

The background of the top section is a solid red color. A large, semi-transparent watermark of the Maidstone Football Club crest is visible, tilted diagonally. The crest features a shield with a lion rampant, a ship, and wavy lines representing water.

# **Maidstone Football Club**

# **Volunteer Role Description**

# **Compendium**

*Reviewed April 2018*

Teamwork **Respect** Enjoyment **Discipline** Sportsmanship



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## Maidstone Football Club

### President

#### **RESPONSIBILITIES:**

**OF ROLE:** The President is the figurehead and sets the tone of the whole club, working alongside the Chairman to ensure the smooth running of the club.

**TO:** Main Committee

**FOR:** The club and its members

#### **DUTIES:**

- Guide, support and advise other club officers and committee members on any club matters
- Attend the AGM and committee meetings
- Attend all first team games (or find someone to represent you) to encourage and support the players
- Make sure visiting club officials are made welcome at all home games
- Organise former player reunions
- Make sure your Club Vice Presidents Dinners are well-organised
- Set in place a succession plan for key club officials
- Hand over to the next President as smoothly as possible

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Tactful and discrete
- Well-versed in the running of the club
- Analytical and good at solving problems
- Familiar with good business practices and procedures
- Something of a bon viveur – charismatic and committed

#### **TIME COMMITMENT:**

Approximately 6 hours per week – mainly at weekends



## Maidstone Football Club

### Chairperson

#### **RESPONSIBILITIES:**

**OF ROLE:** There are two distinct functions of the Chairperson: the Executive role and the Ambassador role. To chair the meetings and act as principal officer throughout the year by making decisions whenever the need arises in consultation with other officers when appropriate. To attend meetings in a neutral and uncommitted capacity to enable the group to have a discussion with a neutral person in the Chair.

**TO:** Main Committee

**FOR:** The club and its members

#### **DUTIES:**

- To 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 in the club
- Manage other club officers to ensure the delivery of their responsibilities
- Ensure that the club structure and responsibilities are transparent and available to the membership
- Represent (or arrange a representative for) the club on the CB Committee
- Chair and manage the Exec Committee and monthly club meetings
- Encourage community links
- Attend meetings with our landlords
- Liaise and maintain existing links with our Landlord's representatives
- Reply promptly to emails concerning the running of the club
- Working with and supporting Constituent Bodies
- Attend all first and second team home games (or find someone to represent you at 1<sup>st</sup> team away games) to encourage and support the players

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Leadership and management skills – to encompass;
  - Setting objectives
  - Planning and organising
  - Controlling and setting standards
- Ability to be objective
- Good communication skills
- Good motivator

#### **TIME COMMITMENT:**

Approximately 8 to 10 hours per week dependent on the time of year



## Maidstone Football Club

### Deputy Chairperson

#### RESPONSIBILITIES:

**OF ROLE:** To deputise for the Chairman in both the Executive role and the Ambassador role when appropriate. To chair meetings and act as principal officer in the absence of the Chairman whenever the need arises in consultation with other officers when appropriate.

**TO:** Main Committee

**FOR:** The club and its members

#### DUTIES:

- To assist the Chairman where appropriate in providing direction for the club by effective leadership and management
- To assist the Chairman in monitoring and evaluate the progress of agreed actions both short term and strategic
- Assist in managing other club officers to ensure the delivery of their responsibilities
- To lead in specific projects to the benefit of the club as directed by the Chairman
- Chair and manage the Exec Committee and monthly club meetings in the absence of the Chairman
- Encourage community links
- Assist the Chairman in working with and supporting Constituent Bodies.

#### IDEAL/KEY SKILLS FOR ROLE:

- Leadership and management skills – to encompass;
- Setting objectives
- Planning and organising
- Controlling and setting standards
- Ability to be objective
- Good communication skills
- Good motivator

#### TIME COMMITMENT:

Approximately 2 to 3 hours per week



## Maidstone Football Club

### Finance Committee Chairperson

#### RESPONSIBILITIES:

**OF ROLE:** The Chairman of the Finance Committee is responsible for the ensuring the competent management of the club's accounts and its financial dealings. To attend meetings in a neutral and uncommitted capacity to enable the group to have a discussion with a neutral person in the Chair.

**TO:** Main Committee

**FOR:** The financial management of the club.

#### DUTIES:

- To chair and manage the Finance Committee
- Supervise the finances of the rugby club
- Monitor and evaluate the financial position of the club at all times and keep the committee informed of all financial trends and areas of concern
- Ensure insurances are renewed annually
- Be responsible for the supervision of and ensuring that adequate records are kept regarding the clubs financial transactions
- Monitor the clubs cash flow.
- Financial planning, including overseeing the production of an annual budget and monitoring it throughout the year
- To ensure the submission of any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, tax returns, grant aid reports)
- Ensure club has paid RFU and Constituent Body affiliation fee

#### IDEAL/KEY SKILLS FOR ROLE:

- Leadership and management skills – to encompass;
  - Setting objectives
  - Planning and organising
  - Controlling and setting standards
- Ability to be objective
- Working knowledge of financial management
- Good communication skills
- Good motivator
- Confident in handling figures
- Prepared to make instant decisions relating to the finances of the club when necessary
- **TIME COMMITMENT:** Approximately 2 hours per week – increasing around Financial Year End



## Maidstone Football Club

### Hon Treasurer

#### RESPONSIBILITIES:

**OF ROLE:** The Treasurer is responsible for the management of the club's accounts and its financial dealings.

**TO:** Main Committee

#### DUTIES:

- Look after the finances of the rugby club
- Be fully aware of the financial position of the club at all times and keep the committee informed of all financial trends and areas of concern
- Renew insurances annually
- Issue receipts and promptly deposit all monies received
- Be responsible for ensuring that adequate records are kept regarding the clubs financial transactions
- Manage the clubs cash flow and maintain a working level of petty cash
- 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 NI returns, tax returns, grant aid reports)
- Ensure club has paid RFU and Constituent Body affiliation fee
- Chair the finance meetings
- Prepare and monitor costs against a forecasted budget and to report on and react to slippage in a timely manner.
- submit the NEST pension records & update staff of their entitlement to pensions on an annual basis.
- Ensure the club is compliant with pension requirements.

