



JOB DESCRIPTION

Director of Rugby

The role of the Director of Rugby is responsible for the management of all matters relating to rugby, and providing a gateway between the Board, the players and coaches. Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Follow-up club email requests from members/committee
- Match allocation, ground marking, ground cleaning, ground equipment, set up grounds on match day and clear at the end of the day
- maintain flag poles, goal post pads, lighting, and score board
- Liaise and work with registrar to administer player lists, follow up on slow player membership payments in conjunction with the registrar, maintain a register of all members
- Deal with personnel matters
- Coordinate player insurance claims
- Coordinate medical staff, maintain medical kits, coaches kits, referees liaison, manage crowd control procedures
- Provide advice to the Committee in their management of all matters relating to players and coaches
- Liaise with the website administrator to update the coach/management contacts each year
- Provide to the Committee the coach education requirements and aspirations for coaching courses for approval and inclusion in the budget

Needed:

- Internet access & Computer