

Reading Rugby Football Club (RRFC)

MINI CO ORDINATOR

MAIN PURPOSE OF ROLE:

- To ensure the effective management of the Mini Section within Reading Rugby Football Club (RRFC).

ACTUAL DUTIES INVOLVED:

- Manage communication between the RYR Committee,/Managers Rep and the year groups
- Support Coaches Rep in ensuring appropriate coaching staff for each year group.
- Ensure that each year group has a manager and appropriate equipment
- Promote the RFU Code of Conduct for coaches, parents, players and volunteers.
- Support the CDO in his/her role within the RYR.
- Ensure compliance within year groups within matters concerning membership, training etc.
- Ensure duty rota for raffle and club gate is fulfilled

LIAISON WITH:

- The Management Committee
- Managers Representative
- Coaches Representative
- Child Protection Officer

THE POST HOLDER WILL BE RESPONSIBLE TO:

- The Managers Representative and Management Committee

MEETINGS TO ATTEND

- Management Committee meetings
- Occasional Managers and Coaches Meetings

TIME COMMITMENT:

Approximately 2 – 4 hours per week