JOB DESCRIPTIONS

Job Descriptions

Efficient and effective organizations have a number of things in common.

- A vision of their purpose and direction;
- a plan that sets out what needs to be done to achieve the vision;
- A system that facilitates an evaluation of progress on a regular basis;
- Internal and external communication processes;
- Strong financial control;
- Clearly defined roles and responsibilities of those that make up the organization.

One way of achieving the latter point that is accepted by nearly every organisation is the use of formal job descriptions. These documents set out the specific role for the occupant of the position and provide information on his/her interaction with others. They reduce confusion as to who does what. The extent of content and the degree of sophistication in job descriptions varies widely. Remember that they are a tool to efficiency and therefore should meet the needs of the organization and the people in it. They need not be extremely detailed.

They could include:

- Position title
- To whom it is responsible;
- The number and placement of staff it is responsible for;
- A generic description of its role within the organization;
- A list of specific responsibilities that could include:
  - The outcomes anticipated for each activity;
  - The timeframes involved with the range of duties expected;
  - The time commitment involved with the role;
- Skills and experience preferred for the occupant of the position

Like any document used in efficient organizations they need to be current and available. In turn they will need to be amended to reflect the interests not only of the organization as it changes but the skills and strengths made available by the staff and volunteers within the organisation.

The samples included in this document are rudimentary. They are a starting point for an organization and should be moulded to meet its needs. As such their content and level of detail remains the prerogative of the organization and the individual who has offered to undertake the role and its tasks.

JOB DESCRIPTIONS

Job Descriptions

President
Vice President
Treasurer
Secretary
Director of Rugby
Sponsorship Co-ordinator
Development Officer
Media Officer
Volunteer Co-ordinator
Social Co-ordinator
Catering Officer
Club Registrar
Ground Announcer
Ground Co-ordinator
Ballboy/Ballgirl
Head Coach
Grade Coach
Team Manager
Strapper
Ground Marshall

President

Summary:
The President is responsible for the ultimate achievement of the strategic ambitions of the club as well as the overall management of its operational activities.

Reports to:
Club members and Executive Committee

Role:
1. Ensure regular opportunities exist for the assessment of progress of the club's strategic priorities;
2. Chair regular meetings of the Club's Executive as well as the Annual AGM and any special general meetings;
3. Represent the club at, and contribute to, all meetings conducted by the local Union; provide feedback to the club committee and players
4. Be the regular point of contact for the local Union, media and members on strategic and operational issues.
5. Exercise delegated authority by signing formal agreements with the Union, sponsors and any other party mutual obligation arrangements have been negotiated with.
6. Constitute and resource any special working groups and ensure that their activities are reported to the Executive.

Performance Measures
- The AGM and other major meetings are conducted as prescribed in the Club's Constitution;
- Monthly committee meetings are chaired; minutes are recorded and circulated as required;
- Annually, the club's longer term plans are evaluated and assessments are made and reported on any short terms activities
- Feedback to the Club is provided following each Union meeting on major measures and issues raised
- Each year financial reports, audit reports are completed and submitted to the appropriate authorities on time.

Vice President

Summary:
(in some clubs the Constitution prescribes a number of Vice President positions. Where this occurs it is often the practice to allocate a specific role and responsibilities to it. For example, rugby operations, sponsorship, PR/ media, club development and facilities. Any volunteers or working parties associated with these roles would be identified here.

Reports to:
Executive Committee (or President)

Role:
1. Provide direction and management of a group allocated a specific activity/task by the Club Committee.
2. Negotiate a time frame for completion and ensure progress reports are tabled at club meetings;
3. Within the limits of resources allocated, identify and obtain the personnel and materiel that are required to complete the task(s) allocated.;
4. Make a major contribution to the compilation and evaluation of the club's strategic activities;
5. When required, chair club meetings and represent the club at functions, and meetings.

Performance Measures:
- Monthly, the readiness of reports for the committee on any activity allocated are available prior to the meeting
- The achievement of any responsibilities allocated are monitored on an on-going basis, compliance with timeframes and costs are supervised

Treasurer

Summary:
Chief financial manager of the Club - maintain the integrity and accurate recording of the club's financial position.

Reports to :
Club Executive

Responsible for:
This is usually an Executive position;
In some clubs there is also an Assistant Treasurer. The Assistant Treasurer provides administrative support for the Treasurer and reports to him/her.

