



CLUB ROLES AND RESPONSIBILITIES



STRA



Job Description

To ensure volunteers enjoy their involvement in rugby it is important to ensure that individuals are appointed to roles that suit their strengths and personality. All volunteers should fully understand what is expected of them regarding time, effort and commitment. The easiest way to do this is by developing appropriate job descriptions.

Job descriptions clearly define responsibility and reduce confusion. The content and level of detail in job descriptions should be tailored to meet the needs of the club and the people in it. They need not be extremely detailed.

Over time job descriptions will need to be amended to reflect the interests not only of the organisation as it changes but the skills and strengths made available by the staff and volunteers within the organisation.

The responsibilities listed below are guidelines and should be modified as required in order to meet individual clubs needs.



Club President

The President is primarily an honorary position within the club and acts as the club's representative at all internal and external functions.

He/she will:

- Be a member of the committee and contribute to policy creation.
- Act as chairman of the committee in the absence of the chairman.
- Provide advice and assistance to any of the officers of the committee as required.
- Provide liaison and communication between the various sections of the club.
- Act as a member of any sub-committee if required, and if such a request is deemed suitable.
- Contribute to the general standard of the club and provide an understanding of the ethos and codes of conduct required.

Club Chairman

The Chairman is responsible for the ultimate achievement of the strategic ambitions of the club as well as the overall management of its operational activities.

He/she will:

- 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 that the Club structure and responsibilities are transparent and available to the membership.
- The Chairman must work in close liaison with the Executive Committee, Club Secretary and Chairman.
- The Chairman must also set the agenda for meetings and ensure it is in line with the club, Branch and IRFU policies.
- Act as a mediator in the event that disagreements arise between particular sub-committees or sections.
- Ensure that the safety statement is reviewed regularly and its operation monitored.



- All members are accountable for their performance in relation to occupational safety and health.
- Adequate resources are made available so that the Safety Policy can be carried out efficiently
- The members of the General Committee are fully aware of their responsibilities in relation to occupational safety and health.
- All members are accountable for their performance in relation to occupational safety and health.
- The Safety Statement is reviewed regularly and its operation monitored.

Club Secretary

The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and club documents. In addition, he/she records the deliberations and decisions of the club committee.

He/she will:

- Responsible for the day to day business and administration of the club.
- Maintain records of all members and former members of the club.
- Provide such club details as required by the IRFU/Branch.
- Manage and ensure action on club correspondence including legal and insurance matters.
- 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.
- The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through notice boards, team managers, etc.

- Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible.
- Any discussion, reports or suggestions relating to the Safety Statement which are raised at General Committee Meetings are recorded and actioned.
- Any Accident Reports, Hazard I.D. Reports, H&S Audits, etc are retained as club records and reported outside the club as decided by the General Committee.
- Any correspondence relating to Health and Safety is brought to the attention of the General Committee and any subsequent actions are recorded.

Club Treasurer

Chief financial manager of the club – maintains the integrity and accurate recording of the club's financial position.

He/she will:

- 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 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 club pays all affiliation and competition fees.

MEETING

TODAY



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-ordinating the implementation of the Club's "agreed playing philosophy" throughout all teams.
- Oversee the implementation of the IRFU Long Term Player Development programme throughout the Club.
- Take responsibility for the recruitment and retention of players, coaches and management and developing and maintaining links with local schools and colleges.
- Provide succession planning to ensure that qualified coaches are appointed to all teams and receive the appropriate training required by attending designated coaching courses.
- 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.
- Set behavioural standard policies for all teams and members at the start of the season.
- Liaise with 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.

Grounds Chairman

He/she will ensure that:

- Machinery such as grass mowers are used only by authorised and experienced personnel.
- All equipment and machinery is securely locked away when not in use.
- The premises are properly secured when not in use and not available for any ad hoc activities.
- Third party contractors do not commence work of any kind unless evidence of insurance and safety legislation compliance is forthcoming. In his absence the Grounds Chairman will request a member of the General Committee to deputise.
- Any incursion or unauthorised entry is prevented and, if unable to prevent such, will report such incursion to An Garda Síochána.
- A fully-equipped First Aid Kit is available on site at all times.
- Waste and refuse are managed and collected by the appropriate agency.

Club Child Welfare Officer

The Club Child Welfare Officer is appointed by a club to implement the directions of the National and Branch Child Welfare Officers and to follow the policy for Age Grade Players of the IRFU.

He/she will:

- Act at all times in the best interests of Age Grade Players.
- Be fully familiar with the provisions of the Code and Policy and with such further information and requirements as may be provided or put in place by the IRFU.
- Communicate with the appropriate Branch Child Welfare Officer considers it necessary to do so, or any matter in relation to Age Grade Players on which the advice or directions of the Union are required.



