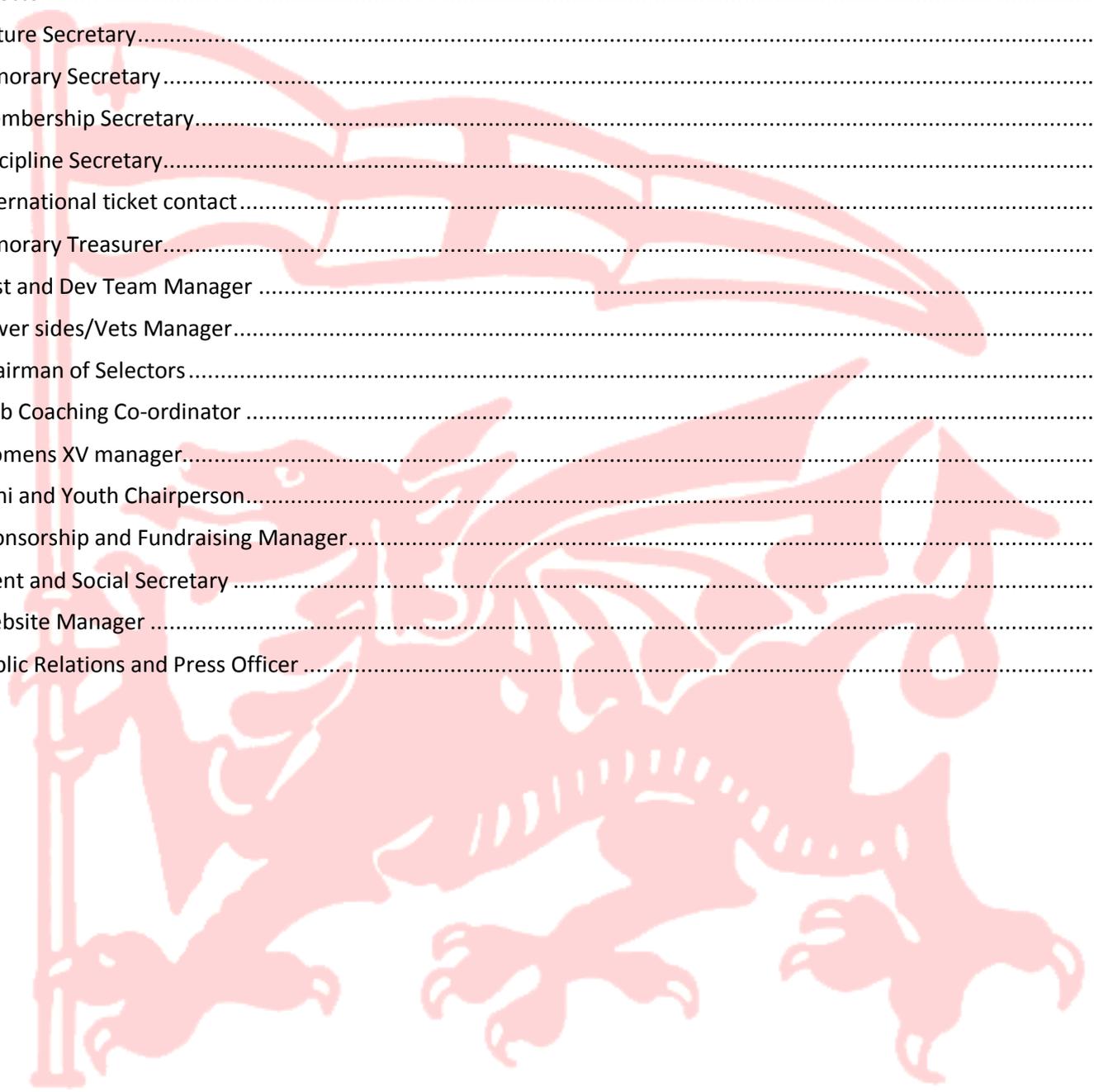


Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

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Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

CHAIRPERSON

As Honorary Chairperson you'll provide the vision, leadership and business plan to develop the club for the benefit of all. You'll run the Management Committee and will be responsible for liaison and cooperation between club, Officers and Sub-committees. Without your management skills, the club would not fulfil its potential.

