

JOB DESCRIPTION

JOB TITLE

Club Chairman and Vice Chairman

Purpose of the job

To administer the Management Committee and ensure liaison and co:-operation between Club, Officers and Sub-committees.

Task/Responsibilities

To convene and chair Management Committee meetings, Emergency Committee Meetings and Special/Annual General Meetings.

To ensure club representation at the R.F.U. annual general meeting.

To ensure club representation at the Lancashire RFU Committee Meetings.

To attend Sub-Committee Meetings where appropriate :- i.e. when matters of Club policy are involved.

Ensure the preparation of the Annual General Report.

Tasks/Responsibilities (in addition to Job Description)

1. Ensure all Officer/Committee positions are filled!
2. Ensure the following events are considered/delegated:-
 - 2.1 Social
 - Summer Fundraiser/s (ie Summer Ball)
 - Sportsman Dinners
 - Christmas/New Year Events
 - Club Dinner Bonfire Night
 - 2.2 Rugby
 - Griffon Plaque
 - County Games
 - Former Players Reunions
 - Start of Season Tournament
 - End of Season Tournament

JOB DESCRIPTION

JOB TITLE

Youth Committee

Purpose

To be responsible for the organisation and development of coaching; player recruitment and arranging appropriate fixtures at junior and mini level.

Tasks/Responsibilities

1. Organise coaching for teams at all age levels.
2. Ensure that provision is made within the rules of the Rugby Football Union for youth rugby.
3. Organise fixtures for teams at all age levels.
4. Arrange for attendance at appropriate meetings organised by the Lancashire RFU and Manchester City Council Youth Development Officer.
5. Collect players subscriptions annually.
6. Endeavour to promote the club and its facilities for playing to local schools, colleges and the community in general.
7. Encourage parents of players to participate in club affairs and become members.
8. Prepare an annual budget for submission to the Finance Committee.

JOB DESCRIPTION

JOB TITLE

Club President (intended as a 2 year appointment)

Purpose of job

To act as a figurehead both within and outside of the club.

Tasks/Responsibilities

1. Cooperate with the Club Chairman, as appropriate, to further the smooth administration of the club.
2. Be available to support and give help and guidance to the club officers.
3. Attend or ensure appropriate replacement at all first team games with the aim of:-
 - (a) Providing encouragement and support to the team.
 - (b) Ensuring, at home games, that visiting club officials are made welcome and are provided with appropriate hospitality.
4. Ensure that a Former Players Re:-unions are organised at appropriate home games.
5. Ensure the annual club dinner is organised.
6. Ensure a smooth succession to the next president.

JOB DESCRIPTION

JOB TITLE

Team Captains

Purpose of the job

To be responsible for the performance and welfare of his players on and off the field.

Tasks/Responsibilities

Lead his team by personal example in terms of fitness, ability, dedication and good conduct.

Attend Management Committee meetings. If unable to attend personally arrange for someone else to attend.

Convey requests and attitudes of his players to the Management Committee.

Convey the meaning of Management Committee decisions to his players.

Attend Selection committee meetings. If unable to attend personally arrange for someone else to attend.

Ensure that match fees are collected.

Organise the collection and returning of team jerseys.

Obtain the assistance of his team for club functions, work parties etc. when so requested.

Help ensure that club hospitality is extended to visiting teams, referees etc.

JOB DESCRIPTION

JOB TITLE

Club Secretary/Assistant Secretary

Purpose of the job

To carry out general administrative and secretarial duties in accordance with the requirements of the Management Committee.

Tasks/Responsibilities

To compile and circulate Agendas and Minutes of Management Committee Meetings and record attendance of members.

To apply annually for Players Insurance (R.F.U.),
To receive in writing, notice of any proposed alteration to Club Rules.

To liaise with the R.F.U. and Lancashire County R. F. U. and ensure disciplinary procedures are followed.

To disseminate mail and other incoming information and take appropriate actions.

To notify the appropriate body of the details of registered players and to deal with transfer forms.

To keep a list of registered players to produce as required,

To make arrangements for details of league matches results to be notified to the appropriate body.

To notify details of home league games to referees and touch judges.

To notify members of formal complaints made against them.

To notify members (14 days notice) of AGM and Special General Meetings.

To update as and when necessary the clubs rules and officer/committee job descriptions.

Organise where required Red Cross/St. Johns Ambulance coverage at games.

JOB DESCRIPTION

JOB TITLE

Club Treasurer and Finance Committee

Purpose of the job

To administer and control the financial activities of the club.

Division of Duties

The various tasks and responsibilities will be allocated by the Treasurer and Chairman of Finance committee. The allocation of duties should be reviewed annually.

Tasks/Responsibilities

Ensure that the Club's investments are in accordance with the covenants imposed by the Trustees of the late Lord Egerton.

Ensure appropriate financial systems are in operation for all committees, bar and catering.

Investigate all areas and items of income and expenditure with a view to maximising club revenue.

