



KRFC

Roles & Responsibilities



Kilkenny Rugby Football Club

Founded 1886
Foulkstown, Kilkenny
Ireland.
www.kilkennyrugby.com

Club President

Role: The President is the figurehead of the club, representing it at internal and external functions. Assisting the Club Chairman to ensure the smooth administration of the club, providing impartial advice based on your experience both internal and external to the club.

Duties:

- Guide, support and advise other club officers and committee members on any club matters.
- Attend the Club AGMs (Senior & Youths) and committee meetings.
- Attend all first team games (or find someone to represent you) to encourage and support the players.
- Make sure visiting club officials are made welcome at all home games.
- Attend Club Social Events.
- Attend Youths & Minis games regularly.

Chairman

Role: There are two distinct functions of the Chairman, the Executive role and the Ambassadorial role. To chair meetings and act as principal committee officer throughout the year by making decisions whenever the need arises in consultation with other officers when appropriate. The incumbent should attend meetings in a neutral and uncommitted capacity to enable members of the Committee to have discussions with a neutral person in the Chair.

Duties:

- Provide direction for the committee by providing effective leadership and management.
- Monitor and evaluate the progress of agreed actions both short term and strategic.
- Ensure that succession and forward planning are integral within the club.
- Manage other Officers to ensure the delivery of their responsibilities.
- Ensure that the committee structure and management are transparent and available to all members of the club.
- Chair meetings of the Executive Committee.
- Any other tasks to ensure the smooth running of the club

Club Honorary Secretary

Role: The main purpose of this role is that of principal administrator of the club. The Honorary Secretary carries out all the administrative duties that enable the club and its members to function effectively. It is a pivotal role within the club with a close involvement in the general running of the club. The Secretary provides the main point of contact for people both within and outside the club on just about every aspect of the club's activities.

Duties:

- Provide an open communication link between the committee, sub-committees, members and other clubs.



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- Record, manage and ensure action on all inward and outward correspondence including legal and insurance matters and acknowledge where necessary.
- Ensure all relevant forms and publications are distributed to the responsible officers and are available to members where applicable.
- Organise the AGM, Committee meetings, prepare agendas, reports and associated papers and take minutes. Produce clear and accurate minutes of all Committee Meetings.
- Communicate all matters of importance from the IRFU, Leinster branch and other rugby organisations to the committee, section members; maintaining a sound knowledge of current IRFU rules and regulations.
- Complete Transfer requests in conjunction with Director of Rugby.

Treasurer

Role: The Treasurer is responsible for the management of the club's accounts and its financial dealings.

Duties:

- Maintain the club finances.
- Be fully aware of the financial position of the club at all times and keep the committee informed of all financial trends and any areas of concern.
- Provide monthly financial details of all club transactions at committee meetings.
- Issue receipts and prompt deposits of all monies received.
- Be responsible for ensuring that adequate records are kept regarding the club financial transactions.
- Manage the club cash flow and maintain a working level of petty cash.
- Prepare and present the club accounts for the end of financial year report and if required audit.
- Submit to the IRFU as required financial records on a yearly basis, or as requested.
- Undertake financial planning, including producing an annual budget and monitoring it throughout the year.

Director of Rugby

Role: To be a conduit between all players, regardless of age, all coaches for both senior teams and Mini and Youth sections and the management committee of Kilkenny RFC in all matters relating to the game.

Duties:

- Develop Team Standards consistent with the values of the game in consultation with the Team Managers, players and support volunteers.
- Liaise with all coaches to identify and where appropriate develop talented players to enable them to progress through the club and beyond.
- Promote the club to potential players.
- Manage processes across the whole club to optimise fitness & conditioning, prevent & evaluate injuries, coordinate training & recovery sessions in conjunction with coaches and first aiders.
- Establish in conjunction with senior player coaches a transparent selection process for planned league and cup games.
- Ensure all players receive clear, honest feedback and appraisal of their performance.