Ideally, you'll need to be:

- An experienced and effective manager
- Confident and good at communicating
- Familiar with business administration and practices
- Diplomatic and discreet
- Well-acquainted with the running of the club
- Well-organised

What you'll do:

- Form a team around you so that all Officer/Committee positions are filled
- Provide leadership to your team on all aspects of the club from playing to fundraising and social activities
- Arrange and chair Management Committee meetings, Emergency Committee Meetings and Special/Annual General Meetings
- Lead the creation of your club development/business plan
- Make sure the club is represented at the RFU AGM and local Constituent Body meetings
- Attend Sub-Committee meetings if they concern club policy
- Prepare the Annual General Report with the Secretary

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

This is the most prestigious position within the club, so it's highly respected within the community and the world of work. As the club's leader you'll have a direct hand in results on and off the pitch – it's a demanding role, but incredibly rewarding.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

VICE CHAIRPERSON

As Vice Chairperson you'll be the director responsible for 'stepping in' to the Chairpersons role if they are unavailable to carry out their duties. Whether this be filling in for a short spell owing to Holidays etc. or filling in the role until a replacement is found in the case of the Chairman leaving mid-term.

As part of this role you will also be responsible for player recruitment.

Ideally, you'll need to be:

- An experienced and effective manager
- Confident and good at communicating
- Familiar with business administration and practices
- Diplomatic and discreet
- Well-acquainted with the running of the club
- Well-organised

What you'll do:

- Fulfil the role of Chairman in their absence.
- Arrange and chair Management Committee meetings, Emergency Committee Meetings and Special/Annual General Meetings
- Attend Sub-Committee meetings if they concern club policy during the Chairman's Absence
- Be responsible for recruitment strategy.

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

This is a prestigious position within the club.

As one of the club's leader you'll have a direct hand in results on and off the pitch – it's a demanding role, but incredibly rewarding.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

DIRECTOR

As a Director of the board you will be directly involved with the decision making process within London Welsh Amateur. You will be responsible as a part of the board of ensuring the officers of the club have clear KPI's and to manage their success in achieving them:

- An experienced and effective manager
- Familiar with business administration and practices
- Diplomatic and discreet
- Well-acquainted with the running of the club
- Able to make impartial and sometimes difficult decisions

What you'll do:

- Understand the roles and responsibilities of the principle officers of the club.
- Work successfully with your fellow directors in ensuring the officers of the club are achieving their targets as defined by the board.
- Regularly attend Board meetings.
- Be a key decision maker in club affairs.
- Be able to be objective and make decisions for the club as a whole.

How much time it will take up:

About 2 hours a week (pending no office is held), mainly in the evening.

What you'll get out of it:

Knowing that Key Decisions made within the club have been well thought through and decided upon by collective of opinions and expertise including your own.

The ability to be a key decision maker, supporting the chairman in recruiting the best officers available for vacant positions.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

FIXTURE SECRETARY

As Fixture Secretary you'll be responsible for organising league, cup and friendly matches for all the teams at the club. Players will rely on you to ensure the fixtures provide the right standard of rugby, reflecting the needs of the club. As it's all about playing rugby, it's safe to say it wouldn't be a rugby club without you.

Ideally, you'll need to be:

- Well-organised and conscientious
- Familiar with the club and its vision
- Good at communicating
- Enthusiastic

What you'll do:

- Coordinate a group of volunteers to arrange fixtures for different teams (if applicable)
- Propose a fixture list for all teams which reflects the ambitions of the club in terms of playing strength and finance
- Arrange and confirm the list in writing by June of each season
- Deal with match cancellations, finding new fixtures
- Handle any fixture queries throughout the season
- Supply fixture lists to the RFU, Referees societies and other relevant agencies
- Confirm fixtures with opponents, two weeks before the game
- Provide visiting teams with kick-off times, directions to the ground, complimentary match tickets (where applicable)

How much time it will take up:

A couple of hours a week

What you'll get out of it:

A satisfying contest, win or lose, will earn you the gratitude of the players. You'll be the source of all knowledge about upcoming matches, keeping the season alive and on schedule. The skills needed to do this role are transferable to any walk of life, so having something like this on your CV is attractive to potential employers.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

HONORARY SECRETARY

The Honorary Secretary is the head administrator for the club. Your remit is broad; as well as looking after the general running of the club, you'll act as the linchpin between internal and external stakeholders. It's no exaggeration to say the club couldn't function effectively without you.