#### IDEAL/KEY SKILLS FOR ROLE:

- Bookkeeping and accounting knowledge
- IT/PC Literate
- Knowledgeable about VAT, returns and rules
- Be aware of investment opportunities
- Well organised, able to keep records
- Careful when handling money and cheques
- Confident in handling figures
- Prepared to make instant decisions relating to the finances of the club when necessary

#### TIME COMMITMENT:

- Approximately 3 hours per week – increasing around Financial Year End



## **Maidstone Football Club**

### **International Ticket Coordinator**

#### **RESPONSIBILITIES:**

**OF ROLE:** To organise the allocation and distribution of tickets to MFC Members for the Autumn International Matches and the Six Nations Championship.

**TO:** Director of Finance.

#### **DUTIES:**

- To arrange the advertisement of the availability of the tickets to the MFC Members.
- To obtain ticket applications from MFC Members.
- Liaise with finance committee with regard to issue of demands for payment.
- To complete the RFU ticket application forms and return them to the RFU.
- To record and distribute tickets to the MFC Members who have been allocated tickets by the MFC Committee.
- To liaise with finance committee with regard to refund payments to MFC Members who have not been allocated tickets.

#### **LIAISE WITH:**

- Finance Committee
- Advertising & Sponsorship Coordinator

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good organisational skills

#### **TIME COMMITMENT:**

Approximately 10 hours per season.





## **Maidstone Football Club**

### **Membership Secretary**

#### **RESPONSIBILITIES:**

**OF ROLE:** To encourage all class of membership, control subscription income and administer membership records.

**TO:** Hon Treasurer.

#### **DUTIES:**

- Actively foster ideas which will attract new members into the club.
- Maintain an accurate membership database.
- Provide an up-to-date membership register on the Club premises and furnish copies to Management Committee Members on request.
- Liaise with Team Captains/Mangers regarding new members and current member amendments.
- Distribute subscription reminders.
- Monitor and maintain subscription income (via cash, cheque, standing Order and Direct Debit) received and maintain records of payment.
- Distribute by post or email, membership card and a copy of Club Rules to new members.

#### **LIAISE WITH:**

- Hon Treasurer
- Team Managers & Captains

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good organisational skills

#### **TIME COMMITMENT:**

Approximately 2 hours per week.



## Maidstone Football Club

### Sponsorship & Advertising Officer

#### RESPONSIBILITIES:

**OF ROLE:** To be directly responsible for sponsorship and fundraising opportunities for the club, its activities and events.

**TO:** Main Committee

**FOR:** Other volunteer fundraisers

#### DUTIES:

- Ensure all materials required for fundraising are ordered and available
- Provide invoicing details to the Treasurer for subsequent action
- Identify all available sponsorship opportunities and methods of accessing funding through partner agencies
- Prepare submissions and all supporting material and present sponsorship and advertising proposals to interested parties
- Ensure that all commitments are provided according to the terms of the respective sponsorship agreement
- Maintain accurate records of all sponsorship, advertising and donation revenue secured
- If necessary, form a Sponsorship and Advertising Sub-Committee

#### LIAISE WITH:

- Hon Treasurer
- Club Credit Controller

#### IDEAL/KEY SKILLS FOR ROLE:

- Confident and effective communicator
- Creative and innovative
- Enthusiastic and a good motivator
- Financial or marketing background (not essential)

#### TIME COMMITMENT:

- Approximately 3-6 hours per week



## Maidstone Football Club

### House Operations (Bar) Manager

#### RESPONSIBILITIES:

**OF ROLE:** The management of the club's bar facilities on matchday and at other events and functions nominated by the committee

**TO:** Main Committee

**FOR:** Additional Bar Staff

#### DUTIES:

- Provide/organise the provision of bar requirements for all matches, events and social occasions.
- Liaise with Catering Manager, Fundraising Secretary, Social Secretary, Fixtures Secretary and Treasurer.
- To ensure the delivery of friendly, efficient customer service and to create a warm and welcoming atmosphere to all Club members and those who visit the Club.
- To make sure that the kitchen and bar are adequately stocked by instigating appropriate stock control and ordering procedures.
- To make sure that all areas are clean, tidy and meet member expectations and Health & Safety matters are adhered to.
- To make sure that all relevant operations comply with relevant health and safety requirements and insurances.
- To ensure the liquor licence laws are upheld and to ensure responsible behaviour is upheld in the Club House and relevant areas at all times.
- To hire, control and oversee bar, catering and cleaning staff to ensure that they work diligently and honestly at all times.
- To manage bar and kitchen staff and to make sure that they are adequately trained and/or qualified.
- To implement catering arrangements for players, spectators and special events.
- To keep clear and accurate financial records, as prescribed by the Honorary Treasurer.
- To operate in accordance with the Club Security Guidelines at all times.
- Assist in achieving financial targets as prescribed by the House Chair.

