

THIS IS RUGBY.



Volunteer Role Description Index

We've created new generic role descriptions for club volunteers to help Club Volunteer Coordinators recruit new volunteers. The 'This is Rugby' tone of voice has been used to link the roles to the values of the game and keep them short and conversational. The aim is to be more relaxed and interesting while still getting across what needs to be done. Since every community rugby club is structured differently, these roles can be altered to suit particular individuals and local needs. A broad spectrum of roles have been described in line with the RFU Whole Club Seal of Approval, however we're sure there are other roles!

Management & Governance

- 1_01 President & Vice President
- 1_02 Honorary Chairperson & Deputy
- 1_03 Honorary Secretary & Assistant
- 1_04 Club Volunteer Coordinator
- 1_05 Disciplinary Secretary
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- 1_09 Seal of Approval Accreditation Manager [Mini/Youth or Whole Club]
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- 2_02 Commercial Manager
- 2_03 Marketing & Sponsorship Manager
- 2_04 Fundraising Manager
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- 3_02 Buildings Manager
- 3_03 Bar Manager
- 3_04 Catering Manager
- 3_05 Health, Safety & Environment

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- 4_03 Club Coaching Coordinator
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- 4_06 Team Manager
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- 4_08 Club Captain
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- 4_13 School/College/University Liaison
- 4_14 Pathfinder

Communications

- 5_01 Communications & PR Manager
- 5_02 Webmaster
- 5_03 Archivist

Teamwork Respect Enjoyment Discipline Sportsmanship

Rugby Football Development Limited

a member of the Rugby Football Union group of companies
Rugby House, Rugby Road, Twickenham TW1 1DS Tel: 020 8892 2000 Fax: 020 8892 9816
Incorporated in England, company number 5429073

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President

The President is the figurehead of the club, representing it at internal and external functions, so you'll need to know the club inside out. You'll work alongside the Club Chairman to help smooth the administration of the club, and you'll provide impartial advice based on your broad experience. In short, you'll set the tone for the whole club.

Ideally, you'll need to be:

- Confident and good at communicating
- Tactful and discreet
- Well-versed in the running of the club
- Analytical and good at solving problems
- Familiar with good business practices and procedures
- Something of a *bon viveur* – charismatic and committed

What you'll do:

- Guide, support and advise other club officers and committee members on any club matters
- Attend the AGM and committee meetings
- Attend all first team games (or find someone to represent you) to encourage and support the players
- Make sure visiting club officials are made welcome at all home games
- Organise former player reunions
- Make sure your Club Dinner is well-organised
- Set in place a succession plan for key club officials
- Hand over to the next President as smoothly as possible

How much time it will take up:

About 6 hours a week, mainly at weekends.

What you'll get out of it:

As President you'll be the focal point of the club off the pitch, so it's an important and highly social role. You'll build relationships both within the club and beyond, and you'll get the chance to meet a wide range of people. It's a highly respected post from any perspective, within the community and the world of work.

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Honorary Chairperson

As Honorary Chairperson you'll provide the vision, leadership and business plan to develop the club for the benefit of all. You'll run the Management Committee and will be responsible for liaison and cooperation between club, officers and sub-committees. Without your management skills, the club would not fulfil its potential.

Ideally, you'll need to be:

- An experienced and effective manager
- Confident and good at communicating
- Familiar with business administration and practices
- Diplomatic and discreet
- Well-acquainted with the running of the club
- Well-organised

What you'll do:

- Form a team around you so that all Officer/Committee positions are filled
- Provide leadership to your team on all aspects of the club from playing to fundraising and social activities
- Arrange and chair Management Committee meetings, Emergency Committee Meetings and Special/Annual General Meetings
- Lead the creation of your club development/business plan
- Make sure the club is represented at the RFU AGM and local Constituent Body meetings
- Attend Sub-Committee meetings if they concern club policy
- Prepare the Annual General Report with the Secretary

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

This is the most prestigious position within the club, so it's highly respected within the community and the world of work. As the club's leader you'll have a direct hand in results on and off the pitch – it's a demanding role, but incredibly rewarding.

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Honorary Secretary

The Honorary Secretary is the head administrator for the club. Your remit is broad; as well as looking after the general running of the club, you'll act as the linchpin between internal and external stakeholders. It's no exaggeration to say the club couldn't function effectively without you.

Ideally, you'll need to be:

- A capable manager who can delegate effectively
- Confident and good at communicating
- Skilled at administration and meeting procedures
- Well-organised and conscientious
- IT literate

What you'll do:

- Act as the main communication link between the Committee, sub-committees, club members, other clubs and leagues
- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up
- Manage legal and insurance matters
- Provide the necessary details to the RFU and Constituent Bodies (CB)
- Maintain the records of club members and former members
- Distribute the right paperwork to the right people in the club
- Organise the AGM, Management Committee and club meetings, preparing agendas and paperwork, and taking minutes
- Communicate any important matters between the RFU, CB, and leagues, showing a thorough understanding of the rules of all these bodies

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

Running this office well shows considerable command of high-level organisational skills. It's a highly respected post from any perspective, within the community and the world of work. You'll be able to see the results of your efforts very clearly, as there's a high correlation between a well-run club and success on the field.

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Club Volunteer Coordinator

As the Volunteer Coordinator, you're responsible for recruiting a team of volunteers, training them and making sure they're engaged enough to want to stick around. You'll report to the Main Committee; it's a vital role in any rugby club.

Ideally, you'll need to be:

- A good listener who's easy to approach
- Confident and good at communicating
- Well-organised and happy to delegate
- Enthusiastic and motivating

What you'll do:

You'll liaise with others in the club to...

- Work out who's needed each year, bearing in mind special events as well as the week in week out running of the club
- Plan where you're going to find volunteers, making sure your advertising and appointment is as open as possible
- Understand why people get involved in the first place and use this knowledge to recruit them
- Put people in roles that suit their skills wherever possible
- Welcome volunteers to the club and help them get their bearings
- Train volunteers, and give them support, guidance and encouragement
- Recognise and reward success, nominating volunteers for club, Constituent Body, RFU or external awards
- Create a succession plan so that you have a pool of talent ready to step up or provide cover for key roles

How much time it will take up:

Around 2-3 hours a week.

