



GARFORTH TIGERS

A M A T U E R R U G B Y L E A G U E C L U B

Club Committee Roles

Chairperson

- Chairs meetings of main Management Committee
- Sets agenda and controls discussions in club meetings
- Makes minutes available for the membership in conjunction with the secretary
- Makes decisions in consultation with other officers
- Plays an executive role as the principal officer throughout the year.
- Must plan ahead and be prepared to delegate
- Acts as a conciliator between 2 parties trying to resolve a disagreement.
- Can act as point of reference for external agencies in conjunction with the Secretary
- Ensures all club sub and management committees meet regularly and in accordance with the constitution.
- Sits on discipline panels as the principle member.

Club Secretary

- Principal administration officer- the main link between members executive committees and outside agencies .
- First point of contact for an outsider
- Point of reference between league and teams
- At the forefront of the work of the organisation
- Writes agendas and minutes in club meetings
- Encourages and facilitates teams/members/club sponsorship opportunities.
- Produces newsletters/publicity material if no publicity officer exists
- Ensures that all information on the website is accurate and up to date
- Books pitch(es)
- Recruits, encourages, develops and organises training for all club coaches and acts as point of contact for all coaching queries.
- To create links with and promote junior rugby within local schools
- Coordinates activity within the club as and when necessary

Treasurer

- Should be financially qualified
- Must be able to prepare and set budgets and control costs
- Collects subscriptions
- Agrees/sets budgets
- Administers club accounts
- Appoints auditors if necessary
- Pays registration fees
- Organises team treasurers if necessary and collates all fees

Garforth Tigers ARLFC, Glebelands, Ninelands Lane, Garforth, Leeds, LS25 INT

w: www.garforthtigers.com e: tigers@garforthtigers.com

Chairman: Mark Wood **Secretary:** Sarah Wood **Treasurer:** Ian Watkinson
Club Welfare Officer: Cath East **Club Development Manager:** Matt Forward



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- Prepares income and expenditure accounts and cash flow forecasts

Social Secretary

- Organises all club social events
- Prepares calendar and promotes events
- Books venue(s), assists with publicity
- Co-ordinates fund-raising activities for the club

Child Welfare Officer

- To ensure that children and young players are provided with the highest possible standard of care by their coaches and volunteers.
- To implement a child/young player protection policy.
- Recommends best practice for junior coaches and helps implement the RFL's positive coaching principles.
- To raise awareness and understanding that abuse does happen in sport and to establish communication and reporting procedures
- Investigates all complains and makes recommendations to the chair.
- Sits on the discipline panel as the primary adviser to the chair.

Junior Team Secretary

- Represents the team at management committee meetings.
- Relates all child welfare problems back to the CWO following the proper protocol.
- Arranges fixtures
- Acts as team treasurer collecting any out-standing fee's and relates information to the club Treasurer.
- Works with social secretary on team and club events when necessary.
- Co-ordinates team volunteers.
- Liaises with club secretary to ensure the team operate within the rules of the sports Governing body and the league.

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