



**HAVANT RUGBY FOOTBALL CLUB**  
**GROUND: HOOKS LANE, FRASER ROAD,**  
**BEDHAMPTON, HAVANT, HANTS. PO9 3EJ**  
**TEL: 023 92492311 / 92477843**



**MINI & JUNIOR SECTION**

POSITION DESCRIPTION

LOCATION	Havant RFC Mini and Junior Section
POSITION TITLE	Age Group Manager

**PRIMARY FUNCTION:**

To be responsible for the organisation and well being of all registered players in the nominated age group squad.

**SECONDARY FUNCTIONS:**

To have functional authority over coaches, volunteers and players in the nominated age group squad.

To instil and uphold all Club policies within the age group.

To keep players, parents and carers fully apprised of relevant policies of Havant RFC Mini and Junior Section, of forthcoming events and of their extended responsibilities to the Club. In particular with regard to the Codes of Conduct for players, parents and officials and to their responsibilities with respect to the Club's activities e.g. the Mini Bar, the annual Mini Festival and the annual Junior Sevens Tournament.

To seek names of parents and carer volunteers for routine Club duties when required.

To encourage parents and carer volunteers to get involved as coaches, referees and helpers.

To retain full ultimate responsibility for the handling and accounting of funds collected within the age group for Club or age group activities.

When nominated by roster, to act as the Club Duty Manager.

**Tasks:**

- Attending monthly Havant RFC Mini and Junior Section Committee meetings if required.
- Ensuring that players have paid their Club subscriptions by 30 September.

- Forwarding registration documents to the Membership Secretary.
- Forwarding completed Club and County registration forms, subscriptions and other documentation as required to the Treasurer/ Membership Secretary to ensure players are registered with the Club and Hampshire RFU as soon as can be arranged.
- Maintaining a database of players in the age group including points of contact and relevant medical information.
- Liaising with the Club's Child Welfare Officer to ensure that any person who has supervisory authority over young persons (e.g. coaching staff, Club referees, nominated first aiders, kit master, helpers etc) has been registered with the Criminal Records Bureau (CRB) and is in possession of an Enhanced Disclosure Certificate.
- Liaising with the Coaching Co-ordinator to ensure that all coaches have the appropriate RFU coaching qualifications for the age group being coached.
- Establishing the coaching plan in conjunction with the age group coaching staff, liaising with the Coaching Co-ordinator as necessary, ensuring that the mandates of the ERFU Continuum are applied as they affect the age group.
- Recommending to the Coaching Co-ordinator those individuals who volunteer and are suitable for training as coaches.
- Recommending to the Referee Co-ordinator those individuals who volunteer and are suitable for training to become a referee.
- Maintaining the First Aid kit to establishment.
- Ensuring access to training equipment e.g. pads etc on match and training days.
- Ensuring a risk assessment has been carried out at each session in accordance with the Club Risk Assessment Policy.
- 
- On match days being responsible for all matters relating to the match. These may include:
  - Confirmation of the match with the appropriate fixture secretary and the opposition team Age Group Manager.
  - Co-ordinating the team selection process with the age group coaching staff.
  - Notifying parents and carers of travel arrangements in the event of an away match.

- Ensuring the team kit is available before and properly laundered after the match.
- Being responsible, as the nominated Club representative on the touchline, for the behaviour and discipline of Havant supporters.
- Supervising players in the changing rooms pre and post match (with suitable child protection safeguards).
- For a home match:
  - \* Organising the pitch then conducting a pitch safety check prior to the match for potential health hazards (risk assessment).
  - \* Organising the referee (from own resources, from Club referees or a Society referee through the Referee's Co-ordinator).
  - \* Liaising with the Hospitality Manager with respect to the requirements for post match meals.
  - \* Confirming the appointed Society referee directly when name and contact details are provided by the Referee Co-ordinator (confirm date, K.O. time, venue, travel instructions and shirt colours of own and visiting team).
  - \* Meeting a Society referee if one is appointed, ensuring access to the referee's changing room and entertaining the referee post match.
  - \* Organising sufficient match balls for the game, suitably briefed touch judges with flags and the First Aid arrangements.
  - \* Meeting visiting teams and entertaining them post match.
  - \* In the event of a fixture cancellation, providing timely notification to the opposition, the referee, Hospitality Manager and Club Chairman as appropriate.

[original signed by]

Deborah J Morgan

Chairman  
Havant Rugby Club Mini & Junior Section  
14<sup>th</sup> February 2007