What you'll get out of it:

This is a very social role. You'll provide an important service to the club and community, and for a small investment of time you'll get to meet all kinds of people. Doing something distinctive and worthwhile like this is attractive to potential employers, and the organisational and communication skills are transferable to any walk of life.

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Discipline Secretary

As Disciplinary Secretary you're basically in charge of the club's reputation for fair play. Reporting to the Club Committee, the County Disciplinary Panel and the RFU, you'll maintain standards of discipline by investigating and dealing with allegations of foul play and misconduct. You'll need to be fair, consistent and aware of the RFU Disciplinary Regulations.

Ideally you'll need to be:

- A player or ex-player
- Trained at an RFU Disciplinary Conference
- Good with people and a strong communicator

What you'll do:

- Deal with any incidents of misconduct in the club
- Hold internal disciplinary hearings for players who've been sent off or cited
- Take responsibility for all discipline queries
- Work with the Safeguarding Officer to educate club members about preventing incidents
- Work with the Constituent Body Discipline Secretary and the RFU on all club discipline matters
- Keep club members, players and the website up to date on all things disciplinary
- Attend County Disciplinary hearings involving your club

How much time it will take up:

Around 2 hours a week depending on how well-behaved your players are.

What you'll get out of it:

This is a great role for developing your mediation skills. You'll develop your knowledge of the game and exercise it in an official capacity. It's an influential position as far as the club's reputation goes and you'll have a chance to help people who have fallen foul of the laws of the game.

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Membership Secretary

A community club is nothing without its members. That's why the role of Membership Secretary is so important. You'll not only manage existing memberships, but actively encourage new ones and deal first hand with the members themselves. Your work will help the club prosper for years to come.

You'll need to be:

- Well-organised
- Friendly and approachable – you'll be key contact for our members.
- Have good attention to detail
- Good with numbers
- Full of bright ideas to attract new membership
- IT literate

What you'll do:

- Manage everything to do with memberships, including types, subscriptions, renewals and income
- Take the lead on promoting new membership
- Keep the membership database up-to-date
- Ensure membership fees are paid and records kept
- Create and deliver a plan for recruiting new members, with the support of a team recruitment officers for a larger club

How much time it will take up:

Around 3-4 hours a week.

What you'll get out of it:

You'll meet a wide range of people with one thing in common – loyalty to their local rugby club. It's a socially rewarding post to hold. Encouraging support helps bring the community and area together, ultimately making it a nicer place to live.

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Safeguarding Officer

A supportive and positive environment in which children can enjoy rugby safely is vital. You'll provide leadership in the safeguarding of children within the club, maintaining relationships with the CB Safeguarding Manager (CBSM) and local safeguarding partners. You'll report to the Club Executive Committee and work especially closely with the Club Senior and Mini/Youth Honorary Secretaries, the Club Youth Registrar, and the Club Coaching Coordinator. You'll also need to undertake appropriate RFU safeguarding courses.

Ideally, you'll need:

- To be empathetic and approachable
- A good sense of humour
- To be objective
- Attention to detail
- Resilience and determination
- To be dedicated to the cause of safeguarding young people under 18yrs
- A background in child protection from any of the statutory agencies (Police, Social Services, Children's Services)

What you'll do:

In conjunction with you CB Safeguarding Manager, you'll...

- Develop the Club 'Safeguarding Vulnerable People Policy' and procedures in conjunction with the RFU policy
- Make sure everyone understands the RFU Codes of Conduct and values of the Game: Teamwork, Sportsmanship, Enjoyment, Discipline, Respect
- Be visible and approachable to all club members and post your contact details on club notice boards, the club website and RFU RugbyFirst
- Develop a system to ensure all individuals working with young people undertake a CRB application every three years and hold an ISA-registration (Once the Independent Safeguarding Authority Vetting and Barring scheme has been implemented)
- Co-ordinate a programme of training for club personnel working with young people (i.e. Safeguarding & Protecting Young People in Rugby Union courses)
- Ensure that **all** safeguarding issues and incidents are reported promptly
- Keep up-to-date contact details for the local statutory agencies (police / social services etc.) and liaise with them when necessary

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- Ensure all parents of new mini & youth players receive and sign the club safeguarding/child protection policy
- Be aware of individual children's special educational or medical needs and the need to inform appropriate club age-group coaches/managers
- Ensure club first aid arrangements comply with RFU protocols
- Monitor the club website and report or amend inappropriate content
- Verify and confirm club's Seal of Approval accreditation information
- Distribute new information concerning the safeguarding of young people

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends

What you'll get out of it:

It's no exaggeration to say that children are the future of rugby, so your role in safeguarding them within your club is crucial. This is a highly respected role within the club and the local community, from which you'll get a great deal of satisfaction seeing how young players develop. You'll also receive ongoing support from the CB Safeguarding Manager in the form of training, visits, guidance and regular communication.

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Mini and Youth Chairperson

The Mini and Youth Chairperson is in many ways the guardian of the future of the club. You'll be responsible for leading everyone associated with Mini and Youth Rugby – from kids and parents to coaches. You'll work alongside the Honorary Chairman to ensure the club vision is reflected in Mini and Youth Rugby.

Ideally, you'll need to be:

- 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

What you'll do:

- Create and lead a team of people to deliver rugby for 7-17 year olds
- Arrange and chair Mini and Youth Committee meetings
- 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 Honorary Chairman's Annual General Report
- Work alongside other Club officers to coordinate the running and playing of Mini junior rugby tournaments
- Make sure players, coaches and parents are familiar with the core values of the game
- Ensure those who are new to the game understand that it can be played and enjoyed by people of all shapes and sizes

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

This is a highly respected and valued role within the club and wider community. As the club's leader of rugby for 7-17 year olds, you'll have a direct hand in results on and off the pitch – it's a demanding role, but incredibly rewarding seeing young players develop.

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Seal of Approval Manager (Youth or Whole Club)

Becoming accredited to the RFU Seal of Approval (for Youth or Whole Club) helps attract new players and members to the Club, as well as investment and sponsorship. You'll be responsible for educating members and documenting good practice within the Club in order to help it achieve this highly prestigious accreditation.

