



Glossop RUFC Constitution

Glossop RUFC strives for excellence on the pitch through effective teamwork, passion, outstanding coaching, enthusiasm, determination, and close links with the local community, Schools, Colleges, and Universities. We nurture and support players to ensure excellent retention levels by developing a rugby club that has discipline, ambition, and respect for each other both on and off the pitch. We also ensure that individuals and families have fun and make lifelong friendships within a respectful and honest environment.

GRUFC Mission statement

1. Name of the Club

The Club shall be called “Glossop Rugby Union Football Club” (“the Club”) and may be shortened to GRUFC. The historical and traditional colours for the club are Blue, Black and White.

2. Officers of the Club.

The officers of the club shall be:

- **The President**
- **The Chair**
- **The Secretary**
- **The Treasurer**
- **Director of Rugby**
- **Chair of Women’s Rugby**
- **Chair of Minis and Juniors Rugby**
- **Chair of House and Grounds**
- **Chair of Sponsorship, Fundraising and Socials**

All the above officers are to be elected by the Members as herein provided.

The officers will form a General Committee (“**The General Committee**”) which will be chaired by The General Committee Chair. (“**Chair**”)

The Club Officers term of office will run from **1st July to the 31st June** the following year.

- **Sub Committees.**

Sub Committees shall be put in place to support the Officers of the club and will be made up of nominated members who will be chosen by and support the Officers of The General Committee within each section as described in Appendix 1.

Note: refer to appendix 1 of this document for a schedule of the elected club officer's duties, roles & responsibilities.

3. Objects of the Club

The Club shall promote the interest of Rugby Union Football and provide the members with such recreation as The General Committee may authorise. It will publish a mission statement and update this when needed.

4. Members of the Club

The Members of the Club shall comprise the President, the Honorary members, and the Ordinary and Social members as set out below. The General Committee may call for the resignation of any member from the Club or for the resignation of any officer from his / her position. Should a member or an officer refuse to resign they may only be removed by a vote at a general meeting as herein provided.

Membership will be granted on application at The General Committee's discretion, upon payment of a fee, if applicable. The members shall comprise of the following:

- The President.
- Honorary Members who shall consist of:
 - Life Members
 - Past Presidents
 - Trustees
 - Vice-Presidents
 - Existing Associated family members of the above.
- Ordinary Members, who shall consist of:
 - Full Playing Members
 - Occasional Playing Members
 - Student Playing Members
 - Colts/Junior Playing Members (between 13 and 18)
 - Mini Playing Members
 - Family Members
 - Social Members, who shall consist of patrons and other interested persons.

The President, Past Presidents, Life Members and any existing Associated Family Members shall not be liable to pay any fees. Fees will be payable by Vice-Presidents, Ordinary and Social Members and will be set at a General Meeting.

Any existing Associated Family Members are entitled to keep this honorary title if they so wish and pay no membership fees, however, shall not be entitled to vote at any general meeting of the Club. Existing Associated Family Members can choose to become full paying members and then have voting rights.

Life Members can be nominated by any club member, then reviewed, confirmed and bestowed by The General Committee as deemed appropriate. Trustees of the club and past Presidents will automatically be bestowed life memberships unless deemed otherwise by the General Committee.

The honorary role of Vice President shall be bestowed by and with agreement of the General Committee and shall last for life.

Annual Membership Fees shall be due either by Direct Debit or a one-off payment to be made on or before the 1st September in respect of each current club year running from the 1st September in any one calendar year – 31st August in the next calendar year. Except at the General Committee's discretion, non-payment of Fees shall result in loss of entitlement, to all the privileges of the Club.

5. Affiliation

The Club shall be registered with and affiliated to the Rugby Football Union, the Derbyshire Rugby Football Union and the Notts, Lincs and Derbyshire Football Union and shall be subject to the rules and regulations thereof.

6. Management of the Club

The affairs of the Club shall be managed by the officers of The General Committee, with the assistance and support of their respective sub-committees. (See appendix 1 for the specific roles and responsibilities of the officers and the sub-committees).

Meetings of The General Committee shall be called by the Secretary at least once every two months throughout Autumn, Winter and Spring. The quorum shall be four members and at least three days' notice must be given to more than 75% of The General Committee. The General Committee shall have the power to make such decisions and to take such actions as it shall think fit for pursuing the Club's objectives and administering the Club's affairs.

An agenda will be circulated prior to the meeting and minutes recorded and distributed by the secretary or other representative following the meeting.

In the event of a vacancy arising in respect of any officer of the club, The General Committee shall have the power to fill such vacancy until an election can take place at a general meeting.

The General Committee shall have the power to make such rules for regulating its meetings as deemed appropriate and may appoint or may delegate its powers and duties to any members of the respective sub-committees.

7. Meetings

7.1 General Meetings

Meetings of The General Committee shall be called by the Secretary at least once every two months throughout Autumn, Winter and Spring. The quorum shall be four members and at least three days' notice must be given to more than 75% of The General Committee. The General Committee shall have the power to make such decisions and to take such actions as it shall think fit for pursuing the Club's objectives and administering the Club's affairs.

An agenda will be circulated prior to the meeting and minutes recorded and distributed by the secretary or other representative following the meeting.

7.2 Annual General Meeting

An Annual General Meeting (AGM) shall be held not later than the 30th June in each calendar year and not less than 14 days' notice of an AGM shall be given by the Secretary, such notice to specify nominations received for Officers of the club for the ensuing year.

Voting shall be by a show of hands, unless a ballot is requested, in which case the General Committee Chair shall appoint scrutineers to take the same, and the voting shall take place forthwith. In the event of proposals to alter the Constitution, a majority of 75% of the members present shall be required to pass such proposals. The President, Honorary and fee-paying Ordinary Members over the age of 16 shall be entitled to vote. The quorum for any General Meeting shall be the nearest whole number to twice the square root of the total number of members entitled to vote.

Except by the consent of the meeting, no further nominations shall be considered unless received by the Secretary at least three days before the meeting.