Ideally, you'll need to be:

- A capable manager who can delegate effectively
- Confident and good at communicating
- Skilled at administration and meeting procedures
- Well-organised and conscientious
- IT literate

What you'll do:

- Act as the main communication link between the Committee, sub-committees, club members, other clubs and leagues
- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up
- Manage legal and insurance matters
- Provide the necessary details to the RFU and Constituent Bodies (CB)
- Maintain the records of club members and former members
- Distribute the right paperwork to the right people in the club
- Organise the AGM, Management Committee and club meetings, preparing agendas and paperwork, and taking minutes
- Communicate any important matters between the RFU, CB, and leagues, showing a thorough understanding of the rules of all these bodies

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

Running this office well shows considerable command of high-level organisational skills. It's a highly respected post from any perspective, within the community and the world of work. You'll be able to see the results of your efforts very clearly

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

MEMBERSHIP SECRETARY

A community club is nothing without its members. That's why the role of Membership Secretary is so important. You'll not only manage existing memberships, but actively encourage new ones and deal first hand with the members themselves. Your work will help the club prosper for years to come.

You'll need to be:

- Well-organised
- Friendly and approachable – you'll be key contact for our members.
- Have good attention to detail
- Good with numbers
- Full of bright ideas to attract new membership
- IT literate

What you'll do:

- Manage everything to do with memberships, including types, subscriptions, renewals and income
- Take the lead on promoting new membership
- Keep the membership database up-to-date
- Ensure membership fees are paid and records kept
- Create and deliver a plan for recruiting new members, with the support of a team recruitment officers for a larger club

How much time it will take up:

Around 3-4 hours a week.

What you'll get out of it:

You'll meet a wide range of people with one thing in common – loyalty to their local rugby club. It's a socially rewarding post to hold. Encouraging support help

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

DISCIPLINE OFFICER

As Disciplinary Secretary you're basically in charge of the club's reputation for fair play. Reporting to the Club Committee, the County Disciplinary Panel and the RFU, you'll maintain standards of discipline by investigating and dealing with allegations of foul play and misconduct. You'll need to be fair, consistent and aware of the RFU Disciplinary Regulations.

Ideally you'll need to be:

- A player or ex-player
- Trained at an RFU Disciplinary Conference
- Good with people and a strong communicator

What you'll do:

- Deal with any incidents of misconduct in the club
- Hold internal disciplinary hearings for players who've been sent off or cited
- Take responsibility for all discipline queries
- Work with the Safeguarding Officer to educate club members about preventing incidents
- Work with the Constituent Body Discipline Secretary and the RFU on all club discipline matters
- Keep club members, players and the website up to date on all things disciplinary
- Attend County Disciplinary hearings involving your club

How much time it will take up:

Around 2 hours a week depending on how well-behaved your players are.

What you'll get out of it:

This is a great role for developing your mediation skills. You'll develop your knowledge of the game and exercise it in an official capacity. It's an influential position as far as the club's reputation goes and you'll have a chance to help people who have fallen foul of the laws of the game.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

INTERNATIONAL TICKET CONTACT

As International Ticket Contact, it goes without saying you'll be the most popular person at the club. It's your task to apply for highly prized tickets to international matches and distribute them fairly.

Ideally you'll need to be:

- Well-organised and resourceful
- Approachable and good with people
- Familiar with most of the club membership
- Incorruptible

What you'll do:

- Register your up-to-date contact details on RFU RugbyFirst so that you receive notifications about your club allocation from the RFU Ticket Office
- Apply to the RFU for your allocation of international tickets
- Devise an impartial system to ensure ticket distribution is done fairly to all members
- Make sure, over time, everyone who wants to attend has the chance to do so
- Liaise with the Volunteer Coordinator over tickets used for recognition

How much time it will take up:

This depends on how big the club is and the allocation of tickets, but bank on around 3 hours per international match.

What you'll get out of it:

As well as unparalleled popularity, you'll get to spread the enjoyment and inspiration of watching the game at the highest level. It's a great way of networking and meeting new people in the world of rugby.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

HONORARY TREASURER

The Treasurer looks after the club's accounts and financial dealings, reporting to the Management Committee. A club cannot function without handling money, so it goes without saying this is a crucial role.