Ideally, you'll need to be:

- Careful and methodical
- Comfortable managing the details
- Familiar with the vision of the Club
- Well-respected
- Good at managing people

What you'll do:

- Make sure all members understand what the Club needs to do to achieve this accreditation
- Establish a team to collate and maintain the required records
- Liaise with the Main Committee to make sure the right measures are put in place
- Lead the assessment process and liaise with the RFU

How much time it will take up:

1-2 hours a week on average, although you'll need more time at the start if your Club hasn't already achieved the accreditation.

What you'll get out of it:

With the right level of time and careful application, you can help the Club achieve the most prestigious accreditation available in the Game. You'll also see that your efforts have raised the standards of your Club's management in the process. It's extremely rewarding to know you have had a direct effect on the success of the Club.

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International Ticket Contact

As International Ticket Contact, it goes without saying you'll be the most popular person at the club. It's your task to apply for highly prized tickets to international matches and distribute them fairly.

Ideally you'll need to be:

- Well-organised and resourceful
- Approachable and good with people
- Familiar with most of the club membership
- Incorruptible

What you'll do:

- Register your up-to-date contact details on RFU RugbyFirst so that you receive notifications about your club allocation from the RFU Ticket Office
- Apply to the RFU for your allocation of international tickets
- Devise an impartial system to ensure ticket distribution is done fairly to all members
- Make sure, over time, everyone who wants to attend has the chance to do so
- Liaise with the Volunteer Coordinator over tickets used for recognition

How much time it will take up:

This depends on how big the club is and the allocation of tickets, but bank on around 3 hours per international match.

What you'll get out of it:

As well as unparalleled popularity, you'll get to spread the enjoyment and inspiration of watching the game at the highest level. It's a great way of networking and meeting new people in the world of rugby.

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County Representative (Adult or Mini/Youth)

Our club only exists because it has other clubs to play against. As County Adult or Youth/Mini Representative you'll represent the club at County RFU (Constituent Body) level. You'll need to give feedback to the County RFU about what's working well in terms of league and cup competitions, and what could be improved. You'll also have to be prepared to raise disciplinary or coaching issues. In short, you'll help develop rugby in your county.

Ideally, you'll need to be:

- Confident and good at communicating
- Well-acquainted with the culture of our club and the different teams and competitions they play in
- Well-organised
- A good listener
- Energetic and enthusiastic

What you'll do:

- Liaise with Adult and Mini/Youth members of the club, ensuring you understand any issues with their league or cup competitions
- Work alongside other club officers to coordinate club feedback
- Attend and represent the club at regular County RFU meetings
- Report back to the Main Committee about any developments to the Game at County level

How much time it will take up:

About 2 hours a week.

What you'll get out of it:

This role gives you the chance to remain closely involved in the game, helping to develop it at both a club and county level. It's a responsible and rewarding position, as your club will rely on you to represent its views amongst the wider rugby fraternity.

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Long Term Planner

Every club would benefit from taking a long-term perspective on growth and development, but all too often people end up focusing on the day-to-day issues. As the name suggests, a Long Term Planner works with the President, Secretary, Chairman, Treasurer and Committee to plot a course for the sustainable future of the club.

Ideally you'll need to be:

- Strategically-minded, perceptive and farsighted
- Confident and good at communicating
- Well-organised
- Experienced at forward planning
- Enthusiastic and dedicated

What you'll do:

- Develop a 10 year plan for the club, to include playing, membership, facilities and funding
- Seek out the views of all stakeholders connected with the club and mediate conflicting interests
- Keep aware and interested in broad trends affecting the game
- Liaise with the Committee and leaders of the club to make sure their short-term activities are consistent with the long term plan

How much time it will take up:

Around 1 hour a week, probably longer when writing the plan.

What you'll get out of it:

Intellectually, this is a highly stimulating role. It involves in-depth understanding of lots of variables and resolving conflicts between them to arrive at a plan that is both stretching and practical. In the end, you get the chance to see whether your long-term proposals for the club come to fruition, which can be exciting and incredibly satisfying.

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Honorary Treasurer

The Treasurer looks after the club's accounts and financial dealings, reporting to the Management Committee. A club cannot function without handling money, so it goes without saying this is a crucial role.

Ideally you'll need to be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns and rules, and investment
- Arithmetically sound
- Careful and confident with figures, cash and cheques
- A good record-keeper
- Good with a computer and the relevant programs
- Aware and decisive

What you'll do:

- Look after the club's finances to make money work for the club
- Know exactly where the club stands financially at any time, and keep the committee informed of any trends and issues
- Recommend the financial policies for the club (eg payment of expenses)
- Plan and monitor a budget each year
- Prepare and present the accounts for the end of year financial report
- Deposit money and issue receipts promptly
- Keep adequate records of any transactions
- Manage the club investment portfolio (if relevant)
- Prepare and submit any statutory documents needed (e.g. VAT, tax, PAYE and NI returns, grant aid reports)
- Renew insurances annually
- Make sure the club has paid relevant affiliation fees

How much time it will take up:

Around 2 hours a week, rising at financial year end.

What you'll get out of it:

Although you'll already need to be financially literate, this is a great way to keep those skills sharp with a relatively minor time commitment. You'll be fulfilling a respected role in the community and providing a vital service to the club.

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Commercial Manager

A club needs a sustainable income to function and thrive. It's the Commercial Manager's role to think about the club as a business, using its assets to their fullest potential and generating the money that sustains its future. You'll work with the Treasurer, the Marketing Manager and report to the Main Committee.

Ideally, you'll need to be:

- Experienced in business
- Resourceful, enthusiastic and dedicated
- Confident and good at communicating
- Good with figures and people

What you'll do:

- Generate income for the club by maximising its assets
- Minimise costs and look for efficiencies
- Open the club up to the wider community for functions like corporate events, weddings and parties

How much time it will take up:

Around 1-2 hours per week.

What you'll get out of it:

This is great role for refining your commercial wits in a new context. At a small club, it will be an enjoyable test of shrewdness and ingenuity. At larger clubs, you'll be able to develop a more multi-faceted approach to business economy. If you enjoy the cut and thrust of business, this one's for you. You'll get as much out of it as you get out of the club.

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Marketing & Sponsorship Manager

Passion for rugby alone won't pay the bills. That's where you can help. We need a volunteer to manage advertising and sponsorship programmes for the club – from pitch hoardings to shirt sponsors, and more! You'll encourage companies to get involved in rugby in exchange for helping them promote their business at our club.

