

North Midlands Rugby Football Union Limited



NORTH MIDLANDS RFU LTD – MANAGEMENT COMMITTEE STRUCTURE – TERMS OF REFERENCE

CB President

- Officer of Union
- Head of the Union and it's principal spokesman.
- Member of the Management Committee
- Chairs or "presides" at all General and Full meetings of the Union.
- Represents the Union at all games, competition finals and various meetings and events
- Visits Clubs in membership on match days during the season
- Acts as an ambassador for the Union

CB Chairman of Management Committee

- Officer of Union
- Chairs Management Committee meetings
- Manages the Union to ensure strategic and business plans are effectively implemented, the results are monitored and reported to the Executive Committee; financial and operational objectives are attained.
- Ensures that the Executive Committee efficiently directs and co-ordinates the business of the Union
- Coordinates the work of all Committees, sub committees and task groups and ensures they meet regularly
- Ensures that persons who have the right skills for the job are recruited to fill any vacant posts and that they are filled as quickly as possible
- Ensures that the Union's long term strategic plan is regularly reviewed and updated
- Has an executive role, plans ahead and delegates

CB Honorary Secretary

- Officer of Union
- Member of the Management Committee
- Principal administration officer of the Union and the main link between Union and its Clubs, the RFU and all outside agencies.
- Coordinates all the Union's activities whilst ensuring confidentiality is maintained.
- Grants approval for Cross Border fixtures, Tours, Festivals and Tournaments

Communication

- Establish effective communication with media on all issues affecting the Union, Clubs and affiliated Bodies
- Edit & publish news and other items on the CB website

- Manage all public relations activities and press liaison.
- Develop and manage Clubs' database and communication channels to include web site and social media
- Assist Treasurer with marketing and sponsorship opportunities.
- Collect data on the game.

CB Honorary Treasurer

- Officer of Union
- Member of the Management Committee
- Prepares and sets budgets as required by RFU Planning, Funding & Reporting policy.
- Agrees budgets with budget holders
- Maintains proper records and accounts and administers the financial affairs of the Union
- Prepares income and expenditure accounts and cash flow forecasts
- Provides the RFU with any financial information of the Union it may require
- Make recommendations on policy on all aspects for funding the game
- Make recommendations on policy for distribution of International Tickets
- Review financial stability of member Clubs and make recommendations on grant and lottery application etc. as necessary
- Monitor, review, control and approve all items of expenditure
- Manage and administer RFU conditional funding scheme for Clubs
- Actively market, promote and seek out sponsorship and fundraising opportunities for both the Union and its Clubs
- Receive and retain all copies constituent club's Annual accounts.

CB Playing Development Group Lead

- Member of the Management Committee
- To act as lead, co-ordinate and report on the activities of the Discipline, Competitions and Safeguarding, Welfare, Medical & Equity sub committees and to liaise with the NMSRFR representative.
- Make policy recommendations to the Executive Committee in regard to all aspects of efficient and effective administration of the CB and Clubs
- Review policy and monitor all Club actions with regard to safety & welfare of players and monitor implementation by Clubs of RFU policies to promote ways of making the game as safe as possible for players at all levels and ages
- Make and advise recommendations for changes to Laws of the game
- Ensure Clubs are aware of the growing importance of Local Authorities and other Recreational Bodies

Discipline (Chair)

- Member of General Committee
- In conjunction with Disciplinary Secretary ensure that Discipline Hearings are held within the prescribed time scales
- Act under delegated power from the RFU to hold inquiries and impose sanctions or take such action as it seems fit subject to a right of appeal to the RFU, for infringement of any law of the game or for any conduct which is prejudicial to the interests of the Union or of the game as authorised by RFU Rule 12.13
- Develop and communicate disciplinary policies, and guidance to all members, Senior and Junior within CB.

- Advise President and Officers, where appropriate of incidents involving CB, it's members and/or clubs which has potential attract adverse media attention.
- Represent CB at RFU Hearings, and attend as a Panel member if requested to do so by other constituent bodies.
- Ensure that annual report and returns are submitted to RFU on time.

Competitions(Chair)

- Member of General Committee
- Manage and administrate all Club Competitions to include all RFU, all North Midlands approved fixtures; to recommend appointments of officials to help administer all formats of the game.
- A point of referral for issues arising from any fixture, or forecast fixture(s).
- Ensure all annual returns required by RFU and submitted within relevant time scale.
- Introduce new competitions that cater for the development and retention of all players at whatever level.