At each Annual General Meeting the Chair will call upon:

- The Secretary to read out the Minutes of the last AGM.
- The President to address the Club.
- The General Committee Chair to address the Club.
- The Treasurer to present the audited Financial Statement made up to no later than the 31st April of the previous year.
- The Director of Rugby to present their report.
- The Chair of Women's Rugby to present their report.
- The Chair of Minis and Junior Rugby to present their report.
- The Chair of House and Grounds to present their report.
- The Chair of Sponsorship, Fundraising and Socials to present their report.
- The Club Members to elect the Club Officers making up The General Committee and any other roles deemed appropriate to be voted upon.
- The Club Members to consider any other business of which 3 days' notice in writing has been given to the Secretary.

- **7.3 Extraordinary General Meeting**

An Extraordinary General Meeting shall be called at any time by the Secretary within two months of receipt of either:

- An instruction from The General Committee to do so, or
- A written requisition to do the same, stating the object of such a meeting signed by not less than twenty members entitled to vote at Annual General Meetings.

8 Club Facilities

The General Committee shall determine regulations concerning the use of any or all the Club facilities and property by members and their guests as it shall think fit.

- **8.1 Bar Facilities**

The Club is licensed for the supply of alcohol, the provision of regulated entertainment and late-night refreshment to members of the club and the public in general who attend the Club for the purpose of other activities or occasions, having first been approved by the Club.

9 Finances of the Club

The Club is a non-profit organisation in that all surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties

General Committee members are collectively and individually responsible for collecting monies due to the Club and for transferring the said monies to Club funds.

The Treasurer may on behalf of the Club authorise expenditure for individual items or services, not exceeding £500 in cost.

The General Committee may on behalf of the Club authorise expenditure for individual items or services, not exceeding £10,000 in cost.

- All costings referred to above, shall be inflationary compliant.

Any expenditure exceeding £10,000 (apart from for annual general pitch maintenance) and any arrangements for borrowing monies exceeding £20,000 must be authorised by a General Meeting of the Club.

The General Committee shall commission an annual independent audit of the Club's accounts.

The General Committee may also commission an external bookkeeper if necessary.

10 Dissolution Clause

In the event of the Club being wound up, any surplus assets shall be transferred to another local voluntary body or charity.

11 Internal Disciplinary Panel (IDP)

The Club shall have an Internal Disciplinary Panel (IDP) who will look into any matters arising on or off the field that are deemed, by the General Committee, to warrant investigation. They will look at all the facts available and decide whether and what sanction is necessary. The IDP will be comprised of the Chair, Secretary and at least one other committee member who can objectively analyse all facts put before them.

12 Trustees

The Club shall have power to hold land and property which shall be vested in Trustees who shall be elected by the General Committee and they shall respectively hold office until death or resignation unless removed from office by a resolution of the General Committee. The number of trustees shall not be more than four, nor less than two. They shall deal with the property of the Club as directed by resolution of the Committee (of which an entry in the minute book shall be conclusive evidence) and they shall be indemnified against risk and expense out of Club property. Trustees shall be bestowed Life Memberships unless deemed otherwise.

Glossop RUFC Constitution Appendix 1



SCHEDULE OF DUTIES OF ELECTED OFFICERS & MANAGEMENT SUB-COMMITTEE MEMBERS OF GLOSSOP RUFC

PRESIDENT

CHAIR

TREASURER

SECRETARY

DIRECTOR OF RUGBY

CHAIR OF WOMEN'S RUGBY

CHAIR OF MINI'S AND JUNIORS' RUGBY

CHAIR OF HOUSE AND GROUNDS

CHAIR OF SPONSORSHIP, FUNDRAISING AND SOCIALS

*HEALTH AND SAFETY COORDINATOR**

*DATA AND GDPR OFFICER**

*SAFEGUARDING OFFICER**

*MEMBERSHIP SECRETARY**

*CLUB CAPTAIN**

*FIRST TEAM CAPTAIN **

*FIRST TEAM VICE CAPTAIN**

*SECOND TEAM CAPTAIN **

*THIRD TEAM CAPTAIN **

*COLTS MANAGER **

All the above & any additional roles can be voted in by The General Committee and then approved at a General Meeting.

** Denotes roles that are voted in by the membership but do not sit on The General Committee unless voted in by the General Committee.*

Glossop RUFC The General Committee

The President

The Chair

Secretary

Treasurer

Director of Rugby

Chair of Women's Rugby

Chair of Mini & Junior Rugby

Chair of House & Grounds

Chair of Sponsorship Fundraising & Socials

The President may assist any officer of the General Committee or sub committee as deemed necessary.

Sub Committee
Safeguarding Officer

Sub Committee
Membership Secretary
Public Affairs Coordinator
Ticket Coordinator
External Funding Coordinator
Data Officer & GDPR
Website & Social Media Coordinator

Sub Committee
Assistant Treasurer
Utilities Coordinator
200 Club Coordinator

Sub Committee
Senior Match Committee
Senior selection committee
Players senior leadership team
Fixture Secretary
Club Captain
Colts Manager
Membership Coordinator
Rugby Safe Lead
Social & Functions Coordinator

Sub Committee
Assistant Chair
Team Manager
Fixture Coordinator
Membership Coordinator
Rugby Safe coordinator
Social & Functions Coordinator

Sub Committee
Assistant Chair
Fixture Coordinator
Finance Coordinator
Coach Development Coordinator
Membership Coordinator
Rugby Safe coordinator
Social & Functions Coordinator

Sub Committee
Clubhouse Coordinator
Grounds Coordinator
Health & Safety Coordinator
Bar Secretary

Sub Committee
Sponsorship Coordinator
Internal Functions Coordinator
External Functions Coordinator
200 Club Coordinator
Merchandising Coordinator
Finance Coordinator

In unforeseen circumstances, a volunteer appointed to any of the above roles may move between roles or take on additional roles within the above structure.

Roles & Responsibilities of The General Committee & Club Officers

The President

The President holds primarily an honorary position within the club and acts as the club's representative at all internal and external functions.

- To attend General Committee Meetings and any other meetings as deemed appropriate.
- Titular Head of the Club who contributes to the general standard of the club and provides an understanding of the ethos and codes of conduct required.
- Represents the Club at official meetings.
- Liaises with Sponsors and other dignitaries
- Ensures the Club is operating in an efficient, effective and honourable manner.
- Provide advice and assistance to any of the officers of the committee as required.
- Attend NLD and Derbyshire Annual General Meetings

The Chair

The Chair is responsible for the ultimate achievement of the club as well as the overall management of its operational activities.