Ideally, you'll need to be:

- Well-organised
- A good communicator
- Passionate about rugby
- A target driven sales person
- Business minded
- A good negotiator
- Efficient and a quick thinker
- Meticulous over the details

What you'll do:

- Manage existing sponsor/advertiser relations
- Source and approach new potential sponsors
- Build business cases for possible partners illustrating the potential returns on investment in us
- Manage the advertising at the club – from hoardings to programmes
- Maintain the annual income and expenditure account
- Work closely with the fundraising team to maximise opportunities

How much time it will take up:

Around 3-4 hours a week.

What you'll get out of it:

In managing one of the most vital income streams for the club, you'll take on a lot of responsibility which will help progress your career. You'll meet a wide range of people and get great satisfaction from seeing the sponsorship deals you negotiated directly benefit the club.

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Fundraising Manager

Without additional funding, it's difficult to maintain and grow a well-functioning club. So Fundraising Manager is a pivotal role. You'll be directly responsible for planning and organising fundraising activities – from raffles and the RFU Grand Draw to FundRazor evenings.

Ideally, you'll need to be:

- Good at communicating
- Imaginative and happy to try out new fundraising ideas
- Enthusiastic and good at motivating people
- Finance- or marketing-literate (preferable, not essential)

What you'll do:

- Plan and organise fundraising activities for the club
- Make sure all fundraising support materials are ordered and available to use for members of the club
- Collect fundraising money and pass it on to the Treasurer
- Monitor and accurately record the success of fundraising activities
- Form a fundraising team, if necessary
- Co-ordinate activities with the Events Manager if necessary

How much time it will take up:

A couple of hours a week.

What you'll get out of it:

You'll be able to demonstrate and stretch your financial and/or marketing experience, with the specific goal of helping the club raise the funds needed to operate effectively and efficiently. The skills needed to do this role are transferable to any walk of life, so it's an attractive addition to your CV for potential employers.

Teamwork Respect Enjoyment Discipline Sportsmanship

Rugby Football Development Limited

a member of the Rugby Football Union group of companies

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Grants Manager

The Grants Manager is responsible for identifying, applying for, and following up, grant applications. There is a surprising array of opportunities to increase investment in the club, and the Grants Manager makes the most of these. A successful manager will make a massive difference to the club's resources.

Ideally, you'll need to be:

- Careful and methodical
- Comfortable managing the details
- Up to speed with the vision of the club as you'll be helping it achieve its aims

What you'll do:

- Look into and apply for grants to help fund the club including Awards for All, SportsMatch, etc
- Follow up all grant applications
- Liaise with the Main Committee to make sure your efforts are well directed and realistic
- Work with the Treasurer to ensure grants are used appropriately

How much time it will take up:

Around 1-2 hours a week.

What you'll get out of it:

Grants Managers are often the unsung heroes of a rugby club – but they should be celebrated. With the right level of time and careful application, you can get a huge amount of extra investment for your club. It's extremely rewarding to see your efforts have a direct effect on the success of the club.

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Events Manager

Every club needs major events to top up the coffers, motivate people, or reward the volunteers who give their time week in and week out. The Events Manager makes sure these events are a success, and very often has the future well-being of the club in their hands.

Ideally, you'll need to be:

- Well-organised and well-connected
- Extremely motivated
- Aware of all other competing activities
- Excellent at inspiring others
- Skilled in planning
- Calm under pressure

What you'll do:

- Plan, organise and lead a team to deliver major events (e.g. Summer Balls, Sportsmen's Dinners, Tournaments, Beer Festivals)
- In consultation with other club officers, set targets for each event in terms of increased participation, funds raised, rewarding volunteers or simply having more fun
- Put in place a calendar of events to maintain momentum and awareness
- Appoint a sub-committee for specific events

How much time it will take up:

Commitment is sporadic, but expect it to increase to at least 6 hours a week when preparing for a big event.

What you'll get out of it:

It's no secret that planning an event can involve logistical challenges and planning puzzles, but you'll have the satisfaction of helping the club raise its profile. More awareness means more players, more volunteers, more funds and growth for the club. What's more, you'll be helping people to enjoy themselves which is fundamental to the soul of the club.

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Merchandise Manager

Every club needs major events to top up the coffers, motivate people, or reward the volunteers who give their time week in and week out. The Events Manager makes sure these events are a success, and very often has the future well-being of the club in their hands.

Ideally, you'll need to be:

- Well-organised and well-connected
- Extremely motivated
- Aware of all other competing activities
- Excellent at inspiring others
- Skilled in planning
- Calm under pressure

What you'll do:

- Plan, organise and lead a team to deliver major events (e.g. Summer Balls, Sportsmen's Dinners, Tournaments, Beer Festivals)
- In consultation with other club officers, set targets for each event in terms of increased participation, funds raised, rewarding volunteers or simply having more fun
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How much time it will take up:

Commitment is sporadic, but expect it to increase to at least 6 hours a week when preparing for a big event.

What you'll get out of it:

It's no secret that planning an event can involve logistical challenges and planning puzzles, but you'll have the satisfaction of helping the club raise its profile. More awareness means more players, more volunteers, more funds and growth for the club. What's more, you'll be helping people to enjoy themselves which is fundamental to the soul of the club.

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Social Secretary

One of the defining features of rugby is its social element. It's fundamental to enjoying the game and building team spirit. As Social Secretary, you are the glue that brings and binds people together. It requires great personal skill and charm, knowledge of the game and the club that's both wide and deep, plus a genuine desire to get everyone involved.

Ideally, you'll need to be:

- Enthusiastic, sociable and motivated
- Committed to the club
- A good and easy communicator
- Able to organise everyone
- Able to creatively include all areas of the club

What you'll do:

- Create an annual 'social calendar' and agree a budget for events
- Organise club functions including pre-season and end of season events and the Christmas party
- Book venues and entertainment
- Work with the Fundraising Manager to identify opportunities for fundraising social events
- Encourage new members into the club
- Motivate members to attend club events
- Promote healthy participation in a fun club

How much time it will take up:

Allow around 2 hours per week minimum – there is always the potential to vary and increase depending on the calendar of social events and time of year.