Role
1. Prepare an annual budget that is consistent with the priorities and activities of the club for the first meeting of the Executive.
2. Present comprehensive reconciliation and cash flow statements to each committee meeting; maintain appropriate financial records that are available to members and the Executive;
3. Bank club funds; be signatory for club expenditure;
4. Make assessments and recommendations to the committee on variations and proposals for income and expenditure; monitor the efficacy of fund raising activities undertaken within the club
5. Prepare, or oversee the preparation of, applications for grants and financial assistance; provide progress and reconciliation reports as required.
6. Prepare financial statements that meet the requirements for annual audit;
7. Deliver financial reports to club meetings.

Performance Measures:
- Annually, a club budget is prepared; formal on-going adjustments as required are made; any adjustments are recorded;
- Written reports for each committee meeting are prepared that includes a bank reconciliation statement & an income and expenses statement;
- Financial statements are submitted for annual audit;
- The final draft of any submissions for grants/financial assistance are cleared

Secretary

Summary:
The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and club documents. In addition, he/she records the deliberations and decisions of the club committee.

Reports to:
Club Executive

Responsible for:
This is usually an Executive position
In some clubs an Assistant Secretary position may be appointed to provide administrative support to the Secretary.
Club registrar

Role:
1. Provide secretariat services at all club meetings including:
   - Finalising and distributing the meeting agenda
   - Collecting and distributing all reports and correspondence relevant to the club's regular meetings;
   - Recording and presenting to subsequent meetings all committee decisions and deliberations
   - Circulating minutes & reports and pursuing the status of issues identified
   - Preparing and despatching promptly correspondence arising from the Executive's activities
   - At the AGM, ensuring minutes and reports are available and distributed in accordance with Constitutional requirements.
2. Maintain club records including details of:
   - Office bearers and officials
   - Members & supporters
   - Players
3. Co-ordinate contributions to and arrange the timely publication of the club's Annual Report
4. Ensure that a comprehensive record of ARU, Union and club's policies, rules and guidelines are current and available to all club members and volunteers.
5. Accept the role of Public Officer for the club
6. Represent the club at Union meetings; be a principal point of contact with the local Union on matters relating to the conduct of the club's participation in local competitions.

Performance Measures:

- An accurate record is kept of all club documents, reports and correspondence;
- All correspondence is processed promptly – outgoing correspondence is prepared, cleared and submitted prior to due dates; incoming correspondence is assessed and referred weekly
- Club meeting agendas are finalised prior to each meeting; reports for each agenda item are on hand for each meeting;
- Monthly and other club meetings are recorded and minutes distributed as required;
- An annual report is prepared each year

Director of Rugby

Summary:
Initiate and undertake a range of activities that enhance the playing strength of the club,

Responsible to:
Executive Committee
(This position may be one of the Vice Presidents)

Responsible for:
Club coaches, club team managers.

Role:
1. As Chairman of Selectors, organise weekly selection meetings; select and announce graded teams; ensure that the club's selection policies and practices are adhered to.
2. Arrange the early orientation of all new players and officials to the club;
3. Brief coaches, managers and strappers on their weekly and on-going responsibilities; monitor their performance on a weekly basis and provide regular feedback
4. Negotiate with the Head Coach, and lower grade coaches, the club's expectations of them for the season.
5. Liaise with coaches and selectors on the on-going player needs for the club; investigate and recommend possible recruitment sources and support arrangements.
6. Design and initiate approaches to attract and retain players to the club; co-ordinate the visits schedules of club development officers
7. Assign attendance of advocates at judiciary meetings and citings
8. Co-ordinate and prepare submissions for training and equipment requirements annually
9. Initiate recruitment action for coaches and support staff each year. Receive applications and organise the consideration and appointment of staff for each year.
10. Liaise with the club's junior organization on player strengths and pathways at least annually

Performance Measures:
- Weekly, selectors meeting are held and the club's selection policies applied.
- Annually, and thereafter as required, the orientation of any new players is undertaken;
- Negotiations are completed at the beginning of the season with each coach about the club's expectations of their performance
- An annual report on possible recruitment activities for the club is prepared; each committee meeting is provided with progress reports on recruitment, retention and orientation activities;
- Recruitment activities for coaching and support staff are completed by December each year.

- The club committee is provided with on-going reports on junior club activities

Sponsorship Co-ordinator

Summary
Assume responsibility for ensuring all sponsors and potential sponsors are approached and serviced for the entirety of their sponsorship contract.

