguarding & Protecting Children in Sport (or willingness to attend within 6 months of appointment)
- Willing to partake in CPD
- Completion of RFU England CRB process and acceptance of outcome

MAIN DUTIES

Help the club to follow the guidelines laid down by RFU England in the Child Protection Policy and Good Practice document.

Ensure that Good Practice & Child Protection is an item on the club management committee agenda.

Ensure that all club personnel working with young people have received child protection training.

To ensure all appropriate documentation and forms are completed in accordance with RFU England Child Protection Policies and Procedures.

To ensure that any persons including coaches, officials and volunteers working with or acting on behalf of the club, who will come into contact with young people under 18 complete a Personal Disclosure Form.

Forward a copy of an individual's Personal Disclosure Form to the RFU England for immediate consideration should any issues or concerns arise.

Keep confidential records of all documentation in a secure manner so it can be produced should it be required for reference at a later date by the RFU England.

Refer any concerns and/or allegations to RFU England immediately using the Child Protection referral form.

Ensure coaches, officials, volunteers, parents/carers and juniors have access to RFU England Child Protection Policies and Procedures documents.

TRFC VOLUNTEER CO-ORDINATOR JUNIORS

ROLE DESCRIPTION

Co-ordinate the recruitment and organisation of volunteers within the club

SKILLS//QUALITIES REQUIRED

- Be approachable
- Well organised
- A good motivator
- Confident and enthusiastic

MAIN DUTIES

To be main lead for the Continual Professional Development (CPD) plan for members of management committee, coaches and referees

Main contact for all volunteers

To ensure all roles have job descriptions and up date these where necessary

To maintain contact with and supervise all volunteers

To liaise with other committee members with regards to volunteer requirements, working closely with the CWO to ensure every volunteer is aware of child protection issues and has been CRB checked where necessary

To implement volunteer recruitment and recognition scheme.

COMMITMENT

Attend the AGM and other meetings, continual involvement in volunteer issues

TRFC CLUB COACHING CO-ORDINATOR JUNIORS

ROLE DESCRIPTION

Co-ordinate the organisation of coaches and coaching resources and standards within the club

SKILLS/QUALITIES REQUIRED

- Be approachable
- Well organised
- A good motivator
- Confident and enthusiastic

MAIN DUTIES

To be main contact and lead for the Continual Professional Development (CPD) plan for members and coaches.

Main contact for all coaches and squad managers

To ensure all roles have job descriptions and up date these where necessary

To maintain contact with and advise all coaches

To liaise with other coaches with regards to volunteer requirements, working closely with the CWO to ensure every coach is aware of child protection issues and has been CRB checked where necessary

To liaise with external rugby agencies regarding rugby coaching matters and opportunities.

COMMITMENT

Attend the AGM and other meetings, continual involvement in volunteer issues

TRFC SQUAD COACH JUNIORS

ROLE DESCRIPTION

To be the main coach responsible for coaching activities and sessions with the squad

SKILLS/QUALITIES REQUIRED

Good inter-personal skills
Qualified to the appropriate level
Approachable
Fair

MAIN DUTIES

To take full responsibility for the squad's coaching
To prepare all coaching sessions beforehand
To work with and include the assistant coaches in the preparation and running of each session
To attend club meetings and report on progress.
To offer the club feedback on the organisation and degree of success of the squad in coaching, matches and competitions
To assist in the selection of teams
To ensure a member of the coaching staff travel to competitions with the team(s).
To inform the Squad Manager (or other relevant member) in advance of any sessions that cannot be attended

COMMITMENT

To attend the AGM once a year and any other relevant meetings. To attend and deliver coaching sessions on at least a weekly basis.