Ideally you'll need to be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns and rules, and investment
- Arithmetically sound
- Careful and confident with figures, cash and cheques
- A good record-keeper
- Good with a computer and the relevant programs
- Aware and decisive

What you'll do:

- Look after the club's finances to make money work for the club
- Know exactly where the club stands financially at any time, and keep the committee informed of any trends and issues
- Recommend the financial policies for the club (e.g. payment of expenses)
- Plan and monitor a budget each year
- Prepare and present the accounts for the end of year financial report
- Deposit money and issue receipts promptly
- Keep adequate records of any transactions
- Prepare and submit any statutory documents needed (e.g. VAT, tax, PAYE and NI returns, grant aid reports)
- Renew insurances annually
- Make sure the club has paid relevant affiliation fees

How much time it will take up:

Around 2 hours a week, rising at financial year end.

What you'll get out of it:

Although you'll already need to be financially literate, this is a great way to keep those skills sharp with a relatively minor time commitment. You'll be fulfilling a respected role in the community and providing a vital service to the club.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

FIRST AND DEV TEAM MANAGER

As First XV Manager, you represent the principle team to the club management, including the Director of Rugby, the Fixture Secretary and Coach. It's up to you to keep the team in the loop on club requirements and define the coaching plan for the squad to fulfil your ambitions for the team. You'll be a figure of respect and inspiration to your

team, passing on knowledge about the game and acting as a role model.

You will appoint a Deputy who will act as your lieutenant at Development games or where necessary First XV games and team Captain(s) who will manage and inspire the team on the field of play.

Ideally, you'll need to be:

- Well-organised
- Enthusiastic and motivating
- A good listener who's easy to approach
- A good timekeeper

What you'll do:

- Make sure all players are registered before the first match by getting all the appropriate information from each player
- Fill in team sheets and other relevant forms before matches
- Arrange for the team jerseys to be washed between matches
- Make sure the players don't walk off with the kit at the end of the season (unless of course you allow them to)
- Make sure the team turns out properly dressed for matches, mouthguards and safety studs especially
- Make sure players, families and supporters know where they're playing and training each week
- Represent the team at club meetings (if required)

How much time it will take up:

Around 5-10 hours a week

What you'll get out of it:

This is perhaps the most prestigious hands-on role within the club and way of staying in the game at all levels. The influence you have on your players makes it an extremely rewarding and stimulating role. You'll be exemplifying the positive effect that rugby can have on people's lives.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

LOWER SIDES/VETS MANAGER

As Manager of the XVs below First/Dev XV, you represent the spirit of the club that welcomes player of all ages, abilities and circumstances. Working closely with the First/Dev team Manager to ensure all players possible get a game and to identify players within the lower sides who may be ready to move up.

It's up to you to keep the team in the loop on club requirements. You'll be a figure of respect and inspiration to your team, passing on knowledge about the game and acting as a role model.

You will appoint team Captain(s) who will manage and inspire the team on the field of play.

Ideally, you'll need to be:

- Well-organised
- Enthusiastic and motivating
- A good listener who's easy to approach
- A good timekeeper

What you'll do:

- Fill in team sheets and other relevant forms before matches
- Arrange for the team jerseys to be washed between matches
- Make sure the players don't walk off with the kit at the end of the season (unless of course you allow them to)
- Make sure the team turns out properly dressed for matches, mouthguards and safety studs especially
- Make sure players, families and supporters know where they're playing and training each week
- Represent the team at club meetings (if required)

How much time it will take up:

Around 5-10 hours a week

What you'll get out of it:

This is perhaps one of the most difficult hands-on roles within the club motivating players that are not always competing for First/Dev team places or players that are more senior in age and so have many other commitments. The influence you have on your players and in turn their influence on the one club ethos makes it an extremely rewarding and stimulating role. You'll be exemplifying the positive effect that rugby can have on people's lives.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

CHAIRMAN OF SELECTORS

As Chairman of selectors it will be your role to act as arbitrator during the team selection discussion, ensuring best use is made across the club as a whole of the resource available, and that decisions made are fair and in the best interests of the club based on guidelines set out by the Board.

Ideally, you'll need to be:

- An experienced and effective arbitrator
- Confident and good at communicating
- Friendly and approachable
- Diplomatic and discreet
- Well-acquainted with the selection policy as laid out by the board
- Able to see the bigger picture

What you'll do:

- Oversee weekly team selection.
- Ensure that all teams have adequate cover in all positions where possible.
- Ensure that selection is fair and in the best interests of the club as a whole.
- Ensure selection will not break any RFU or Club guidelines on unregistered players, banned players etc
- Where there is a conflict of interests between teams, arbitrate with the Management of those teams to come to a satisfactory conclusion that is best for the club as a whole.

