



Committee Role Description

Job Title:	Age Group Manager
Scope:	To be responsible for the organisation and well being of all registered players in the nominated age group squad.
Reports to:	Volunteer Co-ordinator, Age Group Head Coach
ACTUAL DUTIES INVOLVED	
<ul style="list-style-type: none"> • To instil and uphold all Club policies within the age group. • To keep players, parents/carers fully apprised of the relevant policies of Romsey Wasps, of forthcoming events and of their responsibilities to the Club in particular with regard to the Codes of Conduct for players, parents and officials. • To encourage parents and carer volunteers to get involved as coaches, referees and helpers. • Ensuring that players have paid their Club subscriptions by 30 September. • Forwarding registration documents to the Membership Secretary and ensure players are registered with the Club and Hampshire RFU as soon as can be arranged. • Maintaining a confidential database of players in the age group including points of contact and relevant medical information. • Liaising with the Club's Child Welfare Officer to ensure that any person who has Supervisory authority over young persons (e.g. coaching staff, Club referees, nominated first aiders, helpers etc) has been registered with the Criminal Records Bureau (CRB) and is in possession of an Disclosure Certificate. • Maintaining stock levels in the First Aid kit. • Notifying parents/carers of travel arrangements in the event of an away match. • Being responsible, as the Club representative on the touchline, for the behaviour and discipline of Romsey Wasps supporters. 	
LIAISON WITH	
Head Coaches, Parents, Visiting Coaches and Managers	
MEETINGS TO ATTEND	
Monthly Committee meeting (if required) Annual AGM (if required)	

CHANGE CONTROL			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release