



**POCKLINGTON RUFC
SEAL OF APPROVAL
ROLES & RESPONSIBILITIES**



POCKLINGTON R.U.F.C

SEAL OF APPROVAL

ROLES AND RESPONSIBILITIES PACK

This document is part of the Pocklington Rugby Union Football Club Seal of Approval document set

REVISION STATUS AND USE

Any revisions made should be recorded with the appropriate details in the table below.

Revision Status			
Revision	Date	Nature of Revision	Prepared By
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1.0 PURPOSE OF THE ROLES AND RESPONSIBILITIES PACK

This document is intended to clearly define the roles and responsibilities of various club officials and volunteers and the reporting lines/structure within PRUFC's mini and Junior section. The Chairman will ensure every volunteer has a copy of their particular role & responsibility at the start of the season and they will all be posted on the Club's website.

Further copies of the pack, or sections of it, can be found on the Pocklington RUFC Mini and Junior website in PDF format.

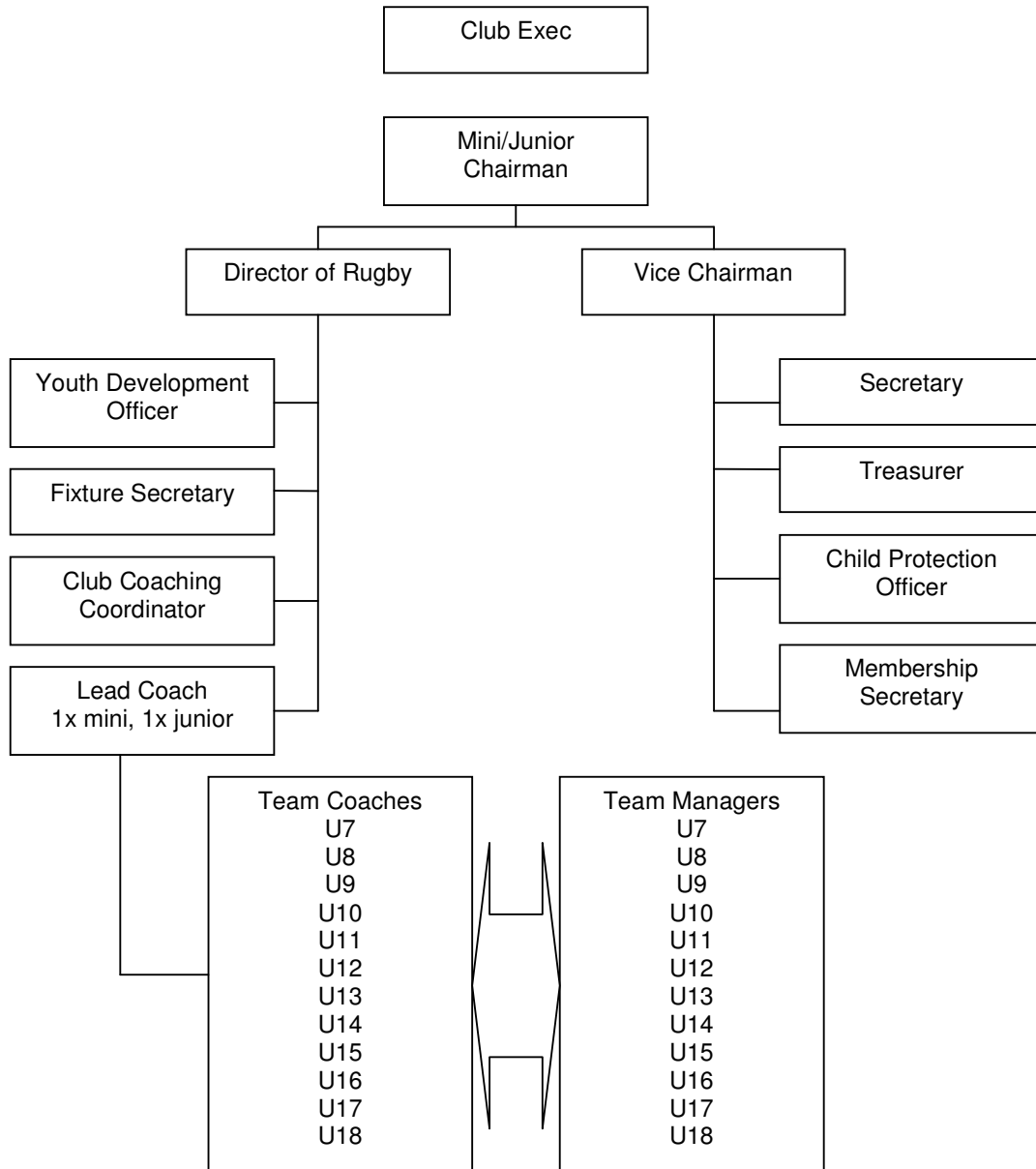


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2.0 PRUFC ORGANISATIONAL STRUCTURE