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- Act as the Club Coaching Coordinator, informing coaches of IRFU planned courses for their development and authorising their attendance on courses which will develop all coaches to be competent coaches within the club.
- Liaise with the Club Registrar for Senior Players, regarding outstanding Membership subscriptions for players and where appropriate chase those whose annual subscriptions are outstanding. The Mini & Youth Membership committee member is to provide information on a regular basis to the Director of Rugby on the status of M&Y subscriptions as requested.
- Complete Transfer requests in conjunction with Club Secretary.

Club Captain

Role: The Club Captain is the link between the players and the committee. Representing the views of players at KRFC meetings, and encouraging them to behave in a responsible manner both on and off the field. Provide advice and guidance to promote the interests of the players in their development and direction of the club.

The incumbent should be good at communicating at all levels and committed to upholding the Core Values of the Club. The incumbent should also know and be familiar with the committee and players in order to be able to represent all club members.

Duties:

- Represent the interests of players at committee meetings and where appropriate at Disciplinary meetings or arrange with the Senior Coach and Team Manager a suitable representative to attend.
- Provide a role model for all other players.
- Encourage players to behave in an appropriate manner upholding the Club Core Values.
- Advise players of the administrative arrangements applicable to them as members of KRFC, including the requirement to complete registration paperwork and the payment of subscriptions.
- Encourage players and other club members to get involved with voluntary work and social activities at the club.
- Welcome new members, visiting teams and referees.

Adult Team Captain

Role: As Team Captain provide a link between the players and the administration. Representing the views of players, and taking responsibility for their performance on and off the field, your advice and guidance should promote their interests in the development and direction of the team.

Duties:

- Lead, advise and support fellow team members.
- Promote the KRFC Core Values ethos of Teamwork, Respect, Enjoyment, Community Spirit and Progressive.
- Ensure all team members maintain an appropriate level of behaviour prior to and throughout the match and after the final whistle.



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- Assist the Senior Player Coaches with team selection. This includes assisting in organised training sessions and player development.
- Ensure all players selected to represent the club are aware of the match arrangements, including confirming that all selected players are correctly registered with club & Branch.
- Encourage players and other club members to get involved with voluntary work and social activities at the club.
- **Explain** and **Ensure** that players are suitably covered by independent accident insurance.
- Ensure that all players maintain dress standards in wearing authorised club shirts and ties after matches.
- Ensure that all players are aware of & abide by the Club Code of Conduct, Mission Statement & Values.

Senior Coaches

Role: Being responsible for training the clubs adult teams in preparation for matches in accordance with the regulations set out in the Leinster Branch Regulations & Directives.

Duties:

- Maintain and improve your level of Coaching qualifications.
- Promote the KRFC Core Values ethos of Teamwork, Respect, Community Spirit, Enjoyment and Progressive.
- Plan and run safe, effective training sessions for adult players which, are designed to develop team spirit and encourage participation, by developing individuals' skills, confidence and fitness.
- Manage player retention and work with relevant volunteers to recruit players.
- In conjunction with the Captains and Vice Captains select teams and plan match strategies for upcoming games.
- **Explain** and **Ensure** that players are suitably covered by independent accident insurance.
- Ensure that all players are aware of & abide by the Club Code of Conduct, Mission Statement & Values.

Senior Team Manager

Role: To represent the senior team players to the club management meetings, keeping the senior players in the loop on club requirements. Providing the Director of Rugby, Fixture Secretary and Senior Players Coaches with information on player availability and injury status of all adult registered players to enable the Team Captains and Senior Coaches to make sound team selection for planned fixtures.

Duties:

- Ensure all adult players are registered before the first match.
- Provide the Senior Player Coaches with player availability to enable the selection of teams. Following the selection, once confirmed by the Senior Player Coach, notify all players of their selection as part of either the 1st XV or 2nd XV for the upcoming matches including timings, method of travel and locations of matches.
- Complete team sheets and other relevant forms before matches.