- Attend General Committee Meetings
- Chair Committee Meetings and has the casting vote
- Overall responsibility for operation of all aspects of the Club and Club Management policies.
- Arranges (together with The Secretary) meeting agendas and Chairs AGMs and EGMs
- Provide direction for the club by effective leadership and management.
- Ensures that the Health & Safety Policy is reviewed regularly and its operation monitored.
- Actively involved in major projects and strategy planning
- Responsible for Staff Management and Employment
- Liaise with Club/Bar Manager in conjunction with relevant Club Officers with regard to general management of the club.
- Monitor and evaluate progress of agreed actions, short term and strategic.
- Encourage Community links.
- Ensure succession and forward planning are integral for all sections.
- To liaise & support the Safeguarding Officer, who will form part of the Chair Sub Committee

The Treasurer

The Treasurer is the Chief Financial Manager of the club and maintains the integrity and accurate recording of the club's financial position.

- To attend General Committee Meetings or appoint a representative of the Finance Sub Committee in the event of not being able to attend.
- Responsible for the management of the club finances in accordance with the decisions of The General Committee
- Prepare budgets and provide regular financial reports on actual versus budget performance.
- Monitor and analyse income, expenditure, margin and profitability.
- Responsible for payment of invoices, staff wages, VAT, PAYE and any pension contributions.
- Responsible for control of cash flow and ensures funds are spent correctly and appropriately.
- Liaise with the bank and be responsible for bank reconciliations.
- Responsible for Annual Accounts and arrange Independent Annual Audit.
- Ensure monies received are banked correctly & promptly.
- Controls the finances of the club and liaises with Club Chairman to ensure Club is on a sound financial footing.
- Manages and monitors any loan facilities as agreed by The General Committee.
- Has overall responsibility for the monitoring and control of all Club expenditure and income and reports to The General Committee on a regular basis.
- Responsible for ensuring that all the signatories are up to date on all bank related accounts, documentation and any other media.

NOTE: at the discretion of The General Committee the Club may employ an external "Bookkeeper" to assist the Treasurer in the maintenance of and preparation of Management Accounts.

The Secretary

The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and club documents. In addition, records the deliberations and decisions of The General Committee.

- To attend General Committee Meetings, appoint a representative of Sub Committee in the event of not being able to attend.
- To ensure all members of the sub committee are responsible for their given roles and that these are being carried out effectively.
- Deals with all correspondence appertaining to all Club affairs.
- Is responsible for and oversees player registration.

- Is responsible for and oversees all RFU and League registrations.
- Deals with all Club insurances, both playing and non playing related.
- Responsible for all performance related licences required to enable the Club to operate for the members' general use as a venue for Club and private functions.
- Arranges, in conjunction with the Club Chairman, agendas for general committee meetings, AGMs and EGMs.
- Takes and circulates minutes of meetings.
- Liaises with the membership secretary to ensure all player and other memberships are up to date and subscriptions are being collected correctly.
- Liaises with the Public affairs & Social media coordinators to ensure that the club is represented appropriately on all types of social media and at any meetings requiring attendance.
- Liaises with the International ticket coordinator to ensure the club handles ticket allocation fairly and all fees due are collected correctly.
- Liaises with the Data Officer to ensure the club are holding personal data appropriately and as per guidelines, that all personal data is protected effectively and with robust passwords.

The Director of Rugby

The Director of Rugby is responsible for the recruitment, development and management within the Senior Men's and Colts section of the Club.

- To attend General Committee Meetings or appoint a representative of Sub Committee in the event of not being able to attend.
- Chairs Senior Match Committee, which will be made up of the senior coaches and as required the first team captain.
- Chairs the Senior Selection Committee, which will be made up of the senior coaches and senior team captains.
- Responsible for overseeing /organising and directing the Coaches.
- Responsible for confirming the appointment of any new Coaches
- Responsible for liaising with the Safeguarding Officer to ensure that all the coaches have the relevant, up to date DBS certification in place and that all mandatory training has been completed.
- Reviews and advises on Player progress.
- Responsible for liaising with the Players Senior Leadership Team, the purpose of which will be to assist the Senior Match Committee in regard to the management of and communication with senior players and shall be made up of players chosen by the Senior Match Committee.

- Liaises with Colts Manager / representatives with regard to suitability, eligibility of Colts for integration into Senior Rugby, training and matches.
- Liaises with the Treasurer with regards to monitoring of match expenditure and income
- Responsible for all match kit, equipment and training equipment.
- Assists all the Captains in preparation for Match days.
- Liaises with Health and Safety Coordinator with regards to First Aid cover for matches and First Aid facilities for training.
- Ensures all Match Results are notified to the League.
- Liaises with RFU and other official bodies regarding all rugby match related issues.
- Ensures that any match subs that may be due are collected and handed over.
- Liaises with Club Manager with regards to requirement for and provision of match food.
- Liaises with Membership Secretary with regards to eligibility of players for selection in relation to payment of players membership/match subscriptions and payment- collection of any weekly match subs.
- Ensure all player senior player registrations and related data are accurate and up to date on the RFU GMS system
- Responsible for all player registration and collection & recording of annual membership fees as well as liaison with Membership Secretary with regards to membership registrations.
- Liaises with Chair of House & Grounds with regard to the use of the pitches.
- Liaises with the Secretary with regard to player registrations.
- Liaises with fixtures secretary regarding fixtures.
- Ensure that any data entered into GMS is accurate and that all records contain key data in line with RFU guidelines.
- Ensure that any data extracted from GMS is deleted after use.
- Refer to RFU guidelines and use security features prior to transferring extracted GMS data to other club members.

The Chair of Women's Rugby

The Chair of Women's Rugby is responsible for the recruitment, development and management of the players and coaches within the Women's section of the club.

- To attend General Committee Meetings, appoint a representative of Sub Committee in the event of not being able to attend.
- Responsible for organising all match and training related activities for Women's Rugby.

