



**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	Duty Manager

### Preamble:

Each Mini (U7 to U12 inclusive) and Junior (U13 to U16 inclusive) age group is administered by an Age Group Manager. While age group training and playing activities are taking place the Duty Manager, by being readily available at the Club (normally in or around the Clubhouse), oversees the routine and sometimes exceptional efforts required to support the on field activities. It is a vital function that ensures the normal and safe running of the Club on a Sunday. Each Manager is rostered in turn as Duty Manager in accordance with the Fixture List although the duty may be delegated to a responsible volunteer from the nominated age group.

It can be a busy job; you will need the support of other Club officers and should not hesitate to seek it. Demeanour is important too as parents, children and visitors will look to you for direction

Every effort has been made to list the necessary tasks in a logical fashion although feedback is welcomed to make the job more efficient.

### PRIMARY FUNCTION:

To manage operations at Havant RFC Mini and Junior Section on Sundays.

### SECONDARY FUNCTIONS:

On behalf of the Chairman to be responsible for and in overall charge of the safe, efficient and proper conduct of Havant RFC Mini and Junior Section affairs on Sundays.

To be the focus of support activities at the Havant RFC Clubhouse during the period of duty.

To deputise for the Chairman of the Havant RFC Mini and Junior Section when designated.

### Tasks:

#### Pitch Fitness:

- On the preceding Saturday afternoon, deciding the suitability of pitches for anticipated use the following day, consulting the Chairman, Vice Chairmen or Director of Rugby as necessary.

- If appropriate, informing Managers of age groups planned to be 'at home' the next day that pitches are unsuitable for Sunday activities. Making every effort to contact travelling sides to cancel fixtures, liaising with the Fixtures Secretaries and Age group Managers as necessary.
- On Sunday morning, being at the Club *by 9 a.m. at the latest, however,*
- *if there is doubt concerning pitch fitness,* carrying out an inspection as early as possible and in sufficient time to cancel sides travelling to Havant and Havant Age Groups as above if appropriate.

Risk Assessment:

- Ensuring the following areas are risk assessed (Guidelines are contained in the Risk Assessment Policy, a copy of which is contained in the Duty Manager's Log):
  - \* Approaches to the Clubhouse and car park.
  - \* The Club house itself to include all public areas where access is not denied by a locked door.
  - \* The Council changing rooms.
  - \* Emergency vehicle access to the playing fields using 'no parking cones' at the eastern end of the 1<sup>st</sup> team pitch, ambulance entry point. Check periodically throughout the duty.
- Taking action to reduce identified risks, co-opting other Club officers or members as required. Unless the Chairman relieves the Duty Manager of this responsibility, the Duty Manager has full authority to take any action as deemed necessary to reduce an identified and specific risk.
- Recording the results in the Risk Assessment Log, ensuring that a daily log sheet is available.
- 
- Ensuring that a working telephone is available with access to emergency numbers. Not hesitating to call 999 if the emergency services are required.
- Putting out notices reminding players and supporters not to walk across the 1<sup>st</sup> team pitch, checking periodically that all comply.
- Ensuring the Council Changing rooms are open, clean and assigned to teams.
- Liaising with the groundsman notifying which matches are scheduled and which pitches to prepare.
- Ensuring doors to Club Changing rooms (corridor opposite underground store and in gents toilet) are shut if not required for use. N.B. If the Girls' squad have an afternoon HOME fixture they may use the Club area for changing and are to have priority over other teams. Resolve conflicts as necessary particularly if an additional changing area is required for Referees.

- Checking the state of the upstairs 'bar', the toilets (in particular the toilet roll state especially if it was a busy Saturday night), changing rooms and corridors, discussing with the Club Steward if there are any problems and reporting to the Chairman if standards are unacceptable.
- Opening the underground store; the pad store (reporting to the Chairman if it is untidy), ensuring authorised personnel only open and enter the inner store (see list A below). Any Age Group Manager requiring kit from the Inner store (Red change kit etc) to be directed to the appropriate authorised personnel.
- Ensuring unsupervised children do not enter the underground store area.

#### Hospitality

- Welcoming visiting sides, directing them to changing rooms and pitches, advising them on availability of refreshments in the upstairs bar.
- Welcoming appointed Referees, showing them to their allocated changing facilities, making them feel at home and if possible introducing them to the relevant Age Group Managers. Ensure sufficient referee feedback forms are in the changing room.
- Welcoming any new starters to the Club and directing them to the appropriate Age Group Manager.

#### Post Match/Training

- When playing activities conclude, being at the top of stairs to ensure parents/players do not wear dirty kit or boots in the upstairs areas of the Clubhouse. Directing parents/players to shower or cover up muddy kit with clean kit.
- Arranging for the traffic cones marking the emergency access point to be brought in and stowed in the underground store.
- Checking that the pad store is neatly stowed and locked when completed.
- Ensuring that no children play in the underground store, senior club changing area or the stand.
- Ensuring that children under 12 on the stand are supervised by their parents/carers.
- Carrying out a 'sweep' of the Clubhouse when the majority of players/parents have left to ensure equipment has been put away (take a quick look out of the Clubhouse bar windows to see whether any post protectors remain out).
- Providing a verbal report to the Chairman at the earliest opportunity at the end of the duty reporting any areas of concern such as damage, excessive dirt in changing rooms, bar etc.

#### Completion of Duty

- There is no set completion time, although when the Mini Bar shuts at 1.00 p.m. parents and players will start to drift away. Common sense will dictate when it is safe to finish.
- Make arrangements to hand over the Duty Manager's keys (List B below) and Duty Manager's pack to the subsequent incumbent of the duty.

List A	List B	List C
Authorised Inner Underground Store Keyholders:  Chairman Vice Chairmen Hospitality Manager Kit Master	Keys to be collected from the previous Duty Manager in the preceding week:  Club Door Keys (2) Underground Store key First Aid room key Referees changing room key	Pitch allocations (when all sides are at home):  Under 16 – Pitch 2 half Under 15 – Pitch 2 Half Under 14 – Pitch 3 Half Under 13 – Pitch 3 Half Girls – Old Cricket Wicket Under 12 – Own Pitch Under 11 – Pitch 4 Half Under 10 – Pitch 4 Half Under 9 – Training area Under 8 – Dingly dell Under 7 – Dingly dell

Deborah J Morgan

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