

EAST RETFORD RUGBY UNION FOOTBALL CLUB

FOUNDED 1952



JOB DESCRIPTION

Junior Section Representative/Chairman

Name of Junior Section Rep/Chair:

Responsible to: General Committee:

Purpose:

Lead effective and efficient delivery of mini and junior rugby at the club.

Ensure the smooth running of the section and keep players and coaches fully up to date with current and planned activities.

Key aspects of the role:

These should be delivered through the Junior Committee.

1. Create and lead a team of people to deliver rugby for 6-17year olds.
2. Arrange and chair Mini and Junior Committee meetings and ensure that Mini and Junior members are represented within the Main Committee and CB meetings.
3. Liaise with the Club Membership Secretary to ensure all Junior players are fully registered with the RFU and such other bodies as may be required.
4. To ensure that membership registration forms are fully completed in every respect.
5. To ensure that authority is obtained from parents/guardians for the use and publication of photographs and/or video films of Junior players.
6. To ensure that Junior membership fees and such other fees as may from time to time be required are paid.

7. To confirm details of all fixtures in conjunction with the Fixture Secretary and ensure that team members are aware of these.
8. To ensure that entries for competitions are completed and returned.
9. To take responsibility for match jerseys, rugby balls, first aid kit, water bottles etc., ensuring that they are available for training sessions and matches.
10. To coordinate transport details for away venue matches and competitions.
11. To organise details for tours.
12. Make sure players, coaches, volunteers and parents are familiar with the core values of the game.
13. To welcome new members and induct them into the Club.

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.