What you'll get out of it:

Apart from a much bigger contacts book, you'll be helping shape the character and future of the club. You'll be bringing the players, officials, parents and members together in ways that will improve the way the club runs – and add an extra dimension to their lives. We think this hugely valuable experience will have currency in any occupation.

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Grounds Manager

As Grounds Manager you're in charge of the lay of the land. Working closely with the Buildings Manager, everything from the pitches and training areas to spectator stands and car parks, will come under your watchful eye. You'll plan their effective use and maintenance, manage budgets and keep everything ship-shape on match-days. Because without you, there is no game.

You'll need to be:

- Familiar with grounds maintenance or willing to undertake IOG Training
- Health and safety minded
- Very organised
- Good with figures
- Detail focused
- Calm under pressure
- Flexible

What you'll do:

- Ensure everything on the grounds and training facilities is safe for players, spectators, staff and visitors
- Submit a facilities plan and budget for ground maintenance and development
- Manage a team of people to undertake maintenance work and improvements
- Manage outside contractors and keep an eye on their standard of work
- Advise on pitch conditions and whether a match is playable or not
- Prepare the pitch, mow, mark lines, put up hoardings and security fencing, check flags, buckets, balls etc.
- After the game, oversee the cleaning of the grounds/facilities and ensure everything is restored to how it was before the game

How much time it will take up:

Anything from 10 hours a week to full time depending on the size of the club and grounds.

What you'll get out of it:

This is one of the most varied roles in the club. There's a lot of work that goes on behind the scenes to keep things running smoothly. Ultimately, the standard of the pitch and grounds help determine the quality of the rugby.

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Buildings Manager

While most of the action happens outside on the pitch, it's often inside where the emotional highs and lows play out. The clubhouse and changing rooms should be a source of pride for the members, and it's your role to ensure these reflect the status of the club.

You'll need to be:

- Well-organised
- Flexible
- Good with people
- Health and safety minded
- Not afraid to get your hands dirty

What you'll do:

- Submit an annual facilities plan and budget for building maintenance and development
- Lead any improvement works to facilities
- Manage the services for the club, including power, lighting, water supply, telecoms, security systems, waste disposal etc.
- Look after the general upkeep of facilities and ensure everything complies with health and safety regulations
- Recruit and manage a team to help you clean and maintain the buildings including schedules, rotas and allocation of resources

How much time it will take up:

Around 8-12 hours a week to full time depending on the size of the club.

What you'll get out of it:

This is one of the most varied roles in the club. There's a lot of work that goes on behind the scenes to keep things running smoothly. As Buildings Manager you'll work closely with the Grounds Manager to make things happen. If you enjoy a bit of variety and have a sense of pride in your work, you'll take great satisfaction from this role.

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Bar Manager

You'll set the tone and cultivate that convivial atmosphere for which rugby is so famous. Running the bar profitably gives the club much needed funds for its upkeep and equipment. You'll give your many customers an enjoyable visit so they want to come back.

Ideally, you'll need to be:

- An experienced bar manager
- A good manager of people both sides of the bar
- Financially responsible
- Organised
- Sociable and friendly

What you'll do:

- Obtain and renew relevant licenses and permits and ensure compliance with all conditions
- Organise staff, product selection, stock control, security, monitoring of prices/sales, signing-in of visitors, control of takings
- Organise beverages (and snacks) for all matches, events, commercial activities and social occasions
- Make sure the bar is clean and complies with Health & Safety regulations
- Develop relationships with breweries and negotiate sponsorships and deals

How much time it will take up:

Around 8-10 hours a week when bar facilities are required.

What you'll get out of it:

Given the importance of the bar in the social life of the club, you're central to fostering the right atmosphere and spirit. Running a bar demands and develops a unique mix of managerial and personal skills. You'll get to meet a huge array of people. Doing it successfully will be both rewarding and fun.

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Catering Manager

Players, supporters, volunteers and visitors all need the right sustenance. As Catering Manager, you're responsible for making sure everyone is well-fed.

Ideally, you'll need to be:

- Experienced in catering
- Able to manage people – usually volunteers – as well as recipes
- Good at creating delicious food to a strict budget
- Inventive and versatile with recipes
- Calm whatever's nearly boiling

What you'll do:

- Develop and implement catering plans for players, spectators and special events
- Manage and implement the catering budget
- Recruit, train and manage a team of volunteers
- Ensure compliance with, all hygiene certification
- Select, supply and arrange ingredients, preparation, serving and clean up of meals
- Liaise with external caterers where applicable

How much time it will take up:

Minimum 4 hours per week depending on numbers and fixtures/events.

What you'll get out of it:

The undying gratitude of very hungry people. A warm kitchen as well as a warm glow of appreciation. And the chance to stretch your own wings by mixing staples with new ideas. Very marketable skills – people always need to eat.

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Health, Safety & Environment Officer

As with any area where people get together for recreation and entertainment, a rugby club has its hazards and impact on the environment. It's the Health, Safety and Environment Officer's task to minimise the risks to people and the damage to the planet. You'll probably be something of an unsung hero, but if you do it well, you'll be helping save unnecessary injury, expense and environmental harm.

Ideally, you'll need to be:

- Knowledgeable about health and safety issues
- A trusted and competent advisor
- Environmentally conscientious
- Up to date with the latest HSE thinking and legislation
- Comfortable with providing and /or facilitating training
- On good terms with outside agencies

What you'll do:

- Prepare and annually review the club's HSE policy
- Oversee risk assessments
- Provide guidance on club events
- Conduct club inspections
- Supervise any required work stemming from inspections
- Identify and meet training needs
- Manage contacts with outside agencies

How much time it will take up:

Around 2 hours a week, but allow more if you are delivering training.

What you'll get out of it:

Although this is largely a preventative role, it's no exaggeration to say you'll be saving the day on a regular basis. Doing this critical and responsible activity successfully will be immensely rewarding. We imagine that you will be involved in some management area already, so this may hone your work skills too. But the greatest satisfaction will be giving the club a clean bill of health.

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Fixtures Secretary

As Fixture Secretary you'll be responsible for organising league, cup and friendly matches for all the teams at the club. Players will rely on you to ensure the fixtures provide the right standard of rugby, reflecting the needs of the club. As it's all about playing rugby, it's safe to say it wouldn't be a rugby club without you.

