

CCSRFC Club Committee Roles and Team Management Terms of Reference

Club Chair

Responsible for Day to Day management of club and setting strategic direction

Main PoC for CACSSA, GRFU and RFU

Chair monthly committee meetings, disciplinary meetings, AGM and EGMs as required

Represent the club at various forums as required

Ensure club operates within RFU and CACSSA rules, including health and safety.

Maintain regular contact with all club officials and ensure sufficient volunteers are recruited and valued to run the club effectively.

Act as final point of contact for any club member with complaints if other routes are unsuccessful.

Any other jobs required for the successful running of the club.

Vice chair

Represent their section (men's, ladies, sharks) at club committee.

Responsible for delivery of committee actions relating to their section.

Deputise for chair as required

Liaise between captains, coaches and players rep

Ensure collection of membership, CSSC and Match fees for their section

Ensure regular supply of media content relating to their section (match reports etc)

Convene disciplinary meetings (eg Red cards) if needed

Mens 1stXV and Ladies Team Captains

Lead the team on pitch

Be part of player leadership group

Assist Head Coach with team selection

Team(s) announcement ASAP post selection, ideally Tuesday or Wednesday

Ensure team(s) are aware of their selection

Ensure match result is reported within the required time

Ensure player availability is obtained (ideally via Spond if all players registered)

Look after ref and opposition post match

Conduct post match man of the match and dick of the day

Ensure team is entered into GMS pre match and scorers post match

Ensure match report is written and published, within 3 days

Attend monthly club committee meeting

Attend relevant disciplinary meetings (eg for Red card)

2ndXV / Vets Captain

Lead the team on pitch

Ensure First Aider is present (can be member of playing squad)

Look after ref and opposition post match

Conduct post match man of the match and dick of the day

Ensure changing room is tidy post match, including away if possible

Ensure match fees are collected (preferably electronically)

Ensure someone is allocated that match kit is washed

Ensure all equipment is put out pre match, and returned post match

Ideally arrange for and publish match report

Attend relevant disciplinary meetings (eg for Red card)

Honorary Secretary

Arrange monthly committee meeting (usually first Monday)

Request agenda items in advance of committee meetings and agree agenda with Chair

Take minutes

Capture and monitor actions

Distribute minutes to committee members

Provide regular updates to club members

Be part of club executive committee as needed

Arrange and run club AGM

Media, Comms and PR Officer

Oversee all club formal and social media content

Run main club social media accounts

Plan and deliver communication campaigns to promote club to best effect

Lead on design of club branding, vision statement and ethos

Publish content as regularly as supply allows, working with club committee to direct what is needed.

Club President

Act as the figurehead of the club

Represent VPs at club committee and in club decision making

Represent the club at matches and functions, including looking after sponsors and visiting club officials

Encourage more regular match day attendance by VPs, ex players and other supporters of the club

Maintain regular contact (e.g. newsletters, emails etc) with VPs, ex players and supporters of the club

Organise a least one VPs function per year

Other tasks on the direction of the club committee

Specific tasks for the coming year

Design and implementation of processes to identify and invite VPs

Ensure via minimum donations or a membership scheme that the section is financially viable

Assist the club 75th birthday planning and events

Honorary Treasurer

Manage Club Finances

Prepare report for AGM

Work with CACSSA to ensure VAT efficiency

Ensure club cash is banked, preferably electronically

Advice club committee on financial viability of spending requests

Attend monthly club committee meetings and update on financial issues as needed

(For next year only - move main club account to electronic banking)

Membership Secretary

Ensure all players are members of CSSC and CCSRFC

Collect club membership fees via RFU GMS system

Ensure all regular players are registered on GMS

Fixture Secretary

Confirm with opposition and referee home match details

Chase confirmation of away fixtures if need be

Arrange for 'club' referee if needed

Arrange friendlies as needed

Ensure all completed adult fixtures (U14s and above) are entered into GMS

Kit Manager

Manage club kit, including medical supplies

Liaise with club committee on kit replacement requirements

Ensure kit is available for matches

Club Head Coach / Director of Rugby

Responsible for Men's section final team selections

Lead club coaching team

Advice on club training equipment requirements

Advice other club coaches and assist with their development

Keep up to date with RFU coaching guidance

Attend relevant disciplinary meetings (eg for Red card)

Safeguarding and Health and Safety Officer

Ensure all club volunteers with close access to children (for example youth coaches) are DBS checked

Ensure any safeguarding issues are raised through official channels

Ensure club committee / executive committee is aware of safeguarding or health and safety issues and remedial action is taken ASAP

Ensure confidentiality is maintained for any safeguarding issues

Advise the club on any health and safety issues and any required risk assessments are produced

Produce any relevant policies

Ensure risk assessments and policies are published on club website.

Volunteer coordinator

Ensure club volunteers are valued

Make best use of RFU recognition schemes

Look to identify potential future volunteers and recruit them

Players Representative

Represent their section outside of normal team management structure

International Ticket coordinator

Coordinate supply and allocation of International tickets based on committee agreed formula

RugbySafe Lead

Act as the club RugbySafe lead, review communications from RFU and provide recommendations as needed to the club committee. First point of contact for player safety concerns.

Ensure club has the required first aid provision to ensure safety of players (as per RFU Regulation 9 <https://www.englandrugby.com/dxdam/13/1346edc1-1bbd-410e-8b36-4f3dacc74850/Regulation%209.pdf>) for all matches and training sessions

Ensure the club has an up to date emergency action plan in case of emergency and that this is available for each match and training sessions. This to be reviewed annually

Ensure adequate record keeping of injuries is maintained (club accident book - <https://www.dropbox.com/scl/fi/ogznbq6tejcrpe7nqul9m/Accident-Book.xlsx?dl=0&rlkey=5oj1m63queijfafun58iqc3mw>)

Ensure club has adequate first aid supplies and undertake annual audit

Men's 1stXV Team Manager (other team managers to use same template)

Support club captain and coaching team on match days by:

Ensure all equipment is put out pre match, and returned post match

Ensure changing room is tidy post match, including away if possible

Ensure 1stXV match fees are collected (preferably electronically)

Ensure someone is allocated that match kit is washed

Ensure qualified first aider is present and suitably equipped for all matches and training sessions

Work with kit manager for any kit or equipment requirements

Combination Representative

Represent the club at the Cheltenham Combination and at wider meetings as required

Club Sponsorship & Partnership / Commercial Manager

Lead on all club sponsorship and partnership activities. Advise club committee on potential options

Responsible for trying to bring additional sponsors and partners to the club to bring in additional income and services and help promote the club brand.

Ensure the club looks after sponsors and partners interests, keep them up to date with club news, and that we deliver what we have promised them

Alongside media officer and kit manager, ensure sponsors can see value for their support

Arrange annual club sponsors day

Social Secretary

Arrange regular social events for club players and members, with aim of boosting team spirit and club ethos.

Arrange annual dinner and dance awards night