#### IDEAL/KEY SKILLS FOR ROLE:

- Good communication and organisational skills
- Knowledge of bar management skills desirable
- Experience with handling money and stocks

#### TIME COMMITMENT:

A few hours a week when bar facilities are required and the weekly provision of match teas throughout the season



## **Maidstone Football Club**

### **Catering Manager**

#### **RESPONSIBILITIES:**

**OF ROLE:** The management of the club's catering facilities on match days and at other events and functions nominated by the committee

**TO:** Main Committee

**FOR:** Additional Catering Staff

#### **DUTIES:**

- Organising and running of club catering; including staffing, ordering, stock control, security, monitoring of prices/sales, signing in of visitors, control of takings
- Provide/organise the provision of catering requirements for all matches, events and social occasions
- To ensure cleanliness and Health & Safety matters are adhered to
- Liaise with Bar Manager, Fundraising Secretary, Social Secretary, Fixtures Secretary and Treasurer

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good communication and organisational skills
- Knowledge of food hygiene procedures and catering management skills desirable
- Experience with handling money and stocks

#### **TIME COMMITMENT:**

A few hours a week when catering facilities are required and the weekly provision of match food throughout the season



## Maidstone Football Club

### Grants Manager

#### RESPONSIBILITIES:

**OF ROLE:** As the Grants Manager for the club you will be responsible for identifying, applying for, and following up, grant applications. There is a vast array of opportunities to increase investment in the club, and it is the role of the Grants Manager to identify and make the most of these opportunities. A successful Grant Manager has the opportunity to make a massive difference to the club's resources.

**TO:** Main Committee

**FOR:** Assistant Grant Manager (if appropriate) – ideally this role should be divided to cover large Capital Project Grants and the more routinely available low level grant funding opportunities.

#### DUTIES:

- Liaise with a wide range of grant funding bodies (local Government, RFU, Sport England, SportsMatch) in order to identify potential funding sources.
- Liaise with the Executive Committee and respective project committees to identify club funding requirements which may qualify for grant funding.
- Ensure grant application efforts are appropriately directed and realistic.
- Explore opportunities, assemble appropriate supporting information and apply for grants to assist club funds.
- Follow up all grant applications by liaising with the funding body to ensure the smooth and timely processing of the application.
- Liaise with the Treasurer and Executive Committee to ensure that the approved funds are utilised appropriately.
- Regularly review this job description and ensure it remains appropriate and ensure the next person taking over the role is prepared and the transfer is completed smoothly with the minimum of disruption.

#### IDEAL/KEY SKILLS FOR ROLE:

- Well organised and methodical.
- Enthusiastic & Motivating.
- An effective communicator – both written and oral.
- Ideally experienced in the finance industry or project management.

#### TIME COMMITMENT:

- Approximately 2 hours per week – dependent on projects and grants being pursued



## Maidstone Football Club

### Hon Secretary

#### RESPONSIBILITIES:

**OF ROLE:** The main purpose of this role is that of principal administrator of the club. The Hon Secretary carries out all the administrative duties that enable the club and its members to function effectively. It is a pivotal role within the club with a close involvement in the general running of the club. The Hon. Secretary provides the main point of contact for people within and outside the club on just about every aspect of the club's activities.

**TO:** Main Committee

**FOR:** Assistant Secretary (If Appropriate)

#### DUTIES:

- Provide an open communication link between the committee, sub-committees, members and other clubs and leagues
- Record, manage and ensure action on all inward and outward club correspondence including legal and insurance matters and acknowledge where necessary.
- Provide such club details as required by the RFU and CB and maintain records of all members and former members of the club
- Ensure all relevant forms and publications are distributed to the responsible officers and available to members where applicable
- Represent the club, with the Chairman, on the CB Committee
- Organise AGM, Exec Committee and Club meetings, prepare agendas, reports and papers and take minutes.
- Communicate all matters of importance from the league/CB/RFU to the committee and club members; maintaining a sound knowledge of all league/CB/RFU rules and regulations

#### IDEAL/KEY SKILLS FOR ROLE:

- Good management skills
- Confident and effective communicator
- Good administration skills
- Well organised and conscientious
- Good IT skills
- Good working knowledge of meeting procedures

#### TIME COMMITMENT:

- Approximately 6 hours per week. Many of these will be at the weekend and in evenings



## Maidstone Football Club

### RFU Accreditation Coordinator

#### RESPONSIBILITIES:

**OF ROLE:** To coordinate the activities of MFC to ensure that the Club meets, and where possible exceeds, the minimum requirements laid down by the RFU to ensure that the Club retains its Seal of Approval accreditation.

**TO:** Director of Governance

#### DUTIES:

- To act as the interface between the Club and the RFU in all matters relating to the Seal of Approval.
- To work with the MFC Officers to coordinate the production of the RFU Accreditation/Seal of Approval Evidence File for the RFU Accreditation Audit conducted by the RFU.
- To input into the development of the MFC Strategic Plan to ensure that it includes the necessary activities to ensure the minimum requirements laid down by the RFU to maintain the Clubs Seal of Approval accreditation are met.
- To review the MFC Policy Documents at the end of each season and update them as required to ensure that they reflect any changes in UK Law and RFU policies and procedures.
- To ensure that the MFC Policy Documents are published on the MFC Website and available in the RFU Accreditation/Seal Of Approval Folder.
- To work with the MFC Officers to ensure that Key Policies (e.g. Accident Policies and Procedures) are communicated to Coaches, Players, Parents/Carers and MFC Members.

#### IDEAL/KEY SKILLS FOR ROLE:

- Good management skills.
- Able to manage 'virtual' teams.
- Confident and effective communicator.
- Good administration skills.
- Well organised and conscientious
- Good IT skills
- Good working knowledge of meeting procedures

#### TIME COMMITMENT:

- 20 – 40 hours per annum with activity concentrated at the end of the season when the Seal of Approval Audit takes place. The time commitment may increase if significant changes need to be made to the MFC Policy Documents.