Ideally, you'll need to be:

- Well-organised and conscientious
- Familiar with the club and its vision
- Good at communicating
- Enthusiastic

What you'll do:

- Coordinate a group of volunteers to arrange fixtures for different teams (if applicable)
- Propose a fixture list for all teams which reflects the ambitions of the club in terms of playing strength and finance
- Arrange and confirm the list in writing by June of each season
- Deal with match cancellations, finding new fixtures
- Handle any fixture queries throughout the season
- Supply fixture lists to the RFU, Referees societies and other relevant agencies
- Confirm fixtures with opponents, two weeks before the game
- Provide visiting teams with kick-off times, directions to the ground, complimentary match tickets (where applicable)

How much time it will take up:

A couple of hours a week

What you'll get out of it:

A satisfying contest, win or lose, will earn you the gratitude of the players. You'll be the source of all knowledge about upcoming matches, keeping the season alive and on schedule. The skills needed to do this role are transferable to any walk of life, so having something like this on your CV is attractive to potential employers.

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Director of Rugby

The playing future of the club is in your hands. You will lead a group of coaching and support volunteers who produce successful teams on and off the field.

Ideally, you'll need to:

- Be well-organised and hard working
- Have a team ethic, displaying personal discipline, pride and selflessness
- Communicate clearly with players, management and media both on and off the pitch

What you'll do:

- Create Team Standards consistent with the values of the game in consultation with the Team Managers, players and support volunteers
- Set up a process to identify and develop talented players through the club and beyond
- Promote the club to potential players
- Prepare a plan and budget for long term player development
- Set a philosophy and game plan that recognise the teams' strengths
- Implement processes across the whole club to optimise fitness & conditioning, prevent & evaluate injuries, coordinate training & recovery sessions
- Establish a transparent selection policy
- Advise on planning training to ensure team and individual player needs are met
- Ensure all players receive clear, honest feedback and appraisal of their performance
- Complete a full written report annually that evaluates the selection criteria, game plan, strategies and player progression

How much time it will take up:

Around six to eight hours a week

What you'll get out of it:

Seeing the teams and individual players under your guidance display improvement and progression will be your main reward.

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Club Coaching Coordinator

The Club Coaching Coordinator is responsible for making sure each team has adequate coaching staff to grow and develop. You will proactively promote coach education and development.

Ideally you'll need to be:

- A player or ex-player who can recognise good coaching skills
- Enthusiastic and persuasive
- A strong communicator
- Well-organised and resourceful
- Approachable and good with people

What you'll do:

- Identify, recruit and develop coaches ensuring sufficient and appropriate coaching staff are assigned to each team (including illness cover)
- Establish the needs of club coaches and signpost them to relevant courses and continuing personal development
- Take a long term view that allows coaches to develop with a team over time
- Act as a point of contact for the RFU, Constituent Bodies and club coaches
- Register your up-to-date contact details on RFU RugbyFirst
- Understand and publicise the RFU coaching courses and local coaching events
- Help spread best practice between coaches at different levels
- Design and lead the implementation of a suitable club coach development plan
- Gather playing and coaching information from the club to aid national research projects.

How much time it will take up:

Around an hour a week.

What you'll get out of it:

This role directly influences success and the standard of rugby at all levels of the club. Recruiting the right coaches and seeing a team develop under them takes real skill and knowledge of the game.

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Club Referee Coordinator

The old saying “without the referee, there would be no game” holds true. The better the quality of the refereeing, the more likely players are to enjoy their match experience. As a Club Referee Coordinator, you’ll help club referees develop their skills and confidence.

Ideally you’ll need to be:

- Enthusiastic and dedicated
- Well-organised and resourceful
- Approachable and good with people
- Interested in refereeing but refereeing experience is not required

What you’ll do:

- Act as a point of contact for the RFU and the local Referees’ Society
- Share important information with club referees about law changes, law clarifications, updates on game management techniques and discipline
- Publicise and promote RFU referee courses and Continuous Professional Development (CPD) opportunities to club referees
- Establish and maintain club referee membership information on RFU RugbyFirst
- Help establish Club Referee Section (if applicable)
- Promote the values of the game

How much time it will take up:

Around 1 hour a week

What you’ll get out of it:

You will have the satisfaction of seeing the club referees take opportunities to improve their refereeing skills and knowledge. This is a very social role, giving you a good network of rugby people outside your own club. It’s a good way of contributing to the game and can help develop organisational skills.

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Player Registrar (Adult or Youth)

Holding aloft a trophy, simply couldn't happen without you. You'll be the keeper of the official information about our player registration so our best players will be eligible to take part in League, Cup, Shield, Vase, Trophy and Festival Competitions.

Ideally, you'll need to be:

- Well-organised
- Careful and methodical
- IT literate

What you'll do:

- Manage on-line registration (and de-registration) using the RFU RugbyFirst game-wide database
- Maintain the list of players with "effective registration" for the purposes of League and Cup, Shield, Vase, Trophy competitions.
- Create photo ID cards for players where applicable

How much time it will take up:

Around 1-2 hours a week

What you'll get out of it:

You'll have the satisfaction of maintaining the reputation of our club. Thanks to you we we'll have the best chance of winning by ensuring we can select our best players and won't have points deducted for a technicality.

A Criminal Records Bureau check will apply to this role where it involves handling personal data of young people and vulnerable adults.

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Team Manager

As Team Manager, you represent the team to the club management, including the Director of Rugby, the Fixture Secretary and Coach. It's up to you to keep the team in the loop on club requirements. You'll be a figure of respect and inspiration to your team, passing on knowledge about the game and acting as a role model.

Ideally, you'll need to be:

- Well-organised
- Enthusiastic and motivating
- A good listener who's easy to approach
- A good timekeeper

What you'll do:

- Make sure all players are registered before the first match by getting all the appropriate information from each player
- Fill in team sheets and other relevant forms before matches
- Arrange for the team jerseys to be washed between matches
- Make sure the players don't walk off with the kit at the end of the season (unless of course you allow them to)
- Make sure the team turns out properly dressed for matches, mouthguards and safety studs especially
- Make sure players, families and supporters know where they're playing and training each week
- Represent the team at club meetings (if required)

How much time it will take up:

Around 5-10 hours a week

What you'll get out of it:

This is perhaps the most hands-on way of staying in the game. The influence you have on your players makes it an extremely rewarding and stimulating role. You'll be really exemplifying the positive effect that rugby can have on people's lives. It may sound glib, but there's no doubt that the more you put in, the more you get out.