Obtain annual forecasts of income and expenditure from club officers and Sub-Committees at the start of each season.

Prepare an annual club budget at the start of each season. Meet monthly to monitor actual income and expenditure against budget.

Consider requests from officers and committees for expenditure in excess of the limit set by the Management Committee, (if outside the originally agreed budget); and report back to Management Committee with recommendation.

Record transactions in the books of accounts.

Prepare and dispatch cheques in settlement of invoices.

Obtain bank statements and prepare monthly reconciliations.

Bank all incoming cheques and monies.

Prepare monthly summaries for Finance and Management Committee meetings.

Provide cash floats for sub-committees and Club officers as requested.

Preparation of information for the annual accounts and arrange for the annual audit to be completed prior to the Annual General Meeting.

Corresponding with bank and creditors.

Prepare quarterly VAT returns.

Negotiate adequate insurance cover on Club property.

Negotiate bank facilities and terms.

Paying staff wages and submitting Inland Revenue returns.

JOB DESCRIPTION

JOB TITLE

Fixture Secretary

Purpose of the job

To ensure fixtures are made in order to provide the highest standard of rugby, reflecting the Status and needs of the club.

Tasks/Responsibilities

1. To be responsible for producing a first XV list which reflects the ambitions of the club in terms of playing strength, potential and finance.
2. To arrange such fixtures and confirm them in writing by June of each season.
3. To liaise with the Assistant Fixture Secretary re fixtures for all other senior teams.
4. To deal with all 1st XV fixtures cancellations, obtaining new fixtures and deal with other queries during the Season.
5. To supply fixture lists to various agencies including RFU and Referees societies.
6. In the absence of a Match Secretary to undertake the duties of the Match Secretary.

Assistant Fixture Secretary

Purpose of job

To undertake all duties in the absence of Fixture Secretary and be responsible for compiling and confirming all fixtures for all other Senior XV's

Tasks/Responsibilities

1. Offer, accept and confirm all fixtures for the club's 2nd, 3rd, 4th and 5th XV'S.
2. To liaise with Fixture Secretary where fixtures are made through the club XV'S (1:-5).
3. To arrange additional fixtures, due to cancellations, with various Fixture organisations.
4. In emergency, to carry out duties of the Fixture Secretary.

Match Secretary

Tasks/Responsibilities

1. To confirm in writing all fixtures (XV'S 1:-5) with opponents, 2 weeks prior to the fixture.
2. To ensure visiting opponents know kick-off times, and have directions to the ground.
3. To send complimentary Match tickets to the visiting officials of all 1st XV fixtures.

JOB DESCRIPTION

JOB TITLE:- **Membership Secretary and Membership sub-committee**

Purpose of the Job

To encourage all class of membership, control subscription income and administer membership records.

Tasks/Responsibilities

Actively foster ideas which will attract new members into the club.

Maintain accurate membership records.

Provide an up-to-date membership register on the Club premises (in accordance with Club rules) and furnish copies to Management Committee Members on request.

Liaise with Team Secretaries regarding new members and amendments.

Distribute subscription reminders.

Bank subscription income received and maintain records of payment.

Arrange for annual updating and printing of the membership card.

Distribute, by post, membership card and a copy of Club Rules to new members.

Apply to Twickenham on behalf of members requesting tickets for international games.

Liaise with the Hough End Centre regarding Broughton Park membership and submit members details and photographs.

JOB DESCRIPTION

JOB TITLE

Press Secretary

Purpose of the job

To ensure the maximum publicity of our games, team news at national and local levels via press, radio and television. Keep club members informed via the programme and occasional news letters.

Tasks/responsibilities

Disseminate pre:-match information on team selection to the press, radio etc. and give brief verbal reports of matches to the press.

Communicate results of every home game immediately after the final whistle to the Press Agency for league matches and national cup games and later to communicate teams and scores.

Advise press and radio representatives of any match cancellation or re:-arrangements. Extend club hospitality to visiting journalists.

Supply weekly match details to appropriate local papers and for club news to rugby magazines periodically.

Liaise with club officials associated with the playing side e.g. club captain, chairman of selectors, first team coach.

Maintain records of 1st team results, player appearance, scores etc.

Maintain media profiles of Senior players.

Publicity Secretary

Purpose of the job

Club Public Relations on the non playing side.

Tasks/responsibilities

Publicise the club and club developments to the media as extensively as possible.

Programme Secretary

Prepare the club programme for all home games.

Organise the printing of the programme.

Arrange collection of the match programme

JOB DESCRIPTION

JOB TITLE

Team Secretary

Purpose of the job

To liaise between the Selection Committee, Team Captains and players to ensure that selected teams turn out at maximum possible strength.

Tasks/Responsibilities

Attend weekly Selection Meeting.

Liaise closely with the Membership Secretary to ensure an accurate register of players names, addresses and telephone numbers.