The structure of the club is as outlined below:





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3.0 CHAIRMAN

The responsibilities of the Mini and Junior Club Chairman are:

1. To represent the mini and junior section on the Club Exec.
2. To act as the figure head of the mini and junior section
3. To ensure the Club's procedures and codes of conduct are maintained and adhered to
4. To ensure all appointments made within the club are satisfactory both with respect to individuals capabilities and the Club's organisational requirements
5. To ensure all qualifications required and held by officers are up to date and current
6. To chair all club committee meetings
7. To chair disciplinary hearings as appropriate
8. To act as and be formally registered on Rugby First as the Club's Volunteer Coordinator
9. To ensure all volunteers are aware of their own specific roles and responsibilities

4.0 VICE CHAIRMAN

Reporting to the Chairman, the responsibilities of the Vice Chairman are to act as a deputy to the Chairman at all times and to support him in his roles and responsibilities

Also to have specific responsibility for the Seal of Approval programme and the ongoing implementation of the programme including the regular risk assessments of the Club and its facilities, updating of the Club 3 year development and ensuring all new volunteers are aware of its content..



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5.0 DIRECTOR OF RUGBY

Reporting to the Chairman, the Director of Rugby **MUST** understand and support the club and game's ethos and have the authority and accountability to co-ordinate all playing and coaching activities within the junior and mini section. Responsibilities include:

1. To develop and implement a coordinated coaching programme.
2. To provide technical and tactical support to the team coaches in the preparation of their squads.
3. To provide feedback and development of squads.
4. To oversee and encourage the development of rugby for all.
5. To widely promote the club at every opportunity as a venue for regional and local sports competition and events.
6. To promote a positive ideal in all areas of the club.
7. To take responsibility for the recruitment of players and developing and maintaining links with local partnerships.
8. To provide direction and purpose to the roles of Youth Development Officer and Coaching co-ordinator to pass down to the squad coaches.



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6.0 YOUTH DEVELOPMENT OFFICER

Reporting to the Director of Rugby, the Youth Development Officer (YDO) roles and responsibilities include:

1. Providing links between the club and local schools and actively promoting the club's activities.
2. Developing opportunities for interaction between schools and the club through rugby to encourage further players to join PRUFC
3. To work closely with club coaches to provide coaching support as and when required from within the senior club
4. To represent PRUFC within the wider county context and to share knowledge with other YDOs and the YRUFC development team.



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7.0 FIXTURES SECRETARY

Reporting to the Director of Rugby, the responsibilities of the Fixtures Secretary include:

1. To ensure the junior section fixtures comply with the RFU Structured Season.
2. To liaise with the district fixture committee to schedule the regional matrix fixtures.
3. To ensure adequate training days are incorporated into the season, mini ratio must not exceed a ratio of 3 fixtures to 1 training.
4. To communicate with other clubs to arrange fixtures which are considered suitable to the relevant age groups.
5. To receive information with regard festivals and communicate with the relevant age groups, ensuring that matrix fixtures and standing commitments are not compromised.
6. To liaise with the Director of Rugby to agree the structure of the season with regard the balance of training, fixtures and festivals relevant to each age group.



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8.0 CLUB COACHING COORDINATOR

Reporting to the Director of Rugby the post holder oversees all coaching matters within the club which includes:

1. Act as the direct point of contact to the RFU Coaching Department and CB Coaching Committee.
2. Strongly encourage all coaches within the club to become qualified in accordance with RFU guidelines
3. Advise on and promote personal development and qualification opportunities among all the club coaches.
4. Promote the club Code of Conduct for Coaches.
5. Lead in the identification of potential coaches to fill coaching posts in the club.
6. Conduct a structured education program for all levels of coaches throughout the year.
7. Conduct post qualification assessments in accordance with RFU requirements.