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Coach

The Coach has the potential to be a highly influential figure in players' lives. You're responsible for training the team in preparation for matches. It's an exciting, rewarding and active way of staying in the game and lets you have a direct influence on performance.

Ideally you'll need to be:

- Knowledgeable about the game
- Enthusiastic and willing to earn an RFU Coaching Award
- Confident and good at communicating
- Committed to fair play
- Well-organised and a good timekeeper
- Approachable and good with people

What you'll do:

- Plan and run safe, effective training sessions
- Retain players and work with relevant volunteers to recruit players
- Build team spirit and encourage participation
- Develop individuals' skill, confidence and fitness
- Select the team and set the tactics
- Work with the Club Coaching Coordinator to continue learning and developing
- Promote fair play, team standards and codes of conduct

How much time it will take up:

Around 5-8 hours a week during the season, depending on the level you're coaching at.

What you'll get out of it:

Coaching is a great way to stay fit and pass on your knowledge of the game. Acting as a role model and inspiration to a group of young people and seeing them grow and develop is one of the most rewarding things you can do with your spare time. It's a highly respected role in the community and above all, it's really good fun.

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Club Captain

The Club Captain is a role model at any club. You are the link between the players and the administration. Representing the views of players, and taking responsibility for their performance on and off the field, your advice and guidance should promote their interests in the development and direction of the club.

Ideally you'll need to be:

- Enthusiastic and dedicated
- Confident and good at communicating
- Committed to fair play
- Familiar with the club and players

What you'll do:

- Represent players on the Management Committee and Disciplinary Committee
- Lead, advise and support fellow team mates
- Help pick the team
- Make sure other players behave themselves on and off the field
- Make players aware of administrative arrangements
- Check pre-match arrangements have been made, such as registering players, checking availability and completing match cards
- Collect match fees from players where necessary
- Help the coach organise training and player development
- 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

How much time it will take up:

About 10 hours a week, made up of 5 hours of training and playing, 3 hours of team selection and 2 hours of development work.

What you'll get out of it:

Above all this is an extremely enjoyable and respected post – the highpoint of any playing career. The administrative and people skills you'll develop are transferable to any walk of life, and as a representative of younger people's views in the game, you'll get the satisfaction of doing something truly worthwhile.

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First Aid Officer

As First Aid Officer in a contact sport, you'll make sure any injuries are treated immediately to minimise long-term damage. Thanks to you the right people will be trained and on hand with the right equipment during matches and training.

Ideally, you'll need to be:

- An experienced First Aider
- Well-organised
- Enthusiastic and dedicated to your club
- Empathetic

What you'll do:

- Review risk assessments of all activities to work out the First Aid cover is needed
- Recommend training to make sure there are enough skilled volunteers to cover the club's First Aid requirements
- Make sure the right people are trained and up-to-date with their First Aid qualifications, and understand the club's emergency procedures
- Arrange refresher training when appropriate
- Create a plan so every training session and match is covered by a qualified First Aider
- Make sure First Aid equipment and kits are suitable
- Keep records of player medical conditions and injuries
- Complete incident/injury reports as they happen in line with RFU regulations
- Promote the welfare of all club members based on RFU guidelines and club policy (e.g. management of concussion injuries)

How much time it will take up:

About 2 hours a week.

What you'll get out of it:

Injuries happen, so your role is vital in making sure players are treated quickly and efficiently. This role is all about teamwork, managing others, and making sure players have the right level of care on hand. You're making the best of bad situations. It's also a great way of staying involved in the game if you've already hung up your boots.

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Delivering the programmes of the Rugby Football Foundation and the Rugby Football Union

September 2009

THIS IS RUGBY.



Tour Manager

The Rugby tour is an institution; the perfect way for a team to bond and a club to build new friendships and spread its reputation. But they don't organise themselves. It takes a great deal of planning to make sure the tour runs smoothly and everyone enjoys themselves. That's where the Tour Manager comes in.

Ideally you'll need to be:

- An organised forward-planner
- Good with figures and logistics
- A strong communicator
- Good with people

What you'll do:

- Work with team management and the Fixtures Secretary to decide destinations and itinerary
- Set a budget and a plan
- Form and lead a team of volunteers, or appoint a tour company, to help the organisation run smoothly
- Liaise with potential opposition to set up fixtures
- Arrange transport, insurance, accommodation/billeting and social activities, and visas and vaccinations where necessary
- Agree a code of conduct
- Organise funding and sponsorship
- Work with the Safeguarding Officer to make sure everything meets RFU tour guidelines

How much time it will take up:

Once the fixtures are arranged, other logistics will require 2-4 hours a week focused for about 2 months.

What you'll get out of it:

You'll be responsible for organising the most memorable and enjoyable event in the club calendar, so prepare for some back-slapping. You'll get to see new places and meet some real characters along the way. Tours really embody the values and camaraderie of rugby, so there's no better way of seeing all your hard work pay off. Oh, and it will be lots of fun!

Teamwork Respect Enjoyment Discipline Sportsmanship

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Transport Manager

Around half the matches a club plays will be away from home. It's not always possible or preferable for the team to travel individually, so transport can be a considerable cost. It's important the logistics of travelling to play at other clubs is managed effectively. That's the role of the Transport Manager.

Ideally you'll need to be:

- Well-organised
- A forward-planner
- Good with figures and logistics
- Flexible and able to think on your feet
- A strong communicator
- Good with people

What you'll do:

- Build a strong relationship with relevant operators
- Make, confirm and amend bookings
- Manage the club's transport budget effectively
- Work alongside the Fixture Secretary to help you plan ahead

How much time it will take up:

Around 2 hours a week.

What you'll get out of it:

You'll be helping foster the team spirit that comes with travelling to and from games together. As well as honing your logistical and organisational skills, you'll have the satisfaction of providing an essential service to the club.