Responsible to:
Executive Committee
(This may be a Vice President position or a member of the Committee)

Responsible for:
Any working parties, sub-committees and individuals allocated specific duties relating to obtaining, retaining or supporting sponsors

Role:
1. Prepare annual sponsorship packages that provide for all levels of support. This will include the review of previous year's arrangements.
2. Make recommendations to the Committee about the target levels for sponsorship each year.
3. Oversee the negotiation of new and existing sponsorship each year. Manage approaches to individual sponsors – ensure any conflicts of sponsorship within the club or with the Union are avoided or resolved.
4. Ensure all sponsorship arrangements are formally recorded, filed and signed off.
5. Plan and schedule a calendar of sponsor functions for the year.; ensure the activities are conducted
6. Prepare regular status reports to the Committee.

Performance Measures:
- Each year the appropriateness and content of the club's sponsorship packages is reviewed –a report is submitted to the first available committee meeting
- The achievement of a "X" increase in sponsorship income;
- All formal documentation relating to sponsorship are given to the club secretary for preservation
- Monthly reports are provided to the committee that includes reference to target achievement and sponsor servicing

Development Officer

Summary:
Undertake school and junior player recruitment and development activities.

Responsible to:
(Director of Rugby)

Role:
1. Prepare an annual program of visits to, and activities for, local clubs and schools that will attract and retain junior players of all ages.
2. Organise and arrange for each school/junior club a variety of contact and communication methods to enhance each recruitment activity including:
- Newsletters
- Walla rugby training days and competitions
- Senior player visits
- Visiting coaches
- Skill sessions
3. Conduct training sessions and competitions as scheduled
4. Ensure each school and junior team has a suitable coach and manager.
5. Ensure all junior players are registered on the club data base
6. Prepare monthly reports for the Committee on recruitment and development activities and progress. Make recommendations to the senior club on fostering talented players coming through the system.
7. Liaise regularly with Union Development Officers to keep current with ARU and Union initiatives in junior development. Assist where requested
8. Prepare and/or review annually a club junior development plan

Performance Measures:
- Annually, prepare and initiate a detailed program of
- schools contacts and visits,
- competitions and
- recruitment activities;
- Monthly reports on junior development activities completed & not completed are submitted to theExecutive
- Coaching and management support for junior teams is organised;
- An “x” increase in junior numbers or teams is achieved; all players are registered
- Each meeting of Union Development Officers is attended- feedback and any relevant reports are given to the Director of Rugby

Media Officer

Summary:
Responsible for the production and content of internal and external communications

Responsible to:
Club President

Responsible for:
Ground Announcer
(If any function is delegated supervision of those tasks will fall to the occupant of this position eg Webmaster)

Role:
1. Prepare annually an approach to providing comprehensive internal and external links with sponsors, players, members, supporters and other significant agencies. Once approved implement the activities.
2. Create and constantly review the appropriateness of a media contact list.
3. Prepare and arrange clearance, the submission/publication and distribution of articles, newsletters and reports internally and externally
4. Organise contributions to Union match day programs
5. Liaise with the Ground Announcer each match day to ensure that s/he is aware of all team changes and any public announcements that must be made – these may include recognition of sponsors, forthcoming events, competition results.
6. Undertake the role of club webmaster ensuring it is updated weekly

Performance Measures:
- Monthly, prepare and circulate a communication link with club players, members and supporters;
- Media contacts are given weekly reports
- Weekly contributions are submitted to the Union's newsletter/match day programme
- The club's website is kept current

Volunteer Co-ordinator

Summary:
Responsible for the retention, training, organization, recruitment and welfare of a sufficient number of volunteers for the club to operate effectively on a weekly and on-going basis.

Responsible to:
(Vice President)

Responsible for:
All volunteers except Executive members and coaching/support staff

Role:
1. Determine each year the various tasks that are need for the club to operate efficiently and effectively and match volunteer skills and interests to those positions.
2. Issue documentation that clearly sets out each volunteer's role and commitments; make any adjustments as necessary
3. Develop and implement a retention and recruitment plan for volunteers that includes an appropriate volunteer recognition element.
4. Before the end of the year organise a volunteer recognition function; consider and submit applications for local, state and national volunteer recognition awards.
5. Ensure each volunteer is clear on his/her role/responsibilities including whom to approach if any difficulties are encountered. Each year arrange orientation and appropriate briefings for each volunteer.
6. Liaise with club officials on an on-going basis about club activities and initiatives and the potential for volunteers' contribution to those activities.
7. Negotiate with club officials and Executive to ensure that the necessary funds, equipment and resources are available to volunteers to carry out their role.
8. Make yourself available as the single point of contact for any issues that arise for or about volunteers and their activities.

