



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 people are doing multiple jobs and would be thrilled with a little help! So, we are asking you for a little 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@newbridgerugby.com along with your name and mobile and we will get in touch to answer any questions you might have.

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

Club Captain	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
Club Development Manager	Plan and manage all club house and grounds development	Sporadic
Club Referee Coordinator	To help the club referees develop their skills. To ensure quality refereeing in the club	1 hour per week
Club Welfare Officer	Provide leadership in the safeguarding of children and adults within the club. Required to undertake appropriate IRFU safeguarding courses	2-3 hours per week
Coaching coordinator	To develop a coaching structure and promote the development of all coaches within the club	2-3 hours per week
Communications and PR Manager	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
Data Officer	Responsible for the data entry and management in the Clubhouse database	1-2 hours per week
Director of Rugby	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
Discipline Committee	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
Equipment Manager	To take responsibility for all club kit, from team shirts to balls, pads, posts, flags etc	2 hours per week
First Aid Officers	Adequately trained first aid officers to ensure all injuries are treated immediately	2 hours per week
Fixtures Secretary	Responsible for organising league, cup and friendly matches for all teams	2 hours per week

Funding Coordinator	Identifying, applying for and following up all grant applications. Investigate investment opportunities	1-2 hours per week
Fundraising Coordinator	Plan, organise and lead a team to raise funds for the club	2 hours per week
Grounds Manager	Responsible for the pitches, training areas, stands and car parks. Plan the effective use and maintenance, manage budgets and preparation	4 hours per week
Head Coach	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
Health and Safety Officer	Responsible for minimising the risk to people and prepare risk assessments	1 hour per week
Honorary Secretary	The head administrator for the club, looking after the general running of the club	4 hours per week
Honorary Treasurer	Looking after all the club accounts and financial dealings, reporting to the management committee	2 hours per week
Major Events Coordinator	Plan, organise and deliver major events	Sporadic
Marketing/Sponsorship/Commercial Manager	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
Medical Officer	Advise and assist in the development of medical policies, protocols and practice	2-3 hours per week
Membership Secretary	Manage existing memberships and actively encourage new ones including subscriptions, renewals and data	3-4 hours per week
Merchandise Manager	To give people the chance to show their allegiance in a range of ways through the club colours	2-3 hours per week
Player Registrars	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
President	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	
School/College Liaison Officer	To create mutually beneficial links with local education institutions	2-3 hours per week
Senior Match Day Coordinator	To coordinate visiting teams, dressing rooms and pitches. Point of contact for match day	3 hours on match day
Social Media Manager	Promote the club, build the brand, contribute and filter and guide the social media presence	2-3 hours per week
Team Coach	Coaches must have completed IRFU coaching courses and passed by the Welfare officer to coach. Responsible for player development	5-10 hours per week
Team Manager	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
Transport Manager	Manage the clubs transport requirements for all away matches	1 hour per week
Vice-President	To work alongside the President, attending functions and games if the President is unavailable	3 hours per week
Volunteer Coordinator	Responsible for recruiting, training and engaging a team of volunteers. Be the point of contact	1-2 hours per week
Webmaster	Create a dynamic website and maintain up to date information attractively presented	2 hours per week
Women's Rugby Coordinator	To sell the game of rugby to interested women and guide girls through the minis and youths	2-3 hours per week
Youth Chairperson	To oversee the running of the Youth section	2 hours per week
Youth Treasurer	TO look after all accounts and financial dealings of the youth section	1 hour per week