- Responsible for overseeing /organising and directing the Coaches.
- Responsible for confirming the appointment of any new Coaches
- Responsible for liaising with the Safeguarding Officer to ensure that all the coaches have the relevant, up to date DBS certification in place and that all mandatory training has been completed.
- Responsible for all match kit and equipment, and training equipment.
- Responsible for player registration.
- Responsible for RFU and League registrations.
- Responsible for the collection and recording of and liaison with Club Membership Secretary in relation to, all annual membership fees and weekly subs.
- Ensures referees are available for all games.
- To liaise with Health and Safety Coordinator with regards to the provision of First Aid cover for matches and First Aid equipment for training.
- Liaises with RFU and other official bodies with regards to Women's related rugby issues.
- Liaises with Club Manager with regards to club opening and the provision of match food.
- Liaise with the Treasurer with regards to the monitoring of Women's expenditure and income.
- Ensure all player registrations and any related data entered into the RFU GMS database is accurate and that all records contain key data in line with RFU guidelines.
- Ensure that any data extracted from GMS is deleted after use.
- Refer to RFU guidelines and use security features prior to transferring extracted GMS data to other club members.

The Chair of Minis and Juniors

The Chair of Minis & Juniors is responsible for the recruitment, development and management of the players and coaches within the M&J section of the club.

- To attend General Committee Meetings or appoint a representative of the Sub Committee in the event of not being able to attend.
- Appoint and oversee the Minis and Juniors Sub Committee
- Overall responsibility for the operation and development of Mini and Junior Rugby for all age groups up to and including under 16s.
- Responsible for overseeing /organising and directing the Coaches.
- Responsible for confirming the appointment of any new Coaches
- Responsible for liaising with the Safeguarding Officer to ensure that all the coaches have the relevant, up to date DBS certification in place and that all mandatory training has been completed.
- Responsible for overseeing / arranging (through Mini and Junior Match Secretary) fixtures for all Mini and Junior Teams.
- Responsible for overseeing / ensuring that proper procedures are in place for child protection.
- Responsible for overseeing / ensuring that all matches / training sessions are organised and operate efficiently, including arrangements for match referees.
- Responsible for overseeing / arranging school tournaments and matches at the Club.
- Responsible for overseeing player registration and collection & recording of annual membership fees as well as liaison with Membership Secretary with regards to membership registrations.
- Liaise with Health and Safety Coordinator with regards to provision of First Aid cover for matches and availability of First Aid equipment for training.
- Liaises with Club Manager with regards to club opening and the provision of match food.
- Liaises with Chair of Colts Rugby with regards to integration of under 16s age group into Junior Colts.
- Responsible for all training and playing equipment.
- Responsible for all RFU and League registrations.
- Liaises with Club Treasurer with regards to the monitoring of M and Js related expenditure and income.
- It is recommended that the Chair of M and Js will not be involved in any coaching role to avoid any conflict of interests.
- Responsible for overseeing / arranging pitch allocation and to liaise with Chair of House and Grounds re fitness of the pitches, match food and club opening

- Responsible for overseeing / ensuring that all player registrations and related data are accurate and up to date on the RFU GMS
- Ensure that any data entered GMS is accurate and that all records contain key data in line with RFU guidelines.
- Responsible for overseeing / ensuring that any data extracted from GMS is deleted after use
- Refer to RFU guidelines and use security features prior to transferring extracted GMS data to other club members.

The Chair of House and Grounds

The Chair of House & Grounds will be responsible for overseeing all matters relating to the general upkeep of the club facilities.

- To attend General Committee Meetings, appoint a representative of Sub Committee in the event of not being able to attend.
- Overall responsibility for and the general maintenance of all club facilities (club house, bar, cellar, changing rooms, patio, children's play area, car park and pitches).
- Overall responsibility for facilities repairs, improvement and refurbishment and any future development.
- Be responsible for the general management and general running of the club facilities
- Responsible for, and in conjunction with the utility's coordinator, services and utilities required by the Club.
- Responsible for, and in conjunction with Club Treasurer, the recording/monitoring and management of expenditure relating to all club facilities.
- Liaises with Club Manager with regards to cleaning and general maintenance of the Club facilities (apart from the pitches).
- Liaises with Director of Rugby, Chair of Mini and Juniors and Chair of Women's & Girls Rugby with regards to the use of the grounds for matches and training.
- Responsible for procurement, security and maintenance of all grounds related kit and equipment.
- Responsible for procurement, security and maintenance of all club facilities fixtures and fittings, and equipment.
- Responsible with liaising with Health and Safety Coordinator with regards to all club facilities maintenance activities
- Responsible for, in conjunction with the Treasurer, the management, monitoring and recording of expenditure to all club facilities related matters.

- Liaise with the Secretary and the Bar Manager, to ensure that the club have the up to date and appropriate licences for the purchase and supply by the Club of intoxicating liquor to be consumed within the Club premises
- Responsible for establishing compliance with all terms and conditions relating to the hire of the Club for general functions.

The Chair of Sponsorship, Fundraising and Socials

The Chair of Sponsorship, Fundraising and Socials shall be responsible for generating revenue from sponsorship, internal & external functions and through a planned programme of activities and events throughout the year.

- To attend General Committee Meetings, appoint a representative of Sub Committee in the event of not being able to attend.
- Responsible for generating revenue by means of external sponsorship.
- Responsible for the procurement of all advertising and notices relating to sponsorship packages.
- Where required, responsible for the completion of all sponsorship documentation.
- Responsible for general liaison with all Club sponsors.
- Responsible for liaison with Committee members in relation to the various club sections/teams' involvement with Club Sponsors package benefits.
- Liaises with Club President, Club Chairman and Club Manager with regards to Club sponsorship days.
- Liaises with Public Affairs and Media Secretary with regards to all sponsor related advertisement/ press releases.
- Responsible for, in conjunction with the Treasurer, the management, monitoring and recording of all sponsorship related income and expenditure.
- Responsible for all internal Club Fundraising activities and events, including functions, 200 Club, raffles, Scroungers Mug etc.
- Responsible for advertising all Social events.
- Liaises with Club Manager with regard to requirements to Club Functions and Fundraising related activities.
- Liaises with Sponsorship Coordinator with regards to sponsored fundraising events.
- Responsible for establishing compliance with all terms and conditions relating to the hire of the Club for general functions.
- Responsible for liaising with Club Manager for catering for all external functions.