To carry out the role the post holder must be able to:

1. Show knowledge of the RFU's Coaching Structure.
2. Demonstrate excellent interpersonal skills.
3. Adopt an interactive, supportive and impartial approach to coaches.
4. Have a genuine interest in wanting to develop coaches and other officials.
5. Have a genuine enthusiasm for the game and coach development.



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9.0 LEAD COACHES

Two lead coaches, one for the Mini section and one for the Junior section will be appointed. In all likelihood these individuals will also be Team Coaches. Reporting to the Club Coaching coordinator their responsibilities in this role will be within their relevant section to:

1. Coordinating the activities of team coaches to ensure consistency in style and ethos across the club
2. Working closely with other coaches to improve the standard of coaching within the section through sharing of knowledge and cross team sessions.



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10.0 TEAM COACHES

Team coaches will be appointed by age group. Reporting to the sections lead coach their responsibilities will include:

1. Following the PRUFC Coaches Code of Conduct
2. Ensuring a suitable level of qualification has been attained to carry out the session
3. Ensuring all sessions are carried out in a safe and structured manner
4. Ensuring that the Club's style and ethos is reflected in his/her coaching activities
5. Promoting the Club's equity policy
6. Representing PRUFC internally and externally in a professional manner at all times



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11.0 TREASURER

Reporting to the Vice Chairman the post holder must be able to demonstrate financial accounting skills by way of experience or qualifications. Responsibilities include:

1. Maintain accurate records of all income and expenses as presented by relevant
2. members of the section.
3. Ensure all payments are made only with the authority of the Chairman or Director of
4. Rugby.
5. To provide the section with direction with regard to accounting for monies received
6. by managers and other officials.
7. To provide periodic accounts including an Income and Expense Statement and
8. Bank account summary.
9. Where necessary maintain income and costs by age group, eg tours and sponsorship



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12.0 CLUB SECRETARY

Reporting to the Vice Chairman, responsibilities include:

1. Manage and ensure action on correspondence from 3rd parties and internally.
2. Provide such detail as required by the senior executive and RFU.
3. Ensure all relevant forms and publications are with the responsible officers.
4. Organise monthly committee meetings and AGM.
5. Record disciplinary matters



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13.0 WELFARE OFFICER

Reporting to the Vice Chairman, the role of the Club Welfare Officer shall include the following responsibilities:

1. Undertake suitable training for the role.
2. Be aware of and maintain the Club's Child Protection Policy.
3. Provide support to other Club officials as required in connection with all aspects of Child Protection.
4. From time to time make checks to demonstrate that the Club policy is being followed.
5. Coordinate the Club's Criminal Record Bureau applications by vetting each application made with the individual concerned .
6. Maintain a live register of all CRB registrations by age group and identify expiry dates as required.
7. Maintain open dialogue with Yorkshire Welfare Officer for guidance and assistance as necessary.



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14.0 MEMBERSHIP SECRETARY

Reporting to the Vice Chairman, responsibilities shall include

1. To liaise with RFU to ensure all relevant players are registered.
2. To liaise with team managers to obtain all relevant details and forms as required by the RFU and club.
3. Maintain record of all club registered players.
4. To liaise with the treasurer to ensure all membership fees are accounted for,



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15.0 TEAM MANAGERS

A key role in the successful functioning of a team age group, responsibilities include:

1. Welcome all new players and parents to the club with an induction to all aspects of the club rules, ethos and codes of conduct.
2. Ensure all players are registered and relevant membership fees are collected.
3. Maintain a record of all players and ensure available at all games and training sessions.
4. Work with coaches to ensure a safe playing and training environment.
5. To work closely with the C.P.O. to ensure all aspects of Child Protection are enforced and fully understood by all attending the games/training.
6. Ensure all shirts are accounted for throughout the season are returned complete.
7. Be point of contact for any queries raised by parents/guardians.
8. Provide fixture lists and information regarding forthcoming games and events
9. To hold the Team Book and be responsible for keeping its content up to date and ensure it is available to view at all matches and training sessions.
10. Carry out risk assessment of the venue prior to the match or training session
11. Check first aid kit content
12. If needed complete the necessary incident report form, accident report or disciplinary forms
13. Ensure that an appropriate person (eg coach) is deputised to complete the roles if they are themselves absent.



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16.0 VOLUNTEERS

From time to time volunteers will be sought to assist with Club activities. Volunteers will generally be parents and as such responsibilities will include:

1. To be familiar with the Parents Code of Conduct
2. To represent the Club at all times in a professional and responsible manner.