- Receive from the Branch Child Welfare Officer advice, information and directions from the IRFU concerning Age Grade Players and act accordingly.
- Inform their club of requirements made by the IRFU concerning Age Grade Players.
- Ensure that they are in a position to respond accurately and promptly to queries from the IRFU as to the welfare of Age Grade Players in their club generally or in relation to any specific incident which may occur.
- Be the contact person in the club for the Statutory Authorities regarding the welfare of Age Grade Players who are members of the club.

Health & Safety Representative

The H&S Representative will be nominated by the general committee on an annual basis and will be responsive to that body to ensure that the health and safety is managed in a proactive manner within the club and that all club activities are in keeping with the maintenance of a safe environment.

He/she will:

- Monitor health and safety issues within the club and make recommendations, if necessary to the general committee.
- That a number of members are trained on an annual basis in first aid and in the use of fire extinguishers.

Media Officer

To raise the profile of the club in the community through information, publicity and promotion.

He/she will:

- Ensure the submission and distribution of press releases, articles, newsletters and reports internally and externally.

- Responsible for advertising the club, its activities and to highlight the work of volunteers.
- Create a local media contact list.
- Co-ordinate weekly match reports for all teams to be forwarded to local press.
- Invite local press and media to events.
- Undertake the role of club webmaster ensuring it is constantly updated.

Bar Chairman

He/she will ensure that:

- All functions in the clubhouse have the prior authorisation of the General Committee.
- The documentation in relation to the booking of functions is properly completed prior to the function taking place.
- A doorman is in place for all functions, with the exception of after match activities.
- That all non-members entering the clubhouse for functions sign the guest book prior to entering the inner premises.
- There is always a senior club member present to supervise the function.
- The toilets and dance are inspected at least once per hour and that all spillages are immediately cleaned up.
- Guests do not bring any items onto the premises which could endanger other guests.
- All functions are closely supervised and that guests do not engage in 'horse play' of any kind.
- Persons using disco or musical equipments comply with any instructions from the supervisor.
- Non-members who are allowed to prepare functions do not climb above ground level.

Coaches

He/she will be responsible for the following tasks:

- Selecting and preparing the team for matches.
- Planning and preparing for training sessions and activities.
- Ensuring all players get equal opportunity to take part in all club/team activities.
- Setting the right example for players on and off the field.
- Educating players in the ethos of rugby and the values of being a true sportsman.
- Be fair in the treatment of all players at all times.
- Conforming to all club and/or IRFU policies on young children in sport.
- Attending coaching courses.
- Ensuring all activities are safe and supervised at all times.
- Specialist equipment such as weights, scrummaging machines, tackle bags, etc are used only if there are qualified supervisors present.
- Persons who are not paid up members are not allowed to use the club facilities.
- Medical kits are immediately available for both training and matches.

Social Co-ordinator

This position is responsible for creating and implementing a cost effective social programme for the club, its players, members and supporters in order to enhance relationships.

He/she will:

- 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.

Volunteer Co-ordinator

Responsible for the retention, training, organisation, recruitment and welfare of a sufficient number of volunteers for the club to operate effectively on a weekly and ongoing basis.

He/she will:

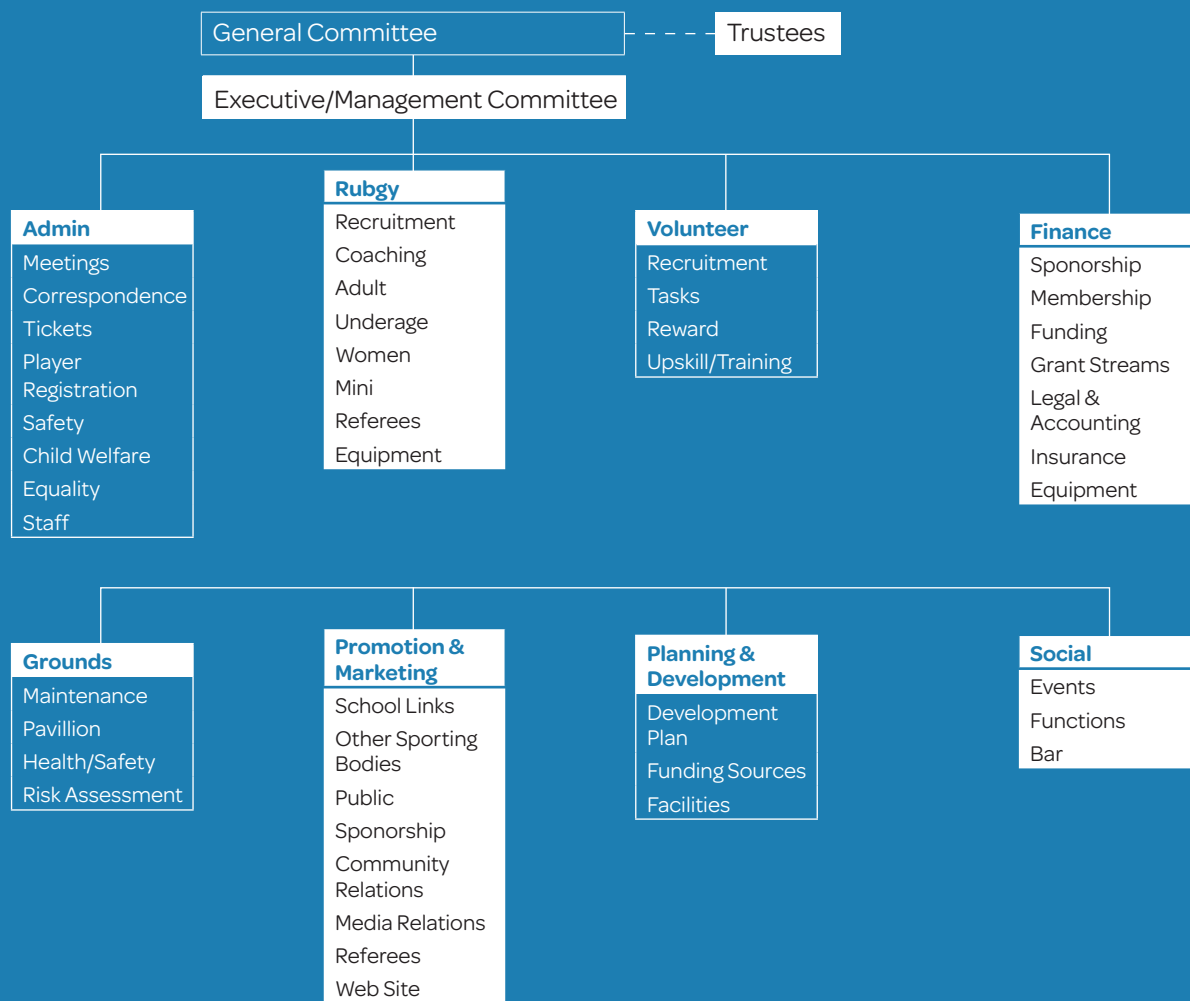
- Provide a focal point for volunteers and volunteering within the club.
- Facilitate the recruitment, retention, recognition, and reward of volunteers within the club.
- Determine each year the various tasks that are need for the club to operate efficiently and effectively and match volunteer skills and interests to those positions.
- Ensure that new volunteers are welcomed appropriately and are clear on their role/ responsibilities including whom to approach if any difficulties are encountered. Each year arrange orientation and appropriate briefings for each volunteer.
- Issue documentation that clearly sets out each volunteer's role and commitments; make any adjustments as necessary.
- Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm.
- Identify means of recognising and rewarding volunteers.
- Attend club events, matches, and social evenings to promote and encourage new volunteers.

Members

They will ensure that:

- They are aware of the provisions of the Safety Statement and that they operate within those provisions at all times.
- They take no action which could endanger either themselves or their fellow-members
- They are familiar with the location of fire extinguishers.
- They are familiar with all fire exits on the club premises.
- They comply with any safety directives which may be issued from time to time.

Club Management Structure



Executive Committee (6/8 Members)

- Chairperson
- Vice Chairperson
- Hon Secretary
- Director of Rugby
- Hon Treasurer
- Chair of Social
- Chair of Promotion & Marketing
- Chair of Promotion & Development

Example Sub-Committees/Working Groups

Selected members should be coopted in to a particular group based on their individual strengths/experience being directly relevant to that particular work area these individuals do not have to be current Club Committee members and Clubs should be proactive in sourcing the right people for the job.

Admin Committee

Hon Secretary (Chair)
Selected Members (2)
Registration Officer
Child Welfare Officer
Ticket Officer

Volunteer Committee

Volunteer Coordinator Chair
Selected Members (3)

Grounds Committee

General Committee Member (Chair)
Selected Members (2)
Groundsperson

Promotion & Marketing

General Committee Member (Chair)
Selected Members (2-3)
Web Site Manager/PHO

Rugby Committee

Director of Rugby (Chair)
Head Coach - 1st XV
Manager - 1st XV
1st XV Captain
Women's Rep
Age Grade Rep
Mini's Rep

Finance Committee

Hon Treasurer (Chair)
Selected Members (2)
Club Chairperson

Planning & Development

General Committee Member (Chair)
Selected Members (3-4)

Promotion & Marketing

General Committee Member (Chair)
Selected Members (2-3)
Web Site Manager/PHO

The IRFU shall not be liable for any loss or damage whatsoever arising from the use of or reliance on the information contained in this Guidance Note. The IRFU reserves the right to amend or withdraw the information contained in this Guidance Note.