Post team selection sheet on club notice board.

In conjunction with Team Captains, to re-organise the teams in the light of players becoming unavailable and to advise reserves of such changes when they telephone on Friday evening.

JOB DESCRIPTION

JOB TITLE

Duty Officer

Purpose of the job

To make match day as enjoyable as possible for all concerned by ensuring the smooth running of all related activities through the co-ordination of sub-committees, officer and others.

Tasks/Responsibilities

Match Arrangements

1. To be on duty at the ground half an hour before K.O. to check with match and ground officials.
2. To see there's a touch judge on the senior ground for the Griffons game.
3. To make appropriate arrangements, while waiting for ambulance, for the care of any injured player.
4. Ensure a car is available to run injured players to hospital.
5. To arrange for the scoreboard to be manned.
6. To see to the referees expenses in the absence of the referees society representative.
7. Place name of duty officer, for the day, on the notice board in the main entrance.
8. Ensure that a raffle takes place at each home game.

Hospitality

1. To welcome visiting alickadoos.
2. To collect and distribute meal tickets to visiting teams.

JOB DESCRIPTION

JOB TITLE

Selection Committee

Purpose

To be responsible for the selection of teams to represent the club. Make decisions on travelling arrangements for away games subject to any directions as to finance as decided by the Management Committee.

Task/Responsibilities

Arrange rota of Selection Committee members to attend representative games of the Club.

Ensure that Team Captains attend all meetings of the Selection committee.

Ensure that the Team secretaries attend all meetings of the Selection Committee.

Take necessary action, in accordance with the laid down procedures, to notify appropriate officers and players in the event of cancellation of matches.

Ensure that as much information as possible is available on players to assist in assessing their competence for selection.

Develop links with Youth and Coaching committees.

Be responsible for the Club jerseys and inform Management Committee when replacement sets are required.

Ensure that match fees are collected from team captains and forwarded to the club Treasurer.

Prepare budget at start of financial year for submission to Finance Committee.

Enforce club rules regarding non:-payment of subs.

Hire coaches for away games where necessary.

JOB DESCRIPTION

JOB TITLE

Sponsorship Committee

Purpose

To secure income for the club via different forms of sponsorship and advertising.

Tasks and Responsibilities

Contact industrial, commercial, individual and any other potential sponsors for the purposes of match sponsorship, programme advertising and ground advertising.

Arrange match day hospitality as appropriate for game sponsors.

Organise sportsman dinners as a fund raising venture.

Maintain a sponsorship/fund raising income and expenditure account on an annual basis.

If felt necessary, to supervise the employment of a 'Sponsorship Manager' - paid strictly on a performance basis.

NB

Those involved in fund raising for club tours, approved by Management Committee :- whether at senior or junior level :- must liaise with Sponsorship Committee in order to avoid any conflicts of interest.

JOB DESCRIPTION

JOB TITLE

Social Committee

Purpose

To be responsible for the profitable organisation and running of social activities for all classes of the Club Membership.

Task/Responsibilities

Prepare a Social Calendar for the season, and ensure that all members, the 'Hough End Liaison Officer' and Management Committee are fully informed well in advance.

To advertise all social functions well in advance.

To prepare annual budget of anticipated income for finance Committee.

To ensure the preparation and cleanliness of the Clubhouse prior and following any social function.

To liaise with the Hough End Liaison Officer to obtain bar extension where required.

To arrange a Club Raffle for every home game (all teams)

JOB DESCRIPTION

JOB TITLE: **Ground Committee**

Purposes of the Job:

To be responsible for the care and maintenance of club pitches and surrounding areas and the maintenance and improvement of playing equipment and club property other than that which is the responsibility of the House Committee.

Tasks/Responsibilities:

Ensure pitches are prepared/maintained, for example, seeding, cutting, marking including goalposts/guardrails and ground equipment

Ensure adequate hot water is available for showers after the game.

Be responsible for hygiene and cleanliness/provision of necessary accessories for changing rooms, baths, toilets e.g. soap, toilet rolls, brushes, buckets etc.

Prepare pitches for games to be ready at least ½ hour before kick off e.g. flags, buckets/sponges, balls.

Provide orange for half-time and tea at conclusion of all games.

Arrange duty rota of members according to number and demands of matches played.

Clear litter from pitches and grassed areas.

Ensure maintenance of car park.

Prepare a budget at the start of the financial year for submission to Finance Committee.,

Job Description

JOB TITLE **Coaching Committee**

Objectives

1. To increase the number of Club Coaches to, eventually, provide “best practice” coaching skills to all Club teams.
2. To encourage all Club Coaches to attend RFU coaching courses and attain the highest qualification.

Operational

- 3 To prepare appropriate coaching and training programs to ensure maximum personal fitness, individual skills, unit skills and team tactical awareness.
- 4 To be responsible for the selection of 1st XV squad/team and to assist the Selection Committee in the selection of other Club teams.