North Midlands Society of Rugby Football Referees (Nominated Representative)

- Member of General Committee
- Maintain close liaison with the referee society and ensure an appropriate two way communication link is maintained and all relevant information is shared.
- Advise the lead of changes to rules,their implementation like effect on clubs and playing members of CB
- Liaise with CB Treasurer as to fulfilment of PFR requirements in respect of Refereeing.

CB Playing Development Lead

- Member of the Management Committee
- In conjunction with the Rugby Development Officers to act as lead, co-ordinate and report on the activities of the Coaching, Playing Development and Representative Sub Committees and liaise with the NMRFRS as required.
- Ensure that RFU policies for all variants of the games are adhered to.
- Liaise with CB Treasurer as to fulfilment of PFR requirements in respect of Playing activities.

Coaching (Chair)

- Ensure maintainance of Club and Schools Coach Education Programme
- Undertake Coach development and identification at all levels of the game.
- Establish and maintain a Coach database and tracking system
- Recommend appointments of coaches to playing squads following an open and transparent recruitment process.

Rugby Playing Development(Chair)

7 – 18 Age Group.

- Manage and administrate Youth Rugby in accordance with RFU Policies
- Interface with Active Sports Programmes
- Manage County Club age grade competitions in conjunction with CB Competitions Sub Committee

CB County Representative Rugby (Chair(s) U16,U18,U20 & Seniors)

- Manage player development and playing programmes for all squads of players playing representative rugby for CB .
- Ensure CB County fixtures are fulfilled.

Schools, Further and Higher Education (Chair)

- Co-ordinate and develop player development programmes for Further Education and Higher Education establishments in CB

- Manage County Schools competitions through the CB Schools Union
- Manage County Festivals for Schools and Clubs

Womens & Girls (Chair)

- Develop, co-ordinate and manage the playing opportunities at all levels within the Union
- Ensure good lines of communication with Domestic Unions and it's constituent clubs to maximise the growth of the game.
- Ensure CB fixtures are fulfilled.

Chairman of Community Committee

- Member of the Management Committee.
- In conjunction with the RDO's & RFU Area Delivery Team ensure regular liaison with the relevant specialists so as to achieve best development and growth opportunities to support the needs identified by all CB clubs.
- Be a point of reference for CB through having a detailed knowledge of all member clubs, their structure, facilities and development needs.
- Manage and co-ordinate actions needed to deliver the Community Rugby section of the RFU Strategic Plan (excluding playing, coaching and officiating)
- Prepares and sets budgets within the RFU Planning, Funding & Reporting policy
- Manage and co-ordinate a Volunteer Recruitment & Reward programme.
- Assist & manage and co-ordinate a Club Development and Accreditation programme
- Identify Clubs at Risk so as to develop strategy/plan to assist recovery.
- Manage and develop a Club Facilities Strategy for CB
- Manage and co-ordinate arrangements for CB Leadership Academy, Club Conferences and other meetings as required.
- Engage with RDO's with arrangements for scheduling and delivery of training programmes to ensure that maximum benefit will be derived by CB constituent clubs, and their members.

CB Chairman of Welfare & Safeguarding

- Member of the Management Committee
- Is a point of reference and co-ordinates all CB activities in relation to Safeguarding issues
- Identifies shortfall in CB and Club Safeguarding elements
- Is a point of reference, promotes and co-ordinates CB activities relating to appropriate First Aid and Medical training in line with RFU guideline
- Works towards ensuring that all on-line information required by RFU in terms of Safeguarding, Medical & Welfare with RFU is maintained, is accurate and up to date
- Is a point of reference and co-ordinates all CB activities in relation to Equality and Diversity matters in line with RFU policy
- Is a point of reference and co-ordinates reporting of playing injuries to RFU when applicable, and where appropriate Injured Players Fund
- Manages recruitment, training and development of all aspects of Safeguarding, Medical and Welfare within the budget set out within annual Performance, Funding and Reporting report.
- Represents the CB at appropriate conferences

Past President

- Member of the Management Committee
- Elected annually by the Committee, and not otherwise holding Management Committee position
- Be a point of reference to ensure continuity
- Manage and undertake specific roles and responsibilities as identified by the Management Committee.

RFU Council member(s)

- Officer of Union
- Member of Management Committee
- Elected annually by CB Constituent member clubs
- Represents and votes on behalf of the Constituent Body and its constituent clubs on the RFU Council; uses proxy votes when appropriate.
- Keeps the CB and its constituent clubs fully informed by engaging in two way communication, proffers advice and guidance in respect of RFU Strategies and Policy issues as well as those likely to impact on clubs and/or individuals.
- Promotes the interests of the CB and its constituent Clubs with RFU

Senior Vice President

- Officer of Union
- Member of Management Committee

Junior Vice President

- Officer of Union
- Member of Management Committee