- Responsible for liaising with the club manager regarding the catering associated with Club related activities and functions, excluding match meals.
- Responsible for establishing and ensuring compliance with terms and conditions relating to special events/functions/catering etc not covered by general terms and conditions for the hire of the Club for external functions.

Roles & Responsibilities for Sub Committees & Other Club Officers

The Chair Sub Committee

This sub committee shall be chaired by the Chair, who will appoint, liaise with and be the main point of contact for the Safeguarding Officer.

In the event that the Chair cannot attend a meeting or other formal occasion then they may appoint an appropriate representative to represent them.

Safeguarding Officer:

- To operate within the legal and regulatory framework of the RFU, its constituent bodies (CBs) involved in the delivery of rugby, to ensure rugby is delivered securely in order to safeguard children.
- Manages RFU DBS process and notifies RFU of anyone who is removed or removes themselves.
- Advises upon any mandatory and appropriate minimum training requirements for coaches to ensure they comply with relevant RFU guidelines.
- Completes any training appropriate to their role. Ensures that there is an up-to-date Safeguarding strategy supported by policies, procedures and practices.
- Manages all safeguarding and child protection incident referrals in accordance with RFU regulations and protocols.
- Advises on any disciplinary action against those who breach RFU regulations.
- Provides support and guidance to the Club on any safeguarding issues, including media or communications activity relating to safeguarding or child abuse issues.
- Promote best practice throughout the club.
- Ensure all club officers and committee members are aware of their safeguarding responsibilities.
- Ensure safeguarding policy and practice also applies and adhered to away from the club i.e. away games or on tour.
- Liaises with the Data Officer to ensure that all data captured is accurate and in line with RFU and club policy requirements.
- Accountable to the General Committee Chair
- As and when required/where appropriate the respective officer will act under consultation with, and they will report on a regular basis to, the General Committee.

The Secretary Sub Committee

This sub committee shall be chaired by the Secretary, who will appoint, liaise with and be the main point of contact for the officers below.

The Secretary's Sub Committee shall be responsible for all matters relating to Membership, Public Relations, Public Affairs, Media activities, internal communications, Data security & other administrative tasks. The officers of the sub committee will liaise with such bodies / committees as required and directed by the General Committee and will be organised and administered by the Secretary. As and when required/where appropriate the respective officer will act under consultation with, and they will report on a regular basis to the General Committee.

Membership Secretary

- Manages all memberships within the club, including Senior & Junior Player memberships, social membership registrations and be responsible for timely organisation of payment of membership subscriptions, which where possible are to all to be by Direct Debit.
- Liaises with the Treasurer to ensure that payments correctly correspond with the membership lists.
- Liaises with Membership coordinators of all sections of the club as required.
- Liaises with the 200 club coordinator to ensure that the 200 club is fully subscribed and maintain all necessary documentation in relation to membership.
- Liaises with the Data Officer to ensure that all members data is captured correctly across the club and protected under current GDPR guidelines.

Public Affairs and Media Secretary

- Coordinate all external communication with league, press rugby and social media.
- Responsible for liaison with the press and other media regarding match reports, related activities, social activities, fund raising events, and sponsorship.
- Responsible for internal publicity and publications (e.g. the newsletter and match day programmes).
- Ensures that the website (liaison with the web master) is accurate and up to date.
- Liaises with the Director of Rugby, Chair of Mini's and Junior's, Colts Manager and Chair of Women's Rugby in relation to rugby related activities.
- Liaises with the Sponsorship Secretary in relation to sponsorship. Liaises with the Internal Fundraising Coordinator in relation to fund raising and social events.

International Ticket Allocation Officer

- Ensure the acquisition and fair distribution of international match tickets and ensures that all payments are made correctly and in a timely manner.

- To keep accurate records of any transactions and payments for the Treasurer.

Funding Coordinator

- Liaise with RFU, NLD and Derbyshire Rugby Unions and local authorities or other professional bodies regarding application for suitable grants and or funding etc.

Data and GDPR Officer

- Wherever possible ensure that the club data held in GMS is as accurate as possible based on the requirements of the clubs General Committee and the RFU guidelines.
- Make recommendations to The General Committee with regard to updates, enhancements and utilisation of the data held in GMS.
- Take responsibility to oversee that the required controls are in place to ensure that all data is held securely, whether paper based or in an electronic format, that data is transferred & communicated securely and follows adherence to the RFU guidelines. This will include, but not limited to website administration controls, 200 club data security and overseeing the administration control and access across all social media platforms.
- To ensure that passwords for any sensitive data are changed regularly.
- To liaise with the safeguarding officer to ensure that any related issues are addressed in respect of safeguarding.
- Act as the main contact at the club for the Game Management System (GMS)

Website & Social Media Co-ordinator

- To regularly update news and information on playing and non- playing matters the current website <https://www.glossoprufc.com>.
- To upload photographs of recent functions and any published articles of interest to the Club such as Match reports.
- To liaise with other sub committees and officers of the club to ensure that accurate and current information is published and reflects the standards of the club.
- To oversee the social media aspects of the club with external help as needed and deemed appropriate.

The Treasurer Sub Committee

This subcommittee shall be chaired by the Treasurer, who will appoint, liaise with and be the main point of contact for the officers below:

Assistant Treasurer

- Assist the treasurer in all aspects of financial responsibilities, deputise in his/her absence at Committee meetings and assist in any tasks required.

Book - Keeper

- Voluntary role preferred/consideration for part time paid role. Liaise with Club Manager and keep weekly/monthly income and expenditure management accounts.

NOTE: at the discretion of The General Committee the Club may employ an external "Bookkeeper" to assist the Treasurer in the maintenance of and preparation of Management Accounts.

Utilities Coordinator

- Review annual utility supplies and recommend any advantageous change.
- As and when required/where appropriate the respective officer will act under consultation with, and they will report on a regular basis to, the General Committee.

The Director of Rugby Sub Committee

This subcommittee shall be chaired by the Director of Rugby, who will appoint, liaise with and be the main point of contact for the officers below.