Performance Measures:
- A record of all volunteers is maintained and up date annually;
- job descriptions for each volunteer are prepared ;
- The annual orientation of volunteers is arranged; a recognition procedure /activity is organised for all volunteers
- Regular liaison is mainitained with all volunteers; issues are resolved as they arise
- An end of year report on volunteer activities and issues is submitted to the Executive

Social Co-ordinator

Summary:
This position is responsible for creating and implementing a cost effective social program for the club, its players and supporters.

Responsible to:
(Vice President or Secretary or Assistant Secretary)

Responsibility for:
Any volunteers or sub-committees associated with the planning, organization and conduct of any approved social activity

Role:
1. Prepare and co-ordinate the implementation of a program of social events for the club and its supporters that interfaces with other Union and community activities. These events may include but not be limited to :

- Annual Grading Dinner
- Players' Dinner
- Presentation Night
- Sponsor functions
- Ladies function

Submit a costed program to the Executive for approval each year.

2. Where necessary create sub-committees to run each activity. Keep close liaison with each organising committee and monitor progress of each event/function.
3. Co-opt appropriately skilled volunteers to assist in the conduct of any event.
4. Ensure each function/activity presents a final reconciliation of income and expenditure. Present regular reports to the Executive Committee on the success and cost: benefit of each activity

Performance Measures:
- At the beginning of the year a costed program of proposed social activities for the club is submitted to the Executive
- Activities are organised and delegated where necessary, to a sub-committee
- An end of year report on activities conducted is submitted to the Executive

Catering Officer

Summary:

This position is required to ensure that the club's canteen is fully operational at each home game. He/she will also be the principal co-ordinator for any catering concession awarded to the club

Responsible to:

Vice President

Responsible for:

All volunteers rostered to help with club catering and canteen activities

Role:

1. Estimate food and beverage supplies required for each home game canteen and negotiate provision with suppliers. Organise a roster of volunteers to pick up provisions and man the canteen.
2. Wherever necessary obtain the necessary licences for canteens and that maintain accurate records.
3. Ensure a cash float is available and at the end of the day an accurate cash reconciliation is to be undertaken. The cash is to be handed to the Club Treasurer (or his/her delegate) at the end of the day.
4. Undertake stocktakes of supplies and adjust orders as necessary so that excess stock is not retained.
5. Where the club is awarded catering rights at other than home games prepare a logistical plan that embraces:

- Food & beverages supplies and suppliers
- Cool room hire/ice
- Licences
- Provision of equipment
- Facilities available on site + any additional requirements
- Transport of equipment & availability
- Return of any excess supplies
- Roster of volunteers
- Cash float & subsequent reconciliation

6. Evaluate canteen operations and facilities and make recommendations to the Executive on improvements

Performance Measures:

- Profitable canteens are conducted at each home match with reconciled cash reports provided to the Treasurer at the conclusion of the day
- Financially sound catering provision arrangements are negotiated with suppliers annually

Club Registrar

Summary:
This person is responsible for keeping club records, particularly making sure all players are financial and entered on the appropriate databases.

Responsible to:
Club Secretary

Role:
1. Before any player participates in a match, ensure that he/she is covered by Union insurance. Collect and issue a receipt for player registrations to each player . These funds must be provided, as they are collected, to the club Secretary
2. Enter all player and official records on the ARU Rugbynet database. Maintain the accuracy of these records.
3. Supply coaching staff with periodic reports on player registrations.
4. Allocate the compilation of club records annually including:
- Player eligibility for final series
- Historic records
- Season awards points progression
5. Present to the Executive an annual compilation of all club records and associated documentation

Performance Measures:
- Achieve a 90% player registration target
- By the end of each year provide a report on club registration and participation numbers and playing records

Ground Announcer

Summary:
Make all public announcements at club home games

Responsible to:
Media co-ordinator

Role:
1. At each home match set up the public announcement system prior to the commencement of the first match.
2. Check with the Media Co-ordinator about the extent of sponsor announcements that must be made during the day and their currency.
3. Ensure that all team changes have been brought to attention – announce individuals, teams and changes as specified by the Media Manager
4. Prior to each match organise contacts at other fixtures so that progress and final scorers can be broadcast.
5. Publicise forthcoming club activities during the day
6. Make sure the equipment is maintained and arrange repair whenever necessary.

