

## **PLAYING OF RUGBY CHAIRMAN**

*Reporting to Executive Committee*

**Overall Purpose of the Job:** To Manage Club Playing Facilities and Needs for Rugby Requirements

### **Responsibilities and Duties**

1. To attend committee meetings.
2. To properly liaise with other members of the club and promote good relationships at all times.
3. To offer support or help to other committee members.
4. To organise and attend Players Meetings on a regular basis as agreed with the Captain(s) and Coach(s) and chair the same.
5. To promote effective and constant communication between all personnel associated with senior and junior teams
6. To co-ordinate all training for all teams.
7. To liaise with the Executive Committee and the "Kit Officer" and control all club rugby equipment issued. (Note:- Kit Officer will organise and procure all kit requisitioned by CPOR/Youth Chairman)
8. To prepare budget for training equipment requirements in conjunction with the Coach and Treasurer.
9. To prepare budgets for all expenditure associated with the playing of rugby including transport, kit/clothing, pitches, coaching, phone calls, referees etc. in conjunction with team captains/coaches and the Treasurer.
10. To liaise with the Clubhouse Chairman to ensure the availability of changing, toilet, shower, bar and food facilities on match/training days.
11. To liaise with Ground Staff to ensure the availability of properly marked, roped and equipped pitches are available on match days.
12. To liaise with the records officer to ensure that all required weekly results and records are compiled and submitted on time.
13. To assist with after match and club functions if required.
14. To liaise with Club President/Chairman for any special team function
15. To report any maintenance requirements inside and out of club facilities.
16. To liaise with Fixtures Secretary as and when required.
17. To make yourself known to all players as Playing of Rugby Chairman and to uphold all Club rules.
18. To undertake your role in a professional manner at all times for the benefit of Clevedon RFC and in support of the current Business Plan.