- **The Match Committee** (structure to be decided by Director of Rugby – but should at least include all senior coaches) shall meet as decided by the Director of Rugby in order to manage and coordinate all matters relating to senior rugby.
- **The Selection Committee** (structure to be decided by Director of Rugby – but should at least include all team captains) shall meet in the week preceding each fixture and has the power to take such action as it shall think fit concerning selection of all teams.
- **The full Director of Rugby Match Sub-Committee** shall meet at least bi-annually within their term of office in order to discuss all match related issues such as; scheduling improvements of fixtures, arrangements of training, kit, training equipment, and all matters relating to matches and training.

Club Captain

- Point of contact between the players and The General Committee and all match committees.

- Is the barometer of general feelings and concerns of the players, bringing any notable issues to the attention of The General and match committees, or safeguarding officer as needed.
- Sits on the internal disciplinary panel as required.
- Be a positive role model for all members of the Club and represent the club as deemed appropriate.
- Encourage club members to be involved in social and voluntary activities. Welcomes new members to the club and maintains contact with general non playing club members.
- Works with the safeguarding officer to ensure adherence to the club safeguarding policy and assist in addressing or promoting any issues.

Fixtures Secretary

- Arranges all fixtures and liaises with the league fixture bodies.
- Arranges qualified referees for all games.
- Liaises with match committee with regards to confirmation of fixtures, changes and kick off times.
- Manages and communicates any alterations to published fixtures and kick off times.
- Liaises with the Director of Rugby & team captains with any fixture's issues and arrangements.

Coaches

- To understand the GRUFC club mission statement and demonstrate these values in the way they conduct themselves and coach their team.
- Show an interest in the development of players by regularly watching and encouraging all teams as often as possible.
- Maintain and build their team and recruit suitable players from within and outside the Club.
- Ensure all players who have registered and paid their fees and have an opportunity to play a game.
- Provide regular feedback to players, especially when a player has been dropped to a lower team.
- Structure and plan training sessions and focus on build and maintaining team morale.
- Regularly communication with players and aim to actively develop player potential. Regular communication with Director of Rugby to discuss players progress and wellbeing.

Team Managers

- Assist Coaches and team captains in all matters relating to team administration, organisation and logistics.
- Support Coaches in achieving team goals.
- Be responsible for assisting players in completing club registration and fee paying process.
- Communicate club news and information relating to upcoming functions and events.
- Be aware of competition rules and assist Coaches to operate within them.
- Submit team lists on the GMS platform and assist the Director of Rugby in any other administrative and match day tasks.
- Responsible for and oversee the collection of all team kit and the laundry process.
- Make contact with any injured player and update Coach on progress or any action required.

Team Captains

1st Team Captain

- Sits on the Senior Management team and senior match committee and liaises with the Director of Rugby with regards to selection for first team, training requirements and match tactics.
- Contacts players with regards to their selection, venue, meet time and required attire and promotes training attendance of all playing members within the team.
- Liaises with the other team captains with regards to additions/omissions to selected teams.
- Ensures that all equipment, shirts, rugby balls, cones, tackle pads and water bottles are available.
- Responsible for the collection and handing over of match day subs if required.
- For home games, be actively responsible for hospitality of the opposition players and officials.
- Encourages, motivates and develops players both on and off the pitch and promotes the interaction and integration of players from all senior teams.

1st Team Vice Captain

- Where necessary takes on the role of the 1st team captain.

2nd Team Captain

- Sits on the Senior match committee & liaises with the Director of Rugby with regards to selection for second team, training requirements and match tactics.
- Contacts players with regards to their selection, venue, meet time and required attire and promotes training attendance of all playing members within the team.
- Liaises with the other team captains with regards to additions/omissions to selected teams.
- Ensures that all equipment, shirts, rugby balls, cones, tackle pads and water bottles are available.
- Responsible for the collection and handing over of match day subs.
- For home games be actively responsible for hospitality of the opposition players and officials.
- Encourages, motivates and develops players both on and off the pitch and promotes the interaction and integration of players from all senior teams.

3rd Team Captain

- Sits on the Senior match committee & liaises with the Director of Rugby with regards to selection for third team, training requirements and match tactics.
- Contacts players with regards to their selection, venue, meet time and required attire and promotes training attendance of all playing members within the team.
- Liaises with the other team captains with regards to additions/omissions to selected teams.
- Ensures that all equipment, shirts, rugby balls, cones, tackle pads and water bottles are available.
- Responsible for the collection and handing over of match day subs.
- For home games be actively responsible for hospitality of the opposition players and officials.
- Encourages, motivates and develops players both on and off the pitch and promotes the interaction and integration of players from all senior teams.

Senior Management Team

- Assist the senior match committee in regard to the management of and communication with senior players and shall be made up of players chosen by the Senior Match Committee.

Colts Manager

- Heads Colts sub-committee and has overall responsibility for the operation and development of Colts' rugby.
- Arranges fixtures with assistance as required.
- Responsible for all player registrations and accuracy on GMS and the collection, recording of annual membership fees and liaison with membership secretary with regards to registrations.
- Liaises with the Safeguarding Officer to ensure correct procedures are in place with regard to the Safeguarding of members and ensures adherence to the club Safeguarding policy.
- Liaises with the Health and Safety coordinator with regards to the provision of first aid cover for matches, and the availability of first aid equipment for training.
- Liaises with the club manager with regards to the opening of the club and provision of match meals.
- Liaises with the Director of Rugby to discuss integration of the colts into senior training sessions and games, and where appropriate attends senior selection and sub-committee meetings.
- Responsible for all training, playing equipment and adherence to the club kit policy.
- Responsible for all RFU and league registrations with assistance as required.
- Liaises with the Director of Rugby and Honorary Secretary with regards to the monitoring of Colts Rugby related expenditure and income.
- Liaises with Chair of House & Grounds in regard to the use of the pitches

RugbySafe Lead

- To ensure good communication across the club promoting a proactive approach to player welfare and safety.
- To lead on implementing and improving Regulation 9 (Player Safety) and any club player welfare specific projects.