## **Maidstone Football Club**

### **Health & Safety Officer**

#### **RESPONSIBILITIES:**

**OF ROLE:** Ensure that all first aid practices within the club are appropriate and up to date.

**TO:** Club Committee

**FOR:** Club first aiders

#### **DUTIES:**

- Risk assess all activities to determine appropriate level of first aid provision
- Recommend training to achieve and maintain required numbers of appropriately skilled volunteers
- Ensure provision of First Aid during incidents
- Ensure emergency procedures are communicated and adhered to
- Ensure First Aid equipment is functional and kit is stocked
- Maintain confidential database of player medical details
- Complete incident/injury reports where necessary in line with RFU regulations
- Promote the welfare of all club members in accordance with RFU and club policy (e.g. management of concussion injuries)

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Background in health care
- First aid qualification
- Enthusiasm to improve and develop first aid practices

#### **TIME COMMITMENT:**

- 2 hours per week
- Dependant on other first aid trained members and matches/events/courses taking place





## Maidstone Football Club

### Volunteer Coordinator

#### **RESPONSIBILITIES:**

**OF ROLE:** The Club Volunteer Coordinator is responsible for the recruitment, training and retention of the club's volunteers.

**TO:** Main Committee

**FOR:** All those who volunteer within the club

#### **DUTIES:**

- Assess the personnel needs of the club on an annual basis; taking into account regular duties as well as special events
- Develop a recruiting plan that identifies all possible recruiting sources
- Understand the nature of volunteering and what motivates people to volunteer
- Recruit volunteers and, where possible, place them in roles that suit their background, skills or wishes
- Organise initial orientation and, where possible, ongoing training
- Keep club volunteers informed of all club activities and events
- Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- Ensure appropriate recognition of volunteers, including nomination for RFU recognition awards
- Ensure a policy of open recruitment is implemented when advertising for, and appointing, volunteers

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Approachable and a good listener
- Confident and effective communicator
- Good organisational skills and ability to delegate
- Enthusiastic and a good motivator

#### **TIME COMMITMENT:**

Approximately 2-3 hours per week



## Maidstone Football Club

### Safeguarding & Welfare Officer

#### RESPONSIBILITIES:

**OF ROLE:** Provide leadership in the Safeguarding of Young People in Rugby Union within MFC.

**TO:** Director of Rugby / Fixture Secretary / Coach

**FOR:** Relevant team(s)

#### DUTIES:

- Maintaining key relationships with the CB Welfare Manager (CBWM) and local safeguarding partners
- Develop the clubs own 'Safeguarding Young People in Rugby Union' policy and procedures in conjunction with the RFU policy and circulate & promote the RFU or clubs Codes of Conduct;
- Be visible and approachable to all club members and ensure your contact details are available to all young people, parents and club personnel and that these are posted on club notice boards and on the club website and registered on GMS;
- In conjunction with the CBWM, develop an effective CRB processing system within the club to ensure that all individuals working with young people undertake a CRB application every three years (and hold a Vetting & Barring Scheme check);
- To co-ordinate a programme of training, in conjunction with CBWM and/or RDO, for club personnel, including club management committee, involved in working with young people (i.e. Safeguarding & Protecting Young People in Rugby Union courses);
- To ensure that all safeguarding issues and incidents involving adult(s) and children/ young people under 18 are reported promptly to the CBWM (or RFU Safeguarding team in their absence);
- Have contact details for local statutory agencies (police/social services etc.) and liaise as necessary;
- To ensure that the club has an induction pack, which includes the club safeguarding/child protection policy, for new mini & youth players and that all parents sign for its receipt;
- Be aware of individual children's special educational or medical needs and the need to inform appropriate club age-group coaches/managers;
- To be an active or co-opted member of club management committee;
- To ensure that the clubs first aid coordinator complies with RFU medical/first aid protocols
- To monitor club website for inappropriate content and report/amend as appropriate;
- To be involved in a club's RFU Accreditation and to verify and confirm the information provided to the RDO is correct; and
- To distribute literature, electronic communication and new developments concerning the safeguarding of young people to club personnel as appropriate.

#### IDEAL/KEY SKILLS FOR ROLE:

- Background in child protection from any of the statutory agencies (Police, Social Services, Children's Services)
- Empathy, Approachability, Good sense of humour, Objectivity, Attention to detail
- Resilience and dedication to the cause of safeguarding young people under the age of 18.

#### TIME COMMITMENT:

- 5-10 hours per week



## Maidstone Football Club

### Discipline Officer

#### RESPONSIBILITIES:

**OF ROLE:** To maintain the standards of discipline within the Club by investigating and dealing any allegations of foul play or misconduct fairly, consistently and efficiently and in line with the RFU Disciplinary Regulations.

**TO:** Club Committee/County Disciplinary Panel/RFU

**FOR:** Club Disciplinary Panel

#### DUTIES:

- Deal with all misconduct charges within the club
- Convene internal club disciplinary hearings for players either sent off or cited in accordance with Disciplinary Regulation 2.2
- To be responsible for all discipline queries in conjunction with the CB Discipline Secretary.
- To provide information to the club members and players in relation to disciplinary matters
- Liaise with CB Discipline Officer/RFU regarding disciplinary matters involving the club
- Update club website with any issues relating to discipline

#### IDEAL/KEY SKILLS FOR ROLE:

- Legal background or attendance at a RFU Disciplinary Conference
- Experience of playing rugby
- Good interpersonal skills.

