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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) |