- To facilitate and be responsible for an annual review of a First Aid (FA) specific risk assessment to ensure that every training session and match has the appropriate first aid and Immediate Care (IC) provision and is compliant with RFU regulation 9.
- To organise appropriate first aid training across the club in line with RFU guidelines and have a process in place for the management of FA and IC equipment and supplies.
- Work with key personnel to ensure a clear process in the event of an incident / injury and develop a process to ensure that procedures are communicated amongst appropriate individuals within the club.
- Act as a RugbySafe champion utilising RFU resources and guidelines, liaising with the safeguarding officer and other key personnel within the club to promote best practice.
- Inspire and engage parents and increase awareness of everyone's responsibility in supporting player welfare.

Social & Functions coordinator

- To liaise with the Chair of Sponsorship, Fundraising & Socials to ensure events are coordinated and representative of this section of the club.
- To assist in arranging events and fundraising and encourage support of any fundraising and social events by members. To organise any social events that may be required with the assistance of the Chair of Sponsorship, Fundraising & Socials as required.
- To help collect any monies due from this section in relation to social & fundraising events.
- As and when required/where appropriate the respective officer will act under consultation with, and they will report on a regular basis to, the General Committee.

The Chair of Women's Rugby Sub Committee

This subcommittee shall be chaired by the Chair of Women's Rugby who will appoint, liaise with and be the main point of contact for the officers below:

Assistant Chair

- Assists the Chair of Women's and Girls Rugby as required. Deputises at general committee meetings.

Team Captain

- Assists Coaches in all matters relating to team administration, organisation and logistics. Support Coaches in achieving team goals.

- Responsible for assisting players in completing club registration and fee paying process.
- Communicate club news and information relating to upcoming functions. Be aware of competition rules and assist Coach to operate within them Submit team lists.
- Collect all team jerseys and organise laundry. Make contact with any injured player and update Coach on progress.

Fixture Secretary

- Arranges all fixtures. Liaises with the league fixture bodies.
- Arranges referees for all senior games.
- Liaises with match committee with regards to confirmation of fixtures and kick off times.
- Deals with alterations to published fixtures and kick off times.
- Liaises with the Chair of Women's Rugby with regards to the confirmation of; fixtures, booking of referees, and kick off times.

Coaches

- To understand club mission statement and demonstrate these values in the way they conduct themselves and coach their team.
- Show an interest in the development of players by regularly monitoring performances across all relevant teams.
- Maintain and build their team and recruit suitable players from within and outside the Club. Ensure all players who have registered and paid their fees, have an opportunity to play a game.
- Provide regular feedback to players, especially when a player has been dropped to a lower team. Structure and plan training sessions.
- Build and maintain team morale. Regular communication with players.
- Develop each player's potential.
- Regular communication with Chair of Women's Rugby to discuss players progress and wellbeing.

Membership Coordinator

- Has overall responsibility for the collection of all annual membership subscriptions from all elements of the women's and girl's section.
- Responsible for the collation and recording of all membership details. Responsible for the reconciliation of membership lists with regards to monies collected for both annual subscriptions and weekly match subs.

- Liaises with the Chair of Women's and Girls Rugby with regards to the collection and recording of monies for annual subscriptions and weekly subs.
- Responsible for the maintenance of the Women and Girls Rugby membership database.
- Liaises with the Club Treasurer with regards to income generated by the collection of annual subscription fees and weekly match subs and also any expenditure relating to membership management activities.

Social & Functions coordinator

- To liaise with the Chair of Sponsorship, Fundraising & Socials to ensure events are coordinated and representative of this section of the club.
- To assist in arranging events and fundraising and encourage support of any fundraising and social events by members.
- To organise any social events that may be required with the assistance of the Chair of Sponsorship, Fundraising & Socials as required.
- To help collect any monies due from this section in relation to social & fundraising events.
- As and when required/where appropriate the respective officer will act under consultation with, and they will report on a regular basis to, the General Committee.

The Mini and Juniors Sub Committee

The Minis and Juniors Sub-Committee shall be responsible for the development of all Mini and Junior Rugby (up to and including U16's) at the Club and in forging links with the schools and community to promote mini and junior rugby within the region. It will be organised and administered by the Chair of Minis and Juniors who will appoint, liaise with and be the main point of contact for the officers below. As and when required/where appropriate the respective officer will act under consultation with, and they will report on a regular basis to, the General Committee.

Assistant Chair

- Assists the Chair of Mini's and Junior's as required. Deputises at general committee meetings.

Fixture Secretary

- Arranges all junior fixtures. Liaises with the league fixture bodies.
- Liaises with junior match committee with regards to confirmation of fixtures and kick off times.
- Deals with alterations to published fixtures and kick off times.

- Liaises with the Chair of Mini and Juniors with regards to the confirmation of; fixtures, booking of referees, and kick off times.

Membership Coordinator

- Has overall responsibility for the collection of all annual membership subscriptions from all elements of the Minis and Juniors section.
- Responsible for the collation and recording of all membership details. Responsible for the reconciliation of membership lists with regards to monies collected for both annual subscriptions and weekly match subs.
- Liaises with the chair of M and Js, with regards to the collection and recording of monies for annual subscriptions and weekly subs. Responsible for the maintenance of the M and J membership database. Liaises with the M and J Finance Officer with regards to income generated by the collection of annual subscription fees and weekly match subs, and also any expenditure relating to membership management activities.

Finance Secretary

- Responsible for all M and J income and expenditure and to liaise with the Treasurer.

Coaches

- To understand club mission statement and demonstrate these values in the way they conduct themselves and coach their team.
- Show an interest in the development of players by regularly monitoring performances across all relevant teams.
- Maintain and build their team and recruit suitable players from within and outside the Club. Ensure all players who have registered and paid their fees, have an opportunity to be included in a match day squad, and play as per the RFU's "half game rule"
- Provide regular feedback to players, especially when a player has been dropped to a lower team. (doesn't apply to M and J)
- Structure and plan training sessions.
- Build and maintain team morale.
- Regular communication with players and oversee develop each player's potential.
- Regular communication with Chair of Women's Rugby to discuss female players progress and wellbeing.

Coach Development and Coordination

- To encourage a strong coaching culture and ethos.
- Regularly evaluate Coaching abilities with the Chair of M and Js.

- Develop, with existing coaches, ideas for encouraging competence, confidence, connection, character and creativity in all young players.
- Ensure all coaches have access to coaching programmes offered to the club by RFU.
- To liaise with the Safeguarding officer to ensure that all coaches have the mandatory and appropriate minimum training in place to comply with RFU guidelines.