#### TIME COMMITMENT:

- 2 hours per week
- Dependant on frequency of disciplinary issues arising



## Maidstone Football Club

### House Chairperson

#### RESPONSIBILITIES

**OF ROLE:** To run the day to day operations of the house. Ensure that the premises are clean and fit to open for players/guests as well as manage the bar & kitchen staff. To be the face of the house and keep a detailed diary of all events happening at the club.

To maintain the Clubs facilities in a manner which promotes a safe and enjoyable environment for children and adults.

**TO:** The Chair of House is member of the Committee and is directly responsible to the Chairman for all issues relating to the 'House' matters and operations.

**SCOPE:** The term 'House', to include the following facilities:

1. The Club-house in its entirety
2. The Tabernacle
3. The Car Parking Area (hard standing area outside the Club)

#### DUTIES:

- Manage the bar and kitchen staff.
- Report on day-to-day activities via a report to be presented at monthly Committee Meetings
- Liaise with Honorary Treasurer to keep bar/kitchen staff working hours within limits
- Determine staff needs and recruit staff
- Delegate duties and tasks to staff to meet objectives and maximize resources
- Set and monitor quality and service standards for staff
- Communicate club policy, standards and procedures to staff
- Direct and manage staff members to meet standards and objectives
- Ensure staff operate within club policies
- Oversee the preparation and presentation of beverages to meet set standards
- Resolve customer complaints promptly
- Monitor cleanliness and hygiene of the bar & kitchen area
- Promote & practice compliance with fire, health, safety & hygiene standards
- Oversee accurate cash-up procedures and ensure necessary paperwork is complete
- Ensure adherence to cash management procedures
- Ensure adherence to stock control procedures
- Monitor and order supplies
- Liaise with suppliers and sales representatives
- Make certain all deliveries are checked in correctly and documentation is correct
- Check stock is correctly rotated and stored to reduce wastage
- Oversee the bar display to maximize functionality and attractiveness
- Set, monitor and control budget for the beverage unit/bar
- Plan and implement systems to maximize sales and revenue
- Assist with organising promotional activities
- Implement improvements for products and service
- Be the main contact and maintain good relationship with Mote CC Chair of House
- Responsible for cleaning the facility which includes, but not limited to;
  - Cleaning of tables, toilets, changing rooms
  - Washing of floors

- Cleaning of bar area including glasses, T-bars etc...
- Washing and drying of playing shirts after matches
- Assist with the planning and organising of pre-match & VP lunches
- To take party bookings and work to give the best possible service to the client

**IDEAL / KEY SKILLS FOR THE ROLE:**

- Previous bar management experience
- Customer service experience
- Accounting knowledge
- Health & Safety experience / understanding
- Organisational skills



## Maidstone Football Club

### Grounds Manager

#### **RESPONSIBILITIES:**

**OF ROLE:** To maintain club grounds/facilities throughout the year to ensure that matches can take place. To ensure that the rules and regulations regarding club pitches are respected and observed.

**TO:** Main Committee

#### **DUTIES:**

- Outdoor work involving the preparation, cutting, watering and marking out of rugby pitches throughout the year
- To provide good quality rugby pitches for the club and for the players within that club
- To ensure efficient running and operation of the ground and its outdoor facilities
- Ensure that the playing surface is in good order at all times
- Ensure that the goalposts are in good order at all times
- Ensure that all grounds maintenance equipment is in safe working order
- Ensure that the ambulance access is maintained at all times
- Risk Assessment

#### **IDEAL/KEY SKILLS FOR ROLE**

- Experience of grounds keeping or large scale gardening / landscaping
- Interest in grounds-keeping and love of the outdoors
- Working knowledge of machines and engine maintenance (this can be obtained via IOG Groundsman Course training available from the RFU)

#### **TIME COMMITMENT:**

- Approximately 2-3 hours per week



## Maidstone Football Club

### Director of Rugby

#### RESPONSIBILITIES:

**OF ROLE:** To oversee all rugby playing activities at all senior levels.

**TO:** Main Committee

#### DUTIES:

- To provide direction and mentorship to the senior coaches.
- To be the guardian of the playing budget.
- To develop and deploy the policies controlling the playing of rugby at the club (e.g. Selection Policy)
- To attend the Committee Meetings and represent the interests of the Senior sections of the club.
- To liaise with the Youth Rugby Manager regarding the Junior and Mini sections.
- To liaise with the Club Chairman to meld the rugby and administrative outlook for the club.
- To ensure that the club has active plans for coach & player development, as well as player & coach recruitment which is reviewed and discussed with the Committee.
- To ensure that the minimum standards laid down in the Seal of Approval relating to the playing of rugby are met.
- To ensure that all of the following key posts are covered:
  - Head Coach
  - Assistant Coaches
  - 1<sup>st</sup> XV (Club) Captain.
  - Senior Team Captains
  - Chairman of Selectors
  - Physiotherapy Support
  - School Liaison Officer
  - Coaching Coordinator
  - Referee Coordinator
  - Senior Fixture Secretary

#### IDEAL/KEY SKILLS FOR ROLE:

- Highly motivated and enthusiastic
- Ability to lead, motivate and direct the activities of a team.
- Experience as a player and a coach.
- Good management skills.
- Confident and effective communicator.
- Good working knowledge of meeting procedures

#### TIME COMMITMENT:

5-6 hours/week



## **Maidstone Football Club**

### **Club Coaching Co-ordinator**

#### **RESPONSIBILITIES:**

**OF ROLE:** To co-ordinate all coach training and development

**TO:** Rugby Committee

#### **DUTIES:**

- To be a point of contact at the club for RFU Coaching Dept
- To be a contact at the club for all Club Coaches
- To have a clear understanding of the RFU Coaching structure and available courses
- To actively promote all RFU courses (Foundation, Award and CPD Courses)
- Consider the implementation of or initiate a Club Coaching Development Plan.
- To identify needs and liaise with CB Coaching Committees, Community Rugby Coach and Club Coach Developer for the delivery of specific Foundation & CPD courses at the club
- To identify personnel for Coach Developer Training
- To assist the game in gathering information and reporting on Playing Development projects