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- Arrange for all team strips and equipment to be available prior to the match commencement, including the collection of team strips for washing following games, identifying damaged kit and equipment in order that remedial actions can be implemented to repair or replace.
- Arrange for Dressing Rooms, Showers, equipment (balls, bibs, pads, cones etc) & Floodlights (if necessary) to be available for all training sessions & matches as required.
- Ensure Dressing Rooms are cleaned, Floodlights are turned off & all equipment is returned to storage correctly after use.
- Liaise with club Physio to ensure coaches are kept informed on player availability & recovery. Ensure physio is available for all senior team fixtures.
- Report any facility issues to head of House (Danny McEvoy for 2019/20 season).
- Ensure all accidents are reported in accordance with the IRFU and KRFC policies.
- **Explain** and **Ensure** that players are suitably covered by independent accident insurance.
- Assist the Director of Rugby in the collection of club subscriptions.
- Promote the KRFC Core Values ethos of Teamwork, Respect, Community Spirit, Enjoyment and Progressive.

Senior Fixtures Secretary

Role: To ensure that fixtures arranged for the Senior Section, both league and friendly games are fulfilled, establish a fixture list for the whole season for the section and confirm or re-arrange fixtures during the season.

- Produce a Season Fixture List for Senior games.
- Inform 1st XV, 2nd XV & 3rd XV Team Managers and officials if any changes in the schedule occur.

Club Registrar

Role: To provide registration facilities for players, coaches & other members in the club. The incumbent should also have a range of skills and attributes including IT skills, attention to detail, resilience and dedication.

Duties: Ensure all Youth players are recorded on the IRFU Registration database.

- Be visible and approachable to all players, coaches and Team Managers by ensuring that their contact details are available to all players and club personnel and that these details are posted on club notice boards and the club website.
- In conjunction with the Team Managers, develop an effective registration processing system within the club to ensure that all adult players are qualified to play for KRFC by virtue of payment of subscriptions.
- Ensure that all irregularities are reported to the KRFC Committee at the earliest opportunity.
- Provide club officers with member's details to assist in the organisation of events or functions.
- Any other tasks to ensure the smooth running of the Club.



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PRO

Role: To raise the profile of KRFC in the local community via information, publicity and promotional material. The incumbent should possess sound IT skills together with good communication attributes. The incumbent should also be able to produce coherent submissions and other press releases as required throughout the year.

Duties:

- Liaise with members of the KRFC Committee and club members in order to promote the club.
- Develop a list of local media contacts.
- Produce press releases of any club events, tournaments and other activities and produce articles as relevant.
- Provide interviews to local media as requested.
- Maintain a record of all press cutting and radio mentions of KRFC.
- Be responsible for advertising the club, its activities and to promote the work of all volunteers.
- Where necessary coordinate other club members to help publicise the club, its events and members through the media.
- Ensure articles, language and photographs reflect a fair and positive representation of all club members and the community in line with current IRFU guidelines.
- Coordinate reports for the club for forwarding to the local press.

Head of House

Role: To ensure that club facilities are maintained to a high standard & are available for use by club members. To arrange for any necessary repairs to be carried out in a timely manner.

Duties:

- Ensure club facilities are in working order & are maintained to high standard. These include:
 - Clubhouse
 - Dressing Rooms
 - Showers/boiler
 - Flood lights
 - Car park
 - Equipment storage container
- Arrange for any necessary repairs to be carried out in a timely manner.

Head of Grounds

Role: To ensure that club grounds are maintained to a high standard & are available for use by club members. To arrange for any necessary repairs to playing surfaces to be carried out in a timely manner.

Duties:



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- Ensure grass on playing pitches is cut when required in order to maintain suitable playing surfaces.
- Ensure pitches are suitably lined for all matches.
- Ensure suitable flags & post pads are available for all matches.
- Sanding & Seeding playing areas as required during off season.
- Contact Team Managers when any pitches (or sections of) are unavailable for training or matches.

Fundraising and Sponsorship Member

Role: To identify opportunities for sponsorship and fundraising opportunities for the club, its activities and events.

Duties:

- Organise fundraising functions and activities for the club.
- Ensure all materials required for fundraising are obtained and available.
- Supervise the collection of all monies raised and arrange payment to the Treasurer.
- Prepare submissions and all supporting material and present proposals to interested parties.
- Ensure all commitments are provided according to the terms of the respective sponsorship agreements.
- Maintain accurate details of all sponsorship, fundraising and donations received.

Youths Coaching Coordinator

Role:

The Youths Coaching Coordinator will have overall responsibility for the coaching at Youth level within the club

Duties:

- Oversee coaching at all Youths age groups.
- Work with Rugby Committee to assign coaches to Youth teams.
- Work with coaches to identify specific skills areas which need to be developed/improved.
- Organise club workshops with youth teams.
- Identify Branch courses/workshops for members to attend.
- Work with Senior coaches to facilitate/ease transition from Youths to Senior rugby (integrated training sessions, Tag, Preseason, MC7s).
- Schedule & chair monthly Coaches meetings.



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Age Group Administrators/Team Managers

Role: To represent the age group team at Mini and Youth sub-committee meetings and ensure that all team members and their parents are kept up to date with KRFC Mini and Youth section requirements.

Duties:

- Ensure that all players within the age group are registered with Club and the IRFU.
- Collect registration forms (for any new Youths players) and pass to Youth Registrar at the earliest opportunity.
- Ensure the Club Safeguarding Policy is adhered to within the Age Group, liaising with Club Safeguarding Officer as required.
- Act as primary channel for the flow of Club information to Parents and Coaches.
- Provide feedback and communication between Parents and Coaches, liaising with other Club officials as required.
- Act as coordinator for tasks which are allocated to age groups.
- Adhere to and ensure everyone associated with the Age-Group follows the Club Codes of Practice.
- Ensure in conjunction with the Age Group Lead Coach that the team's first aid kit is available at all times and there is a suitable means of contacting the emergency services.
- Arrange a rota of parent volunteers within the Age Group to assist with the catering and match day tasks i.e. Teas and Coffee, or parking etc.
- Arrange a rota of parent volunteers within the Age Group to assist with the providing supervision for the monthly Club Disco.

Mini and Youth Fixtures Secretary

Role: To ensure that fixtures are arranged, establish a fixture list for the whole season for the Mini and Youth Section and confirm or re-arrange fixtures during the season.

- Produce a fixture list for the season.
- To confirm upcoming fixtures with scheduled opposition.
- Inform Mini and Youth Section coaches and officials if any changes in the schedule occur.
- Ensure that an up to date fixture list is displayed at the Pavilion Noticeboard.

Mini and Youth Age Group Lead Coaches

Role: To provide rugby coaching for their respective age group in accordance with the regulations set out in the Leinster Branch & IRFU Regulations.

Duties:

- Lead the Coaching team for the age group in accordance with the Leinster Rugby and Club Policies.



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- Provide a suitable level of Rugby Coaching to Children, ensuring fair play, Safety and fairness at all times.
- Hold a suitable Leinster Rugby Coaching Certificate.
- Make individual learning and team selection decisions in liaison with assistant coaches.
- Ensure assistants provide the coaching practices and team direction appropriate to the age of children.
- Ensure all assistants are properly qualified and cleared to work with children, liaising with the Team Manager as required.
- Referee practice games and inter-club fixtures.
- Ensure that children within their age group are supervised at all times, especially when using any training aids.
- Adhere to and ensure all players, coaches and spectators follow the Club Codes of Conduct.
- Liaise with the Age Group Team Manager to ensure that all children in the age group have registered and paid their subscriptions.

Mini and Youth Assistant Coaches

Role: To assist in the provision of rugby coaching for their respective age group in accordance with the regulations set out in the Leinster Rugby Regulations.

Duties:

- Under the direction of the Lead Coach, assist in coaching activities.
- Under the supervision of the Lead Coach, organise and run coaching sessions.
- Referee practice games and inter-club fixtures.
- Adhere to and ensure others follow the Club Codes of Practice and Conduct.
- Attend a suitable Leinster Rugby coaching courses.

Club Disciplinary Officer

Role: The Club Disciplinary Officer is responsible for all disciplinary matters in the club.

Duties:

- To develop a culture of respect for the game and its participants.
- Encourage positive support for the club's teams.
- To liaise with Referees Association on initiatives to make the club as welcoming as possible.
- To educate club members on the Code of Conduct.
- To report to the Club Sec on any instances of Abuse towards teams or officials.
- To carry out an investigation into any sending off or abuse matter and recommend sanction for those involved.
- Report to the club executive monthly on the club's disciplinary record.