



## Let's work together!

We all want what's best for our club and for all our members, of all ages. The club is growing and has plans to become bigger, better and stronger, but we your need help to make this dream a reality. About **30** people get involved in running the club at present. We need to **double that number!**

Here's a list of the type of the jobs that need to be done at the club. It's not set in stone, and the number of hours isn't set in stone either – but it gives you an idea of what's typically involved. In reality, all the current club officials simply contribute as much time as we can!

Some of the jobs are already filled by other members, but don't let that put you off expressing an interest – some of the club's volunteers are doing multiple jobs! So, we need a dig out to ensure the future success of the club, and in some instances, to safeguard the ongoing safety and enjoyment of our young players.

Please call the PRO on 087 764 9631 or email us at [volunteers@gmail.com](mailto:volunteers@gmail.com) along with your name and mobile and we will get in touch to answer any questions you might have.

<b>ROLE</b>	<b>Summary Description</b>	<b>Approx. no. of hours</b>
<b>Administration</b>	Oversee all committees. Games and events will depend on your sub-committees	4 hours per week
<b>Age Grade Coordinators (x2)</b>	The guardians of the future of the club, responsible for leading everyone associated with Minis and Youths rugby	6 hours per week
<b>Bar Manager</b>	Manage and run the bar profitably	4 – 10 hours per week
<b>Car Parking</b>	Directing traffic for big matches & events	1 – 2 hours sporadic
<b>Social Events Volunteers</b>	From Christmas Party to Minis Parents' Nights out, we need a small group of people to plan and coordinate 3-4 events per year	Sporadic
<b>Catering Coordinator</b>	Responsible for catering for players, supporters, volunteers and visitors	2 hours per week
<b>Chairperson</b>	To provide the vision, leadership and business plan to develop the club. To run the management committee	6 hours per week

<b>Club Captain</b>	To be a role model at the club. TO be the link between players and administration, representing the views of players and guide their interests in the development of the club	10 hours per week
<b>Club Development Manager</b>	Plan and manage all club house and grounds development	Sporadic
<b>Club Referee Coordinator</b>	To help the club referees develop their skills. To ensure quality refereeing in the club	1 hour per week
<b>Club Welfare Officer</b>	Provide leadership in the safeguarding of children and adults within the club. Required to undertake appropriate IRFU safeguarding courses	2-3 hours per week
<b>Coaching coordinator</b>	To develop a coaching structure and promote the development of all coaches within the club	2-3 hours per week
<b>Communications and PR Manager</b>	To spread the good news of rugby. Promote the club to the public, raise the profile and boost the popularity of the game	3-4 hours per week
<b>Data Officer</b>	Responsible for the data entry and management in the Clubhouse database	1-2 hours per week
<b>Director of Rugby</b>	Looks to improve the overall quality of the rugby being played at the Club by all age groups, in particular seniors, as well as how we attract/retain and improve the players we have at our disposal.	6-8 hours per week
<b>Discipline Committee</b>	The Discipline secretary is in charge of the club's reputation for fair play by investigating and dealing with allegations of foul play and misconduct.	1 hour per week
<b>Equipment Manager</b>	To take responsibility for all club kit, from team shirts to balls, pads, posts, flags etc	2 hours per week
<b>First Aid Officers</b>	Adequately trained first aid officers to ensure all injuries are treated immediately	2 hours per week
<b>Fixtures Secretary</b>	Responsible for organising league, cup and friendly matches for all teams	2 hours per week

<b>Funding Coordinator</b>	Identifying, applying for and following up all grant applications. Investigate investment opportunities	1-2 hours per week
<b>Fundraising Coordinator</b>	Plan, organise and lead a team to raise funds for the club	2 hours per week
<b>Grounds Manager</b>	Responsible for the pitches, training areas, stands and car parks. Plan the effective use and maintenance, manage budgets and preparation	4 hours per week
<b>Head Coach</b>	Responsible for organising the senior team coaches and managers with the Director of Rugby. Also, responsible for recruiting players	16 hours per week in season
<b>Health and Safety Officer</b>	Responsible for minimising the risk to people and prepare risk assessments	1 hour per week
<b>Honorary Secretary</b>	The head administrator for the club, looking after the general running of the club	4 hours per week
<b>Honorary Treasurer</b>	Looking after all the club accounts and financial dealings, reporting to the management committee	2 hours per week
<b>Major Events Coordinator</b>	Plan, organise and deliver major events	Sporadic
<b>Marketing/Sponsorship/Commercial Manager</b>	Manage advertising and sponsorship programmes for the club to create sustainable income and use the club assets to its full potential	3-4 hours per week
<b>Medical Officer</b>	Advise and assist in the development of medical policies, protocols and practice	2-3 hours per week
<b>Membership Secretary</b>	Manage existing memberships and actively encourage new ones including subscriptions, renewals and data	3-4 hours per week
<b>Merchandise Manager</b>	To give people the chance to show their allegiance in a range of ways through the club colours	2-3 hours per week
<b>Player Registrars</b>	To be the keeper of the official information about player registration, ensuring all players are eligible to take part in competitions	0.5 hours per week
<b>President</b>	The President is the figurehead of the club, representing the club at all functions and	6 hours per week

	guiding, supporting and advising club officers	
<b>School/College Liaison Officer</b>	To create mutually beneficial links with local education institutions	2-3 hours per week
<b>Senior Match Day Coordinator</b>	To coordinate visiting teams, dressing rooms and pitches. Point of contact for match day	3 hours on match day
<b>Social Media Manager</b>	Promote the club, build the brand, contribute and filter and guide the social media presence	2-3 hours per week
<b>Team Coach</b>	Coaches must have completed IRFU coaching courses and passed by the Welfare officer to coach. Responsible for player development	5-10 hours per week
<b>Team Manager</b>	To keep the team in the loop on club requirements, ensuring players are registered, completing team sheets, relaying match and training schedules	5-10 hours per week
<b>Transport Manager</b>	Manage the clubs transport requirements for all away matches	1 hour per week
<b>Vice-President</b>	To work alongside the President, attending functions and games if the President is unavailable	3 hours per week
<b>Volunteer Coordinator</b>	Responsible for recruiting, training and engaging a team of volunteers. Be the point of contact	1-2 hours per week
<b>Webmaster</b>	Create a dynamic website and maintain up to date information attractively presented	2 hours per week
<b>Women's Rugby Coordinator</b>	To sell the game of rugby to interested women and guide girls through the minis and youths	2-3 hours per week
<b>Youth Chairperson</b>	To oversee the running of the Youth section	2 hours per week
<b>Youth Treasurer</b>	TO look after all accounts and financial dealings of the youth section	1 hour per week