

# PORTUMNA RFC

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CLUB STRUCTURE 2021





# CLUB ORGANISATION CHART



## EXECUTIVE COMMITTEE

- CHAIRPERSON
- SECRETARY
- TREASURER
- RUGBY CO-ORDINATOR
- EXECUTIVE MEMBER 1
- EXECUTIVE MEMBER 2
- EXECUTIVE MEMBER 3





# SUB-COMMITTEE STRUCTURES

## **Admin Committee**

Meetings  
Correspondence  
Player Registration  
Health & Safety (Policies)

## **Playing Committee**

Recruitment  
Coaching  
Training  
Adult Rugby  
Youth Rugby  
Mini Rugby  
Rugby Equipment

## **Finance Committee**

Fund Raising  
Bingo Event Management  
Tickets  
Sponsorship  
Membership  
Legal & Accounting  
Insurance

## **Planning & Dev**

Facilities development  
planning  
Funding sources and  
Grant applications  
Maintenance of all  
facilities  
Health & Safety (Facilities)

Secretary (Chair)  
PRO / Registrar  
1 Other

Rugby Co-Ord (Chair)  
Adult Team Manager(s)  
Youth Manager(s)  
Mini's Co-Ordinator

Treasurer (Chair)  
Chairperson  
2 Other

Chairperson (Chair)  
President  
Treasurer  
2 Other



## KEY ROLES TO BE FILLED

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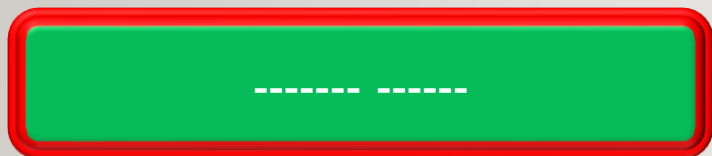
- President
- Chairperson (New)
- Secretary
- Treasurer
- Executive Committee Member 1
- Executive Committee Member 2
- Executive Committee Member 3
- Rugby Co-Ordinator
- Mini Co-Ordinator
- Youth Team Manager(s)
- Adult Team Manager(s)
- PRO
- Club Registrar

Child Welfare Officer (Appointed Independently)





# Responsibilities



## CLUB PRESIDENT

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

- Contribute to the general standard of the club and provide an understanding of the ethos and codes of conduct required.
- Act as chair of the committee in the absence of the chairperson.
- Provide advice and assistance to any of the sub-committees as required.
- Act as a member of any sub-committee if required.



## CLUB CHAIRPERSON

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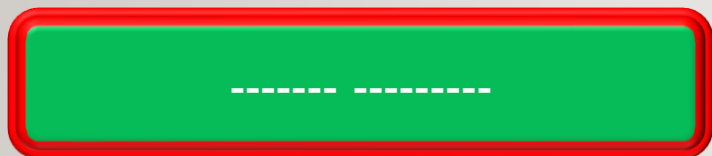
The Chairperson is responsible for the ultimate achievement of the strategic ambitions of the club as well as the overall management of its operational activities.

# Responsibilities

- Chair meetings and act as senior club officer throughout the year, by making decisions whenever the need arises, in consultation with other club officers when appropriate.
- Attend meetings in a neutral and uncommitted capacity and enable the group to have a meaningful discussion with a neutral person in the chair.
- Provide direction for the club by 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 and ongoing in the club.
- Constitute and resource any special working groups and ensure that their activities are reported to the Executive.
- Ensure that the Club structure and responsibilities are transparent and available to the membership.
- Setting the agenda for meetings and ensure it is in line with the club, Branch and IRFU policies.
- Act as a mediator in the event that disagreements arise between particular sub committees or sections.
- Ensure that the safety statement is reviewed regularly and its operation monitored.



# Responsibilities



## CLUB SECRETARY

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The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and club documents.

In addition, he/she records the deliberations and decisions of the club committee.

- Assist the Chairperson in his/her duties.
- Link with the Connacht branch & distribution of all relevant correspondence within the Club
- Responsible for the day to day business and administration of the club.
- Provide such club details as required by the IRFU/Branch.
- Organise AGM & Executive Committee meetings.
- Responsible for the accurate record keeping and circulation of the minutes from meetings.
- The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through notice boards, team managers, etc.