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Equipment Manager

As Equipment Manager you'll be responsible for making sure the club maintains a consistent identity across all its teams. A well turned out team sets the tone for organisation and attitude on the pitch. So it's an important role, without which the club's identity would fragment.

Ideally, you'll need to be:

- Well-organised
- Enthusiastic
- Familiar with the culture of the club
- The owner of a washing machine!

What you'll do:

- Arrange and buy all equipment for the club
- Keep an up-to-date list of all club kit – from team shirts and shorts to balls, crash pads, post pads, flags, cones etc.
- Liaise with the Fixture Secretary to make sure all kit is cleaned and ready for each team before each game
- Be responsible for storing and repairing all kit like getting the scrimmage machine serviced

How much time it will take up:

About 2-3 hours a week

What you'll get out of it:

There's no game without a ball – and a whole lot of other kit on top. So you're essential to the sport, and very closely involved with the players and coaches of all teams. It's a great way of putting something back into the sport you love.

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School, College and/or University Liaison

The School, College or University Liaison Officer creates mutually beneficial links with local education institutions.

Ideally, you'll need to be:

- Good at communicating
- Confident and outgoing
- Well-organised
- Resourceful
- Enthusiastic and dedicated to your club

What you'll do:

- Identify and approach local schools, colleges and/or universities who may be interested in sharing training, pitches, players, coaches etc
- Draw up formal Club Education link agreements (where appropriate)
- Work with the Rugby Development Officer and Community Rugby Coach to develop a schools link plan for player recruitment
- Agree partner funding support towards CRC post
- Manage the relationships both within your club and the local institutions
- Make sure players and coaches within your club know and understand the opportunities and how the relationships should work
- Monitor and report on the success of the relationships

How much time it will take up:

About 2-3 hours a week during term time, although more time will be needed pre-season to explore and establish new relationships.

What you'll get out of it:

This role is a great way to make sure your club and the local community share their resources – players, facilities, coaches, and more - for the benefit of rugby in your area.

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O2 Pathfinder

As Pathfinder, you have one of the most important roles in rugby: to keep players playing the game. It's your responsibility to put players in touch with other Pathfinders when they move on in their rugby 'journey', and to welcome new players when they arrive.

Ideally, you'll need to be:

- Confident and outgoing
- Good at communicating
- A player or ex-player who has a good feel for the game
- Energetic and enthusiastic

What you'll do:

- Contact all 'leaving' players and make sure they know where they can continue playing rugby
- Pass these players on to another Pathfinder in the area they're moving to
- Welcome new 'arriving' players
- Follow up on contacts from players looking to join a new club
- Make sure your club's events and facilities are in good enough nick to keep current players at the club
- Keep records of players' rugby 'journeys', focusing on the three main stages of playing: Schools, Universities and colleges, Clubs

How much time it will take up:

There will be two main periods when you'll be busy – at the end of the season working with players who might be about to leave, and at the start of the season to welcome players into new teams.

What you'll get out of it:

This is a highly social role. You'll be part of a nationwide team with real influence on the involvement and enjoyment of the game for thousands of people. You'll meet all kinds of people, all of whom share a love of rugby, and will get great satisfaction knowing you're helping them keep their playing careers going.

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Communications & PR Manager

As the Communications & Public Relations Manager, you spread the good news of rugby. You promote the club and our interests to members and the wider public which raises our profile and ultimately our success. It also boosts the popularity of the game which will lead to more members.

Ideally, you'll need to be:

- A good communicator
- Passionate about rugby
- Media savvy
- Efficient and a quick thinker
- Meticulous over the details
- A team player

What you'll do:

- Raise the profile of the club to internal and external audiences
- Maximise publicity for the club's games, events and activities
- Liaise with local and national media – press, TV, radio, web etc.
- Oversee internal channels like the club newsletter, website, welcome packs and notice boards
- Communicate results of every home game immediately
- Manage hospitality for visiting journalists and VIPs
- Keep up-to-date on the latest happenings in the club and community
- Give brief verbal reports of matches and interviews where necessary
- Write detailed reports of matches
- Oversee the club archive of records and photos

How much time it will take up:

Around 3-4 hours a week depending on the status of the club.

What you'll get out of it:

You'll be the voice of the club; its profile is under your watchful eye. As the person with the lowdown on matches and other club activity, you'll make lots of new contacts in the sports and journalism arenas, raising your own profile by association. The more you involve people in the club, the more you'll get out of the role.

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Webmaster

A website is a great way to showcase our club. As the person responsible for our presence on the World Wide Web, you'll have our image and reputation in your hands. You'll create a dynamic site with up to the minute information presented attractively for visitors – whether they are new or familiar with us.

Ideally, you'll need:

- Good IT Skills
- A working knowledge of website creation and design
- The ability to use your own initiative
- Good written English
- Attention to detail
- Sound judgement

What you'll do:

- Create a website and design a navigation structure for players, opposition, coaches, volunteers, spectators, members, parents, sponsors, media and other stakeholders
- Source content and images
- Promote sponsors (where applicable)
- Manage e-business transactions (where applicable)
- Ensure the site complies with the code of conduct and reflects the values of the game

How much time it will take up:

About 2 hours a week.

What you'll get out of it:

You'll have the chance to be creative and put your web design and journalistic skills into practice. Gathering news from all parts of the club will extend your network. We think being our webmaster will enhance your portfolio and impress potential employers.

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Archivist

Capturing and preserving our record is an essential labour of love because it defines the identity of the club, and adds to the traditions and history which make this game unique. The Club Archivist has a responsibility, not just to current rugby enthusiasts, but to generations to come as well. The records are also a good source of local news stories, which help promote the club.

Ideally, you'll need to be:

- Sharp-eyed for every story that involves the club
- Fanatical about statistics, facts, figures, events, records and histories
- Obsessive over detail
- Experienced in research, data preservation and archiving

What you'll do:

- Keep records of player appearances, match results and club events
- Source, collect, preserve and display all types of memorabilia, especially photographs
- Collect and preserve a comprehensive press clippings library
- Highlight major anniversaries or significant milestones to create newsworthy stories

How much time it will take up:

For once we're not going to specify a time requirement here, not even estimate it. We believe the right person for this role will take as much or as little time as they need.

What you'll get out of it:

The immense satisfaction of ensuring the club's name, traditions and history are kept alive and well for future generations.

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