Social & Functions coordinator

- To liaise with the Chair of Sponsorship, Fundraising & Socials to ensure events are coordinated and representative of this section of the club.
- To assist in arranging events and fundraising and encourage support of any fundraising and social events by members.
- To organise any social events that may be required with the assistance of the Chair of Sponsorship, Fundraising and Socials as required.
- To help collect any monies due from this section in relation to social and fundraising events.
- As and when required/where appropriate the respective officer will act under consultation with, and they will report on a regular basis to, the General Committee.

Roles and Responsibilities of House and Grounds Sub Committee

This subcommittee shall be chaired by the Chair of Sponsorship, Fundraising & Socials, who will appoint, liaise with and be the main point of contact for the officers below:

Clubhouse Coordinator

- Has overall responsibility for maintenance and upkeep of all areas of the club facilities.
- Has overall responsibility for all issues relating to club house repairs improvement and refurbishment.
- Responsible for all non-bar related services required by the club. Responsible for, in conjunction with the club treasurer, the recording/monitoring and management of expenditure relating to all building services related matters.
- Liaises with the Club Manager with regards to the upkeep and general maintenance of the club. Liaises with H&S coordinator regarding hygiene and all H&S matters.

Grounds Co-ordinator

- Responsible for all issues relating to grounds (including the car park) maintenance, improvement, repairs and refurbishment, and any future development.

- Liaises with the Director of Rugby, Chair of Mini's and Juniors and Chair of Women's and Girls Rugby with regards to the use of the grounds for matches and training.
- Responsible for procurement, security and maintenance of all grounds related kit and equipment.
- Responsible for liaison with health and safety coordinator with regards to all ground maintenance activities.
- Responsible for, in conjunction with the club treasurer, the management, monitoring, and recording of expenditure relating to grounds related matters.

Health and Safety Coordinator

- Responsible for coordinating the implementation and monitoring of hygiene/health and safety procedures relating to the management of all aspects of the club and its activities, as set out in the Club Health and Safety Policy. The Club Health and Safety Policy will be compiled by the clubs independent Health and Safety Consultant. Liaises with all Officers of the Club and Club Manager with regards to the implementation and management of all hygiene/health and safety procedures.
- Liaises with the Local Authority Environmental Health Department representative.
- Where necessary liaises with the Health and Safety executive.
- Where necessary Liaises with the Local Fire Officer.
- Liaises with the Club Chairman with regards to staff welfare.
- Responsible for liaising with the clubs independent Health and Safety Consultant in regard to the coordination of the updating where necessary of the club health and safety policy and associated procedures and risk assessments.

Bar Secretary

- Responsible for and has control of the purchase and supply by the club of intoxicating liquor within the club premises.
- Responsible for all licensing issues.
- Liaises with the general committee with regards to the hours of opening for the bar. Liaises with the Club Manager who will have responsibility for the day to day running of the bar, with regards to the running of the bar and bar related activities.
- Has overall responsibility for the monitoring of all bar staff costs.
- Responsible for monitoring of stock management through the Club Manager. Has overall responsibility for bar security through the Club Manager.
- Has overall responsibility for bar and cellar maintenance and cleaning through the Club Manager. Has overall responsibility for liaison with all bar related suppliers through the club manager.

- Responsible for, in conjunction with the Club Treasurer, the recording/monitoring and management of all bar related income and expenditure.
- Liaises with H&S coordinator regarding hygiene and H&S matters.
- As and when required/where appropriate the respective officer will act under consultation with, and they will report on a regular basis to, the General Committee.

The Chair of Sponsorship, Fundraising & Socials Sub Committee

This subcommittee shall be chaired by the Chair of Sponsorship, Fundraising & Socials, who will appoint, liaise with and be the main point of contact for the officers below:

Sponsorship Coordinator

- Responsible for generating revenue by means of external sponsorship.
- Responsible for the procurement of all advertising and notices etc relating to sponsorship packages.
- Where required responsible for the completion of all sponsorship agreement documentation.
- Responsible for general liaison with all club sponsors.
- Responsible for liaison with club officers in relation to the various club sections/teams' involvement with club sponsors and sponsorship package benefits.
- Liaises with the Club President, Club Chairman, and Club Manager with regards to sponsorship days.
- Liaises with the Club Public Affairs, Media Secretary & and web site coordinator with regards to all sponsor related advertisement/press releases.
- Responsible for, in conjunction with the Club Treasurer, the management, monitoring, and recording of all sponsorship related income and expenditure.

Club & Internal Functions & Fundraising Events Coordinator

- Coordinates internal fund raising and social events and is responsible for all internal/club fund raising activities and events (including functions, raffles, scrangers mug etc).
- Responsible for the arrangement of advertisement of all social events. Liaises with the bar secretary and Club Manager with regards to requirements in relation to club functions and fundraising related activities.
- Liaises with the Sponsorship Coordinator with regards to sponsored fundraising events.

- Responsible for, in conjunction with the Treasurer, the management, monitoring and recording of all income and expenditure relating to social events and fundraising events and activities.

External Functions Coordinator

- Responsible for liaison with the Club Manager with regards to catering for all external functions, and catering relating to club related activities and functions (excluding match meals).
- Liaises with the Club Manager, Sponsorship Coordinator and Internal Fundraising Coordinator with regards to the programming/co-ordination of external functions in relation to the club functions and fundraising related activities.

200 Club Co-ordinator

- Ensure that 200 club is fully subscribed and advertise for new membership sign up as necessary. Be responsible for the appropriate mobile app for random number generation.
- Liaise with Chair of Sponsorship, Fundraising and Socials to hold monthly draw. Ensure with Club Treasurer that all prizes are paid to appropriate winners.
- Liaises with the club Membership secretary to ensure that memberships are processed accurately and data is stored securely in line with club and RFU guidelines.

Merchandising Co-ordinator

- Sourcing appropriate merchandising to promote the club as well as special events Promote, advertise through social media and club merchandise cabinet and all current merchandise.
- Distribute and record all expenditure and income to Club Treasurer.
- As and when required/where appropriate the respective officer will act under consultation with, and they will report on a regular basis to, the General Committee.