Performance Measures:
- The public announcement system is in place and operational prior to the commencement of the first match each week and safely stored at the conclusion of the day
- On match days, a structured approach to regular announcements are made on team changes, progressive scores, sponsors and forthcoming events.

Ground Co-ordinator

Summary:
Oversee, and assist, with the setting up of the playing fields and their subsequent restoration .

Responsible to:
Vice President

Responsible for:
Any volunteers allocated to tasks associated with the set up and dismantling of the material marking out the playing fields.

Role:
1. Prior to each home match check that each ground needed for the weekend is marked according to Union competition guidelines. Where problems arise liaise directly with the relevant contractor to resolve the matter.
2. Before any match is commenced each ground must be set up with all the safety equipment specified, including:
- Goal post pads
- Corner posts
- 22m, half way and deadball markers
- sponsorship signage
- home, visitor and match official dressing room signage
- spectator control measures
- scoreboard
- public address system
- adequate refuse/garbage collection facilities
3. Supervise and assist with the dismantling and storage of all equipment
4. Organise a roster of helpers for each match day; liaise with the Volunteer Co-ordinator when additional assistance is needed.
5. Negotiate with the Volunteer Manager for the replacement, repair and maintenance of any material or equipment that does not meet OH & S standards

Performance Measures:
- The grounds allocated for matches each week are set up in accordance with local competition rules and ARU safety requirements;
- At the conclusion of the day all equipment is removed and safely stored

Ball Boy/Ball Girl

Summary:
To make sure that match balls are readily available to recommence play

Responsible to:
(Assistant Secretary/Assistant Registrar)

Role:
1. Before each match collect match balls from the Team Manager;
2. Make balls available to players, in accordance with the laws of the game, whenever a ball is kicked or placed out of play.
   - Place on the halfway mark to commence or recommence a match after scoring or half-time
   - Place on the ground where the touch judge marks the line of touch for a lineout. (Do not touch a ball that has been kicked into touch until a player has touched the ball)
3. Retrieve all balls kicked out of play
4. Return all balls to the Team Manager after the match – if a ball has been lost explain the circumstances to the Manager. If a ball has been damaged bring it to the attention of the Team Manager.

Performance Measures:
- To present yourself to the Assistant Secretary, properly attired, no later than fifteen minutes before your allocated match.
- Match balls are always available to enable the game to proceed without delay

Head Coach

Summary:
This position is required to set the technical direction of the club for all grades at training and competition matches

Responsible to:
Director of Rugby

Responsible for:
Club coaching and support staff

Role:
1. On appointment, and prior to the first club training session, formulate a player preparation plan for the season that encompasses the pre-season, trials, training and match play, post season and transition activities.
2. Oversee the preparation of any documentation that supports the training plan – eg play book, selection policy, code of conduct;
3. Set and circulate season goals and performance targets for teams, staff and players – monitor progress in the achievement of these goals/targets; provide feedback on a weekly basis.
4. Coach the 1st Grade Club team; monitor and assist the coaching and preparation of lower grades.
5. Liaise at least weekly with the Team Manager on player welfare, team support needs.
6. Attend all club selection meetings and apply the club selection policy.
7. Arrange and chair meetings with coaching & support staff and players pre-season and during the season to formulate and subsequently review operations, documentation and progress – make any adjustments and amendments as necessary.
8. Provide advice on the composition of the club's playing roster and liaise with the Director of Rugby on talent identification, player recruitment and retention initiatives.
9. Be thoroughly conversant with the Union's competition rules and all ARU policies and guidelines.
10. Each year participate in some form of professional development to keep abreast of trends and developments in sport generally and rugby specifically. Provide feedback to club personnel.
11. Provide the Executive with a report at the conclusion of the year that covers and makes recommendations on :

- Team performance
- Club performance
- Facilities & equipment
- Player welfare
- Recruitment & retention
- Organisational & structural issues.

Performance Measures:

- An annual player preparation plan that embraces all grades for the forthcoming season is prepared;
- All selection meetings are attended and the club's selection policy is applied;
- A coaching plan for all practice sessions is prepared and implemented;
- All competition matches are prepared for and attended, coach the first grade squad;
- At least three club performance review meetings are co-ordinated and conducted during the year;
- Regular liaison is maintained with club officials on talent identification and player recruitment and development issues

Grade Coach

Summary:
As a member of the club coaching staff prepare a team for competition in accordance with the club's agreed technical direction

Responsible to:
Club coach

Responsible for:
Team Manager

Role:
1. Plan and present weekly coaching sessions to the appointed grade team
2. On match days prepare the team for competition and manage instructions and feedback to the team and players. Prepare and arrange the appropriate pre- and post match routines.
3. Give the team and individual players feedback on performance and determine appropriate remedial activities.
4. Participate in all selection meetings and apply the club's selection policy.
5. At each training session and competition match discuss with support staff any areas of concern particularly aspects relating to player welfare and injury.
6. Participate in all meetings that contribute to, and assesses, the club's playing operations.
7. Each year undertake some form of professional development to keep abreast of trends and issues in sport generally and rugby specifically.

Performance Measures:
- Detailed practice sessions are planned prior to each training session;
- On match days the allocated team is well prepared for, and coached during, each competition match
- Each player is given feedback on performance on a regular basis
- All selection meetings are attended and the club's selection policies are applied

Team Manager

Summary:
This position is responsible for the smooth running of all activities supporting the team other than the technical aspects – it includes but is not restricted to player welfare & discipline, team transport, gear issue, equipment availability, team records, match and competition reports.

Responsible to:
Team Coach

Responsible for:
Support staff appointed to a particular grade

Role:
1. On match days, ensure player gear and warm up equipment as required by coaching staff is available and in good order. Liaise with opposition management/ground marshall about warm up areas, team changes and first aid facilities.
2. Organise availability of programs, water bottles, kicking tees and confirm readiness of team runners/strappers; check safety of play ing and training area. Liaise with ground marshall to resolve any difficulties.
3. Post match, complete team sheets, follow up completion of Captain's Report and submit to local representative or Union; collect video tapes; collect gear required for cleaning
4. Ascertain the extent of any injuries with team strapper/ physio and monitor rehabilitation needs. Organise the availability of insurance forms where necessary and explain procedure with the player.
5. Advise players about training schedules and any variations to competition match times or venues. Attend all training and competition matches.
6. Brief players about the Code of Conduct and the Union's/ Club's expectations both on and off the field. Incidents and indiscretions that need to be brought to the attention of the Team Coach or Director of Rugby must be raised promptly. Manage any issues that may arise amongst plays, coaches, officials and supporters.
7. Be thoroughly familiar with the Union's Rules of Competition

Performance Measures:
- Players are aware of training and competition commitments and arrangements;
- Player welfare is monitored and issues resolved promptly;
- Team equipment and support services are available for each practice session and competition match;
- Competition rules and requirements are processed efficiently.

Strapper

Summary:
Direct and provide preventative and rehabilitation strapping services to players at training and on match days.

Responsible to:
Team Coach

Role:
1. At each training or match, tape players requiring preventative or rehabilitation strapping.
2. On match days provide an on-field service to players; assess and recommend on injury treatment and/or replacement.
3. Establish and maintain adequate taping and other relevant medical supplies for training and match days. Liaise with the Team Manager where additional supples are needed.
4. Monitor players' rehabilitation and advise team coaches and selectors about players' progress and readiness to resume training or playing. Refer players for specialist treatment.
5. Maintain current professional qualifications; advise the club on treatment services and trends; recommend the adoption of state of the art services and equipment

Performance Measures:
- Effective and safe strapping is provided at each training session/competition match;
- Safe on-field treatment services are provided at each competition match;
- Player readiness for training and competition is assessed and discussed with coaching staff each week and on an on-going basis

Ground Marshall

Summary:
To ensure that the venue and environment for the day's matches complies with the Union's standards of safety, sportsmanship and professionalism.

Responsible to:
Club President

Role:
1. Be the initial point of contact for match officials at each home competition match.
2. Ensure that each playing field for each competition match is marked and set up in accordance with the laws of Rugby. This includes
- goal post pads,
- flags
- corner posts
- a physical barrier between the spectator areas and the playing enclosure stretching from goal-line to goal-line on each side of the playing field, (where one does not exist as part of the grounds facilities). This must be no closer than five metres to each touch line.
3. Check that the following are in place and in working order
- a public address system
- a legible scoreboard.
- First aid facilities including a stretcher
- Touch judge flags for use by the Club's touch judges
- Three competition footballs of recognised international standard for each match
4. Maintain appropriate behaviour of spectators, team management and player reserves in consultation with the opposition team management.

Performance Measures
1. Match officials are personally contacted prior to each home match;
2. Fields of play are marked and set up for each home competition match in accordance with the laws of the game.
3. Spectator and team management behaviour is managed to appropriate standards at each home game.