

SCRFU Age Grade Representative Rugby Chair

KEY RELATIONSHIPS: SRFU Management Board, SCRFU Schools Union, SCRFU Safeguarding Chair, CB Unions and Clubs, The RFU, Bath & Bristol Academies

NATURE & SCOPE OF JOB:

The Age Grade Representative Chair will hold a position on the SRFU Management Committee and the Governance & Finance Committee, attending meetings for both committees. They will also be expected to be a member of the East and West (RPDG) Regional Pathway Development Group Committees and attend all relevant meetings. The post holder will be responsible for the organisation and monitoring of age grade representative rugby at all levels within the county. Please note that this is a voluntary position.

PRINCIPAL RESPONSIBILITIES:

- To plan, facilitate and implement a successful CB representative rugby programme as agreed by the CB Management Committee.
- Work with CB's, Bath and Bristol Academies and CB Schools Union key stakeholders to produce a playing calendar model which supports inclusivity of all players, guards against overplaying and underplaying and limits conflict between club and school/college rugby maintaining choice for players to play with their peer groups.
- Arrange representative fixtures and training sessions in accordance with the age grade playing calendar ensuring assessment/trial, training and host fixture venues are booked.
- Ensure Referees are booked for assessment/trial days and host age grade representative fixtures.
- Appoint coaches, managers and qualified pitch side medical support for all representative sides.
- Ensure coaches, managers and pitch side medical support hold appropriate qualifications and a current and valid enhanced DBS check.
- Strive to improve the quality and support the development of coaches and managers within CB age grade representative rugby.
- Review the performance and development of all the County Representative coaches and managers.
- Update and maintain coaches RFU database on GMS.
- To be responsible for the appropriate conduct and dress of coaches and players whilst representing the County.
- To be responsible for purchasing and maintaining in good condition all kit for the designated staff and squads and in line with any sponsorship/supply arrangements that may be in place.
- Maintain a database of all County kit purchased, distributed and retained.
- In consultation with the County Treasurer, prepare and administer budgets for representative programmes for U15-U18 players playing representative rugby.
- Submit age grade representative rugby reports to every CB management committee meeting and compile the annual representative rugby report.
- Submit age grade representative finance reports to Governance & Finance meetings when required.
- Update and maintain age grade representative County website pages.
- Promote and ensure the Safeguarding requirements of the RFU policy.
- Raise awareness of the importance of following correct injury prevention and management guidance, such as RFU guidelines on concussion.
- Monitor and review any significant incidents to ensure best practice is followed and processes are appropriate and up-to-date.

KNOWLEDGE, SKILLS AND QUALITIES REQUIRED:

- An effective communicator at all levels.
- The ability to work under own initiative and as a team member.
- The ability to meet deadlines and work under pressure.
- The ability to constructively challenge problems/issues and seek solutions.
- Confident manner with good organisational and interpersonal skills and ability to delegate as appropriate.
- Approachable, encouraging and good with people.