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| **Role**  *Click on role name below for link to RFU role descriptor* | **Key responsibilities**  It is important to have some guiding principles, but as each volunteer will bring their own personality and flair to the role they undertake, the list is not exhaustive! |
| [**Chair**](https://www.englandrugby.com/dxdam/5c/5c3b50c2-0377-4f0b-9720-ed0fee38b74f/Mini%20and%20Junior%20Chair.pdf)  *Committee* | * Overall leadership of the M&Js * With Committee, develop strategy for M&Js * Represent the M&Js on the JRFC Executive Committee * Identify, develop and nurture relationships with sponsors * Promote and champion M&Js in the local community |
| **Vice Chair**  *Committee* | * Assist the Chair in their role and deputise during any absence * Lead on specific projects as agreed |
| [**Secretary**](https://www.englandrugby.com/dxdam/0c/0c1bc8c1-778e-464d-9839-5cb7c3847d6e/Honorary%20Secretary.pdf)  *Committee* | * Co-ordinate general administration of the M&Js including any statutory filings * Preparation and circulation of Committee agendas and meeting minutes * Communication on behalf of Committee as necessary |
| [**Treasurer**](https://www.englandrugby.com/dxdam/db/dba9c40f-3974-4913-ae1b-15ebfae79f6b/Honorary%20Treasurer.pdf)  *Committee* | * Manage bank accounts * Keep auditable records of all financial transactions * Provide management information to Committee as required * Prepare annual Financial Statements |
| [**Safeguarding Officer**](https://www.englandrugby.com/dxdam/ac/acedc7fd-500d-4c00-bac6-fcbd344f1c92/Safeguarding%20Officer.pdf) *Committee*  *\*Whole Club responsibility* | * Overall responsibility for Safeguarding within the M&Js * Establish safeguarding policy and procedures in accordance with RFU requirements and disseminate this throughout the M&Js * Provide guidance to volunteers on safeguarding issues and promote best practice * Prepare risk assessments as required * Receive and investigate reported safeguarding issues, escalating to CB/RFU as necessary |
| [**Rugby Safe Lead**](https://www.englandrugby.com/dxdam/b0/b07fb0ce-6518-48f9-905e-8b9f6cf6399c/Club%20RugbySafe%20Lead%20Descriptor.pdf)  *Committee*  *\*Whole Club responsibility* | * Implement provision of pitch-side First Aid in accordance with RFU requirements * Coordinate First Aid training for volunteers, ensuring each squad has sufficient EFARU qualified personnel * Ensure appropriate supply of First Aid kits and other equipment * Record and report injuries/incidents in accordance with RFU guidance * Implementation RFU Rugby Safe principles within the M&Js to support player welfare |
| [**Fixture Coordinator**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.englandrugby.com%2Fdxdam%2Fb1%2Fb1b24d6b-f1e8-406a-8cdf-668954fce1a5%2FFixtures%2520Secretary.doc&wdOrigin=BROWSELINK)  *Committee* | * Promote the M&Js to potential visiting teams and act as first point of contact * Liaison between visiting teams and relevant Squad Managers * Coordination of home fixtures, including but not limited to timing, pitches, referee, first aid cover and hospitality arrangements * Lead on organisation of annual Siam and Spring Festival fixtures |
| **Junior Fixture Coordinator** | * Assist Fixture Coordinator as above, with a focus on U9-U11 age groups |
| [**Membership Secretary**](https://www.englandrugby.com/dxdam/82/823c6c79-a5cf-4460-83ce-202c0d00e2cb/Membership%20Secretary.pdf)  *Committee* | * Co-ordinate annual registration of players * With Squad managers, ensure all players are registered in accordance with RFU requirements * With Volunteer Coordinator, ensure that all volunteers are registered Club members and DBS checked |
| **League / Travel Coordinator**  *Committee* | * Liaison with Sussex re league fixture programme for U12 – Colts * Via appointed partners, arrange flights and transfers for travelling U12-Colts teams * Update Committee regarding cost and make recommendations regarding budgets and travel subsidies |
| [**Volunteer Coordinator**](https://www.englandrugby.com/dxdam/0f/0f8ad5ee-5635-49bf-9210-059d40c4c486/Club%20Volunteer%20coordinator.pdf) | * Lead on recruitment of new volunteers * Manage volunteer induction * Arrange annual recognition for volunteers * With membership Secretary, ensure that all volunteers are registered JRFC members, have undertaken any mandatory training and are DBS checked * Working with the Chair, undertake succession planning |
| [**Lead Coach**](https://www.englandrugby.com/dxdam/ff/ffdccc58-1342-45da-8ddd-e8f9354485e0/Coach%20RD.pdf)  *One per squad* | * Overall responsibility and leadership of their squad * Primary responsibility for all on-pitch activities (training and games) of squad * With Coaching Coordinator, establish coaching team before the start of the season * Liaise with the Kit Manager to ensure the squad is adequately resourced * Plan and deliver training sessions in accordance with RFU Age Grade regulations * Encourage and mentor other members of the coaching team * Liaise with Coaching Co-ordinator to ensure development opportunities exist for coaching team * With coaching team, select squads for fixtures |
| [**Squad Manager**](https://www.englandrugby.com/dxdam/8b/8b62e886-3804-498b-a2db-ae318947e060/Team%20Manager.pdf)  *One per squad* | The Manager role can be a busy one and job-sharing or delegating certain aspects of the role is encouraged   * Primary contact for parents / carers of squad members * With Lead Coach, assume primary responsibility for Safeguarding within the Squad   *NOTE: all Managers should undertake the RFU Play it Safe and Emergency First Aid in Rugby union training*   * Liaison between Coaching team and parents / carers * Disseminate information regarding training, fixtures, team selection and travel * Liaise with visiting and host teams regarding management of fixtures * Ensure all squad members are properly registered and affiliated * Keep a register of attendance at training and monitor ratio of responsible adults * Maintain Squad playing kit * Complete incident / injury reporting and escalate as appropriate |
| [**Coaching Coordinator**](https://www.englandrugby.com/dxdam/70/7077dde5-c8ea-4e1e-87d5-076693604f0d/Club%20Coaching%20Coordinator.pdf) | * Assist with the recruitment and induction of new coaches * Lead on coach development, organising formal training and CPD sessions as necessary * Support Lead Coaches to ensure that sessions are delivered in accordance with RFU Age Grade regulations * Ensure squads have sufficient coaching resources * With Lead coaches, develop a succession plan * Maintain relationships with relevant partners/agencies, including RFU Rugby Development, Sussex Coach Development Lead, Jersey Sport and JRFC coaching and development staff |
| **Kit / Equipment Manager** | * Procure and maintain kit and equipment * Distribute playing kit to Squad Managers annually and arrange replacement as necessary * Manage Equipment room |
| **Communication & Media Coordinator** | * Lead on all aspects of M&J communication * Brief the local media and share match reports * Update and social media channels * Liaise with Fixtures Secretary and Squad Managers to ensure publication of match reports * Ensure sponsors are kept up-to-date |
| **Web content Editor** | * Update M&Js website as necessary * Liaise with Managers re updates to squad pages * Liaise with website host for system changes (membership fees etc) |
| NOTE – all volunteers must be JRFC Members and undertake a DBS (Disclosure & Barring Service criminal records check) | |