**IDEAL/KEY SKILLS FOR ROLE:** Understanding of the role of senior, junior and mini coach. Familiarity with RFU Coach Training Programme. Good administration and communication skills

#### **TIME COMMITMENT:**

- 1-2 hours/week





## **Maidstone Football Club**

### **Club Referee Co-ordinator**

#### **RESPONSIBILITIES:**

**OF ROLE:** To co-ordinate all Referee Training and development at the club

**TO:** Rugby Committee

#### **DUTIES:**

- To be a point of contact at the club for Referees Society
- To be a contact at the club for all Club Referees
- To have a clear understanding of the RFU Referee structure and available courses
- To actively promote all RFU Referees Courses
- Consider the implementation of or initiate a Club Referee Development Plan.
- To identify needs and liaise with Referees Society for the delivery of courses
- To identify personnel for Referee Developer Training
- To assist the game in gathering information and reporting on Referee Development projects

**IDEAL/KEY SKILLS FOR ROLE:** Experience as a referee, good administrative skills

#### **TIME COMMITMENT:**

- 1 hour/week



## **Maidstone Football Club**

### **Schools Liaison Officer**

#### **RESPONSIBILITIES:**

**OF ROLE:** To establish and maintain links with all schools within the catchment area in order to promote the playing of rugby

**TO:** Rugby Committee

#### **DUTIES:**

- Identify schools within catchment area
- Establish links with the relevant contacts at the school (usually the Head and the Sports Dept)
- Act as link and point of contact for all schools with MFC
- Promote the playing of rugby and MFC to all schools
- Organise events to promote rugby and MFC at the club and support any at the school

**IDEAL/KEY SKILLS FOR ROLE:** A background in education, experience as a mini/junior coach, good communication skills

#### **TIME COMMITMENT:**

- 1-2 hours/week



## Maidstone Football Club

### Youth Chairman

#### **RESPONSIBILITIES:**

**OF ROLE:** Responsibility for the effective running of the club's Mini, Junior & Youth Sections.

**TO:** Main Committee

#### **DUTIES:**

- Ensure the Club's compliance with regard to the RFU requirement for Disclosure and Barring Service (DBS) checks to be completed on all adults working with members of the Youth Section.
- Ensure that at least one adult from each age group has attended an RFU approved Child Safeguarding course.
- Ensure that the Club has a Welfare & Safeguarding Officer.
- Ensure that the Club has a Child Protection Policy in line with that proposed by the RFU and that all adults working with members of the Youth Section and parents of players are aware of its contents.
- Ensure the Club's compliance with regard to the RFU requirement for all youth section members to be registered with the RFU.
- Ensure that the Club's policies are available to all members
- Ensure appropriate coach cover during the season
- Responsibility for the provision of training and playing kit in association with club procurement officer
- Manage playing and training pitch allocations in conjunction with ground chair
- Ensure each team has adequate first aid cover and first aid kits
- Promote attendance on a range of coach and rugby related courses
- Chair regular committee meetings, issue minutes & actions
- Ensure everyone associated with the Youth Section are aware of and maintain expected levels of discipline and behavior
- Manage discipline cases with the club, Kent Rugby and RFU as appropriate
- Represent Youth Section on Senior Club Committee and adhoc Executive committees
- Manage independent income & expenditure for section with appropriate bank account
- Promote team, section and club sponsorship opportunities
- Organise Team, Section and Club social events
- Liaise with other sections of the club
- Deal with issues raised by the coaches, parents or players
- Maintain a visible presence at coaching sessions and social events
- Encourage links with schools in the local community to promote rugby and the Club
- Liaise with other Clubs as required
- Ensure appropriate publicity liaison either direct or through the senior club
- Liaise with the senior club with regard to fund raising opportunities
- Liaise with other agencies, i.e. School Sports Partnership and Maidstone Borough Council Sports Development Unit

**IDEAL/KEY SKILLS FOR ROLE:**

- Good organizational skills
- Enthusiastic and a good motivator
- Approachable
- Leadership
- Influencing skill
- Experience of playing rugby
- Good interpersonal skills

**TIME COMMITMENT:**

- 8 to 10 hours a week plus time on organizing specific events



## Maidstone Football Club

### Senior Fixture Secretary

#### **RESPONSIBILITIES:**

**OF ROLE:** To ensure that fixtures are arranged, establish a fixture list for the whole season and confirm or re-arrange fixtures during the season.

**TO:** Main Committee

#### **PRE-SEASON DUTIES:**

- Receive fixtures from league and competitions
- Liaise with the other Fixture Secretaries to offer and receive friendly fixtures
- Create the fixture list for all teams within the club
- Liaise with the Kent RFU Invicta and Rural & West Kent League Coordinators
- Liaise with other sections of the club in respect of other commitments (fixtures and events)
- Oversee production of the fixture card
- Forward lists of fixtures to CB Referee Society Appointments Secretary
- Book additional pitches and facilities for the season (Maidstone Leisure Centre).