How much time it will take up:

About 4 hours a week, mainly in the evenings.

What you'll get out of it:

You will have the satisfaction of ensuring that all XV's representing London Welsh are the strongest possible across the board for any given Saturday.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

CLUB COACHING CO-ORDINATOR

The Club Coaching Coordinator is responsible for making sure each team has adequate coaching staff to grow and develop. You will proactively promote coach education and development.

Ideally you'll need to be:

- A player or ex-player who can recognise good coaching skills
- Enthusiastic and persuasive
- A strong communicator
- Well-organised and resourceful
- Approachable and good with people

What you'll do:

- Identify, recruit and develop coaches ensuring sufficient and appropriate coaching staff are assigned to each team (including illness cover)
- Establish the needs of club coaches and signpost them to relevant courses and continuing personal development
- Take a long term view that allows coaches to develop with a team over time
- Act as a point of contact for the RFU, Constituent Bodies and club coaches
- Register your up-to-date contact details on RFU RugbyFirst
- Understand and publicise the RFU coaching courses and local coaching events
- Help spread best practice between coaches at different levels
- Design and lead the implementation of a suitable club coach development plan
- Gather playing and coaching information from the club to aid national research projects.

How much time it will take up:

Around an hour a week.

What you'll get out of it:

This role directly influences success and the standard of rugby at all levels of the club. Recruiting the right coaches and seeing a team develop under them takes real skill and knowledge of the game.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

WOMENS XV MANAGER

As Women's XV Manager, you represent the principle Women's team to the club management, including the Director of Rugby, the Fixture Secretary and Women's Coach. It's up to you to keep the team in the loop on club requirements and define the coaching plan for the squad to fulfil your ambitions for the team. You'll be a figure of respect and inspiration to your team, passing on knowledge about the game and acting as a role model.

You will appoint a Captain(s) who will manage and inspire the team on the field of play.

Ideally, you'll need to be:

- Well-organised
- Enthusiastic and motivating
- A good listener who's easy to approach
- A good timekeeper

What you'll do:

- Make sure all players are registered before the first match by getting all the appropriate information from each player
- Fill in team sheets and other relevant forms before matches
- Arrange for the team jerseys to be washed between matches
- Make sure the players don't walk off with the kit at the end of the season (unless of course you allow them to)
- Make sure the team turns out properly dressed for matches, mouthguards and safety studs especially
- Make sure players, families and supporters know where they're playing and training each week
- Represent the team at club meetings (if required)

How much time it will take up:

Around 5-10 hours a week

What you'll get out of it:

This is a prestigious hands-on role within the club and way of staying in the game at all levels. You are representing the whole of London Welsh in the continually growing world of Women's Rugby.

The influence you have on your players makes it an extremely rewarding and stimulating role. You'll be exemplifying the positive effect that rugby can have on people's lives.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

MINI AND YOUTH CHAIRPERSON

The Mini and Youth Chairperson is in many ways the guardian of the future of the club. You'll be responsible for leading everyone associated with Mini and Youth Rugby – from kids and parents to coaches. You'll work alongside the Honorary Chairman to ensure the club vision is reflected in Mini and Youth Rugby.

Ideally, you'll need to be:

- An experienced and effective manager
- Confident and good at communicating
- Friendly and approachable
- Diplomatic and discreet
- Well-acquainted with the running of the club
- Well-organised

What you'll do:

- Create and lead a team of people to deliver rugby for 7-17 year olds
- Arrange and chair Mini and Youth Committee meetings
- Make sure the Mini and Youth members are represented within the Main Committee and local Constituent Body meetings
- Attend Sub-Committee meetings if they concern Mini and Youth Rugby policy
- Contribute to the Honorary Chairman's Annual General Report
- Work alongside other Club officers to coordinate the running and playing of Mini junior rugby tournaments
- Make sure players, coaches and parents are familiar with the core values of the game
- Ensure those who are new to the game understand that it can be played and enjoyed by people of all shapes and sizes

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

This is a highly respected and valued role within the club and wider community. As the club's leader of rugby for 7-17 year olds, you'll have a direct hand in results on and off the pitch – it's a demanding role, but incredibly rewarding seeing young players develop

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

SPONSORSHIP AND FUNDRAISING MANAGER

Passion for rugby alone won't pay the bills. That's where you can help. We need a volunteer to manage advertising and sponsorship programmes for the club – from pitch hoardings to shirt sponsors, and more! You'll encourage companies to get involved in rugby in exchange for helping them promote their business at our club.

