

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	Schools Liaison Officer

PRIMARY FUNCTION:

To provide the single point of contact with Primary, Junior and Secondary schools within the Borough of Havant on behalf of Havant RFC Mini and Junior Section.

SECONDARY FUNCTIONS:

To be the Havant RFC Mini and Junior Section Active Sports Officer.

To co-ordinate all matters relating to Havant RFC Mini and Junior Section's submission for the Sports England 'Clubmark' and Rugby Football Union's Seal of Approval schemes.

Tasks:

As the Schools Liaison Officer:

- Attending monthly Havant RFC Mini and Junior Section Management Committee meetings if desired.
- Ensuring schools are kept informed as to points of contact at the Club that are relevant to the respective Year groupings of that school.
- Ensuring that prospective players notified to the Schools Liaison Officer are provided with sufficient details and joining instructions so as to enable prospective players to be introduced to the appropriate age group managers.

- Providing RFU issued marketing information to schools to encourage more young people to take up the sport.
- Providing nominated schools within the Borough, details of Havant RFC Mini and Junior Section initiatives concerned with the recruiting of new players to the Club.
- Liaising with Age Group Managers as may be required to arrange the loan of qualified coaches for rugby initiatives at nominated schools.

As the Active Sports Officer:

- Co-ordinating the production of information as is required to compile the Seal of Approval Assessment File. Where necessary this is to include the preparation of draft documents for Committee approval.
- Co-opting Management Committee Officers and members to contribute input necessary for the Seal of Approval Assessment File.
- Liaising with the Hampshire RFU Seal of Approval Assessment Officer.
- Liaising with the Sport England Active Sports Partnership & the RFU Regional Development Officer.
- Co-ordinating Active Sports training courses and managing the training programme for nominated Active Sports coaches.
- Co-ordinating Active Sports coaching activities at Havant RFC or in Havant Borough nominated schools.

Deborah J Morgan

Chairman
Havant Rugby Club Mini & Junior Section

28 January 2004