#### **IN-SEASON DUTIES:**

- To confirm upcoming fixtures with scheduled opposition.
- Inform players, coaches and officials if any changes in schedule occur
- Confirm availability of pitch & club facilities for upcoming fixtures
- Liaise with other sections of the club in respect of changes
- To ensure an up to date fixture list is displayed on the club notice board taking into account changes as they occur.
- Report match results to appropriate body (if not the responsibility of the appointed league contact or other committee member)

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good communication skills
- Well organised

#### **TIME COMMITMENT:**

- Approximately 2-4 hours per week



## Maidstone Football Club

### Junior Fixture Coordinator

#### **RESPONSIBILITIES:**

**OF ROLE:** To ensure that fixtures are arranged, establish a fixture list for the whole season and confirm or re-arrange fixtures during the season.

**TO:** Main Committee

#### **PRE-SEASON DUTIES:**

- Receive fixtures from league and competitions
- Liaise with the other Fixture Secretaries to offer and receive friendly fixtures
- Create the fixture list for all teams within the club
- Liaise with other sections of the club in respect of other commitments (fixtures and events)
- Oversee production of the fixture card
- Forward lists of fixtures to CB Referee Society Appointments Secretary
- Book pitches and facilities for the season.

#### **IN-SEASON DUTIES:**

- To confirm upcoming fixtures with scheduled opposition.
- Inform players, coaches and officials if any changes in schedule occur
- Confirm availability of pitch & club facilities for upcoming fixtures
- Liaise with other sections of the club in respect of changes
- To ensure an up to date fixture list is displayed on the club notice board taking into account changes as they occur.
- Report match results to appropriate body (if not the responsibility of the appointed league contact or other committee member)

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good communication skills
- Well organised

#### **TIME COMMITMENT:**

- Approximately 2-4 hours per week



## Maidstone Football Club

### Mini (Tag Rugby) Fixture Coordinator

#### **RESPONSIBILITIES:**

**OF ROLE:** To ensure that fixtures are arranged, establish a fixture list for the whole season and confirm or re-arrange fixtures during the season.

**TO:** Main Committee

#### **PRE-SEASON DUTIES:**

- Receive fixtures from league and competitions
- Liaise with the other Fixture Secretaries to offer and receive friendly fixtures
- Create the fixture list for all teams within the club
- Liaise with other sections of the club in respect of other commitments (fixtures and events)
- Oversee production of the fixture card
- Forward lists of fixtures to CB Referee Society Appointments Secretary
- Book pitches and facilities for the season.

#### **IN-SEASON DUTIES:**

- To confirm upcoming fixtures with scheduled opposition.
- Inform players, coaches and officials if any changes in schedule occur
- Confirm availability of pitch & club facilities for upcoming fixtures
- Liaise with other sections of the club in respect of changes
- To ensure an up to date fixture list is displayed on the club notice board taking into account changes as they occur.
- Report match results to appropriate body (if not the responsibility of the appointed league contact or other committee member)

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good communication skills
- Well organised

#### **TIME COMMITMENT:**

- Approximately 2-4 hours per week



## **Maidstone Football Club**

### **Head Coach**

#### **RESPONSIBILITIES:**

#### **OF ROLE:**

- To utilise coaching and management skills efficiently and effectively to develop and enhance individual players to fulfil their potential and make a maximum contribution to the team environment.
- To engender and promote success by providing an enjoyable and rewarding rugby experience through positive coaching and aligned philosophies.
- To ensure that senior coaches have the opportunity to develop & extend their coaching skills through coordinated and planned activities.
- To assist the Director of Rugby in the development of the playing side of the Club with aim of maximising performance and results.

**TO:** Rugby Committee

#### **DUTIES:**

- To work towards the objectives and targets as agreed with the Director of Rugby
- To build and maintain a strong relationship with the Director of Rugby and senior coaches.
- To deliver and manage coaching as directed by the Director of Rugby and in accordance with the Coach's Club Conduct.
- To establish and maintain a comprehensive schedule of coaching and to provide records of participation at coaching sessions.
- To take a professional approach to the planning, preparation and organisation of training sessions include the development of annual training plans and individual coaching session planners.
- To ensure adequate health and safety processes and procedures are in place to support players and their development.
- To evaluate coaching sessions and to provide regular feedback on individual and team performance to players.
- To ensure that all players conform to the standards and behaviours expected of all Club Players in accordance with the Player Code of Conduct
- To supervise and provide coaching input as required on Tuesday and Thursday senior coaching evenings during the on and off-season.
- To supervise and manage the 1<sup>st</sup> XV team and support staff on match days.
- To keep up-to date with all relevant law changes and the development of techniques as part of their own personal development and that of the players.
- To undertake any other necessary and relevant duties under the direction of the Director of Rugby

#### **IDEAL/KEY SKILLS FOR ROLE:**

It is desirable that candidates should have at least 3 years previous experience of coaching a senior rugby team and have achieved or be working towards a Level 3 RFU coaching qualification.

- Sound knowledge and understanding of the game and the operation of club rugby union
- High level communication skills
- Ability to engage with all players & coaches irrespective of their ability



- Ability to demonstrate a thorough approach to the coaching, management and development of others.
- **TIME COMMITMENT:** Approximately 10 hours per week



## Maidstone Football Club

### 1<sup>st</sup> XV Team Manager

#### **RESPONSIBILITIES:**

**OF ROLE:** Represents the team on behalf of club management and ensures all team members are kept up to date with club requirements

**TO:** Head of Playing / Fixture Secretary / Head Coach

**FOR:** Relevant team(s)

#### **DUTIES:**

- Ensure that all players are correctly registered prior to the first game
- Liaise closely with Hon. Secretary to ensure that appropriate information has been provided by each player
- Ensure the safe keeping of player registration cards
- Responsible for correctly completing team sheet and information before matches
- Responsible for all club kit given to the team and ensure its prompt return at the end of the season
- Ensure that all players are correctly attired for each game
- Arrange for team jerseys to be washed each week and are available for the next match
- Ensure all players and parents know when and where they are playing each week
- Represent the team at all club meetings