Ideally, you'll need to be:

- Well-organised
- A good communicator
- Passionate about rugby
- A target driven sales person
- Business minded
- A good negotiator
- Efficient and a quick thinker
- Meticulous over the details

What you'll do:

- Manage existing sponsor/advertiser relations
- Source and approach new potential sponsors
- Build business cases for possible partners illustrating the potential returns on investment in us
- Manage the advertising at the club – from hoardings to programmes
- Maintain the annual income and expenditure account
- Work closely with the fundraising team to maximise opportunities

How much time it will take up:

Around 3-4 hours a week.

What you'll get out of it:

In managing one of the most vital income streams for the club, you'll take on a lot of responsibility which will help progress your career. You'll meet a wide range of people and get great satisfaction from seeing the sponsorship deals you negotiated directly benefit the club.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

EVENT AND SOCIAL SECRETARY

One of the defining features of rugby is its social element. It's fundamental to enjoying the game and building team spirit. As Social Secretary, you are the glue that brings and binds people together. It requires great personal skill and charm, knowledge of the game and the club that's both wide and deep, plus a genuine desire to get everyone involved.

Ideally, you'll need to be:

- Enthusiastic, sociable and motivated
- Committed to the club
- A good and easy communicator
- Able to organise everyone
- Able to creatively include all areas of the club

What you'll do:

- Create an annual 'social calendar' and agree a budget for events
- Organise club functions including pre-season and end of season events and the Christmas party
- Book venues and entertainment
- Work with the Fundraising Manager to identify opportunities for fundraising social events
- Encourage new members into the club
- Motivate members to attend club events
- Promote healthy participation in a fun club

How much time it will take up:

Allow around 2 hours per week minimum – there is always the potential to vary and increase depending on the calendar of social events and time of year.

What you'll get out of it:

Apart from a much bigger contacts book, you'll be helping shape the character and future of the club. You'll be bringing the players, officials, parents and members together in ways that will improve the way the club runs – and add an extra dimension to their lives. We think this hugely valuable experience will have currency in any occupation.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

WEBSITE MANAGER

A website is a great way to showcase our club. As the person responsible for our presence on the World Wide Web, you'll have our image and reputation in your hands. You'll create a dynamic site (currently within Pitchero) with up to the minute information presented attractively for visitors – whether they are new or familiar with us.

Ideally, you'll need:

- Good IT Skills
- A working knowledge of website creation and design
- The ability to use your own initiative
- Good written English
- Attention to detail
- Sound judgement

What you'll do:

- Create a website and design a navigation structure for players, opposition, coaches, volunteers, spectators, members, parents, sponsors, media and other stakeholders
- Source content and images
- Promote sponsors (where applicable)
- Manage e-business transactions (where applicable)
- Ensure the site complies with the code of conduct and reflects the values of the game

How much time it will take up:

About 3 hours a week.

What you'll get out of it:

You'll have the chance to be creative and put your web design and journalistic skills into practice. Gathering news from all parts of the club will extend your network.

Role Profiles of London Welsh Amateur, part of London Welsh Rugby Club

PUBLIC RELATIONS AND PRESS OFFICER

As the Communications & Public Relations Manager, you spread the good news of rugby. You promote the club and our interests to members and the wider public which raises our profile and ultimately our success. It also boosts the popularity of the game which will lead to more members.

Ideally, you'll need to be:

- A good communicator
- Passionate about rugby
- Media savvy
- Efficient and a quick thinker
- Meticulous over the details +
-
- A team player

What you'll do:

- Raise the profile of the club to internal and external audiences
- Maximise publicity for the club's games, events and activities
- Liaise with local and national media – press, TV, radio, web etc.
- Oversee internal channels like the club newsletter, website, welcome packs and notice boards
- Communicate results of every home game immediately
- Manage hospitality for visiting journalists and VIPs
- Keep up-to-date on the latest happenings in the club and community
- Give brief verbal reports of matches and interviews where necessary
- Write detailed reports of matches
- Oversee the club archive of records and photos

How much time it will take up:

Around 3-4 hours a week depending on the status of the club.

What you'll get out of it:

You'll be the voice of the club; its profile is under your watchful eye. As the person with the lowdown on matches and other club activity, you'll make lots of new contacts in the sports and journalism arenas, raising your own profile by association. The more you involve people in the club, the more you'll get out of the role.