## CLUB TREASURER

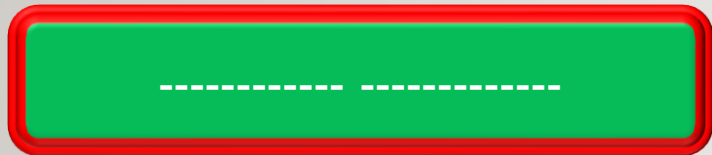
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Chief financial manager of the club – maintains the integrity and accurate recording of the club's financial position

# Responsibilities

- Responsible for the management of the club finances in accordance with the decisions of the executive committee.
- Recommend action on financial matters to the committee.
- Collect subscriptions and all money due to the club.
- Pay bills on behalf of club and record the information.
- Keep up to date records of all financial transactions.
- Ensure all cash and cheques are promptly lodged to club's account(s).
- Ensure funds are spent properly.
- Report regularly to the committee on the financial position of the club.
- Prepare and present accounts for the end-of-year financial report and audit.
- Financial planning including producing an annual budget and monitoring it throughout the year.
- To help prepare and submit any statutory documents that are required (e.g.VAT returns, PAYE and tax returns).
- Ensure club pays all affiliation and competition fees.





## EXECUTIVE COMMITTEE MEMBER(S)

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One of three positions on the Executive Committee, contributing their knowledge and expertise in the day to day running of the Club.

# Responsibilities

- Responsibilities are assigned according to the expertise of the individual and requirements of the Club to be fulfilled.
- Supporting the Executive Committee with the day to day running of the Club.
- Supporting the decision making process of the Executive Committee.
- Other duties as deemed necessary.



## RUGBY CO-ORDINATOR

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Responsible for the Rugby Coaching Teams and the playing members of the entire Club.

# Responsibilities

- Responsible for the implementation of Policies and structures to support all levels of Rugby players within the Club.
- Supporting the relevant Team Managers and Playing Co-ordinators to carry out their duties effectively.
- Reporting into the Executive Committee on matters pertaining to Rugby matters.
- Active member of the Executive Committee.
- Other duties as deemed necessary.



## PRO

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PRO , raising the profile of the club in the community through information, publicity and promotion and ensuring annual registration of all Club members and Players.

# Responsibilities

- Ensure the submission and distribution of press releases, articles, newsletters and reports internally and externally.
- Responsible for advertising the club, its activities and to highlight the work of volunteers.
- Co-ordinate weekly match reports for all teams to be forwarded to local press.
- Undertake the role of club webmaster ensuring it is constantly updated.



# Responsibilities



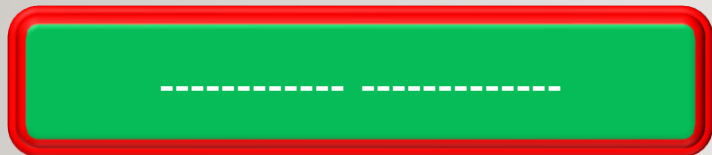
## REGISTRAR

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Registrar, ensuring annual registration of all Club members and Players.

- Responsible for Player Registration and ensuring all Teams are properly registered with the Connacht branch.





## CHILD WELFARE OFFICER

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The Club Child Welfare Officer is (independently) appointed to implement the directions of the National and Branch Child Welfare Officers and to follow the policy for Age Grade Players of the IRFU.

# Responsibilities

- Act at all times in the best interests of Age Grade Players.
- Be fully familiar with the provisions of the Code and Policy and with such further information and requirements as may be provided or put in place by the IRFU.
- Communicate with the appropriate Branch Child Welfare Officer considers it necessary to do so, or any matter in relation to Age Grade Players on which the advice or directions of the Union are required.
- Receive from the Branch Child Welfare Officer advise, information and directions from the IRFU concerning Age Grade Players and act accordingly. Inform their club of requirements made by the IRFU concerning Age Grade Players.
- Ensure that they are in a position to respond accurately and promptly to queries from the IRFU as to the welfare of Age Grade Players in their club generally or in relation to any specific incident which may occur.
- Be the contact person in the club for the Statutory Authorities regarding the welfare of Age Grade Players who are members of the club.



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