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good organisational skills
- Enthusiastic and a good motivator
- Approachable
- Good timekeeping skills

#### **TIME COMMITMENT:**

- 5-10 hours per week



## Maidstone Football Club

### Chairman of Selectors

#### ROLE DESCRIPTION

**RESPONSIBLE TO:** Head of Playing

**RESPONSIBLE FOR:** Senior Team Captains  
Team Secretaries  
All Players

#### KEY OBJECTIVES:

- To utilise management skills efficiently and effectively to develop and enhance the playing side of the Club at all levels with the aim of maximising performance and results.
- Manage an organised team structure to provide competitive rugby for all levels and abilities across the senior teams.
- To engender and promote success by maintaining open channels of communication with Captains and Players throughout the Senior Teams.
- To assist the Head of Playing in the development of the playing side of the Club with aim of maximising performance and results.

#### KEY DUTIES:

- To work towards the objectives and targets as agreed with the Head of Playing
- To build and maintain a strong relationship with the Head of Playing, Head Coach and Team Captains.
- To deliver and manage the Selection process as directed by the Head of Playing and in accordance with the club's Selection Policy.
- To establish and maintain a comprehensive Selection schedule and to provide records of participation and selection at Selection Committee Meetings.
- To evaluate coaching sessions and match day performances and provide regular feedback on individual and team performance to Team Captains, Coaches and the Head of Playing.
- To act as an independent arbitrator for player complaints and grievances, whether from the 1<sup>st</sup> XV Senior Players Group, Development Squad or individual players, to ensure that issues are dealt with effectively and addressed fairly, in line with the clubs Complaints Procedure.

#### KEY RESPONSIBILITIES:

- Ensure that all players, coaches and officials conform to the standards and behaviours expected of all Club representatives in accordance with the Clubs Codes of Conduct.
- Chair the weekly Selection Committee Meeting and ensure that the clubs Selection Procedure is implemented fairly and effectively.
- To oversee the selection of the Senior teams in consultation with the Coaches and Captains in order to fulfil all our fixtures to the best of our ability and not to knowingly play a player at a level above his ability.
- Either directly or through delegation, ensure that all the Senior Teams are watched on a regular basis so that players with sufficient potential to play in the first two teams are identified early.

- To take a professional approach to the planning, preparation and organisation of the Selection Committee, ensuring that Teams Captains provide effective feedback on weekly team performance which promotes a thriving and successful team structure that provides all players with a fair and equal opportunity to both progress and enjoy their rugby to the full.
- With the Head of Playing effectively liaise with the Youth Section Chairman to agree and implement an appropriate Transition Policy for young players, that enables them to continue on their rugby journey and effectively integrate into the appropriate senior playing sides.
- Ensure that all Disciplinary matters relating to the Senior Teams are reported to the Club Secretary in a timely manner and, along with the Head of Playing, ensure that the clubs Disciplinary Procedures are followed and agreed sanctions enforced.

#### **IDEAL/KEY SKILLS FOR ROLE:**

It is desirable that candidates should have experience of playing and/or coaching senior rugby to a good 1<sup>st</sup> team level and have a good understanding of the structures required to enable players at all levels to maximise their enjoyment of the game.

- Sound knowledge and understanding of the game and the operation of club rugby union
- High level communication skills
- Good decision maker
- Ability to lead, motivate and direct the activities of a team
- Ability to demonstrate a thorough approach to the management and development of others.



## **Maidstone Football Club**

### **Marketing Manager**

#### **RESPONSIBILITIES:**

**OF ROLE:** Working with the club to communicate effectively internally and externally

**TO:** Main Committee

#### **DUTIES:**

- To liaise with committee members, sub-committees and club members in order to promote the club
- Send out regular news/PR/event update to member base via email / mail
- To maintain club website for the benefit of club members by liaising with Fixtures Secretary, Social Secretary, Hon. Secretary, Press Officer, as well as festival, youth and women's rugby to deliver valuable information
- Use the website as a tool to promote the club to the local community, other clubs and potential new members
- Manage and maintain members database
- Produce artwork for posters / flyers emails as required

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Marketing / Communications experience
- Design and copywriting skills

#### **TIME COMMITMENT:**

- Approximately 5 hours per week



## **Maidstone Football Club**

### **Press & Media Officer**

#### **RESPONSIBILITIES:**

**OF ROLE:** To raise the profile of the club in the local community via information, publicity and promotion.

**TO:** Marketing Director

#### **DUTIES:**

- Build a list of local media contacts
- Produce press releases of any club events, tournaments and activities and produce articles as relevant
- Send results and anything of interest to RFU Regional Press Officer and local press as relevant.
- Invite the RFU Regional Press Officer, local press and media to events
- Keep a record of press cuttings, radio mentions and TV coverage
- To ensure articles, language and photographs reflect a fair and positive representation of all club members and the community
- Co-ordinate weekly match reports for all teams and age-groups to be forwarded to the local press
- Monitor club social media (Facebook & Twitter) to ensure use conforms to the club's Social Media Guidance

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good reporting and communication skills
- Ability to produce coherent match reports/press releases

#### **TIME COMMITMENT:**

- Fairly consistent throughout the season - approximately 2-3 hours per week



## **Maidstone Football Club**

### **Website Coordinator**

#### **RESPONSIBILITIES:**

**OF ROLE:** To manage the MFC website & associated online forum areas.

**TO:** Press & Media Officer

#### **DUTIES:**

- Ensure the provision of hosting facilities for MFC website
- Coordinate web technical and design support for ongoing development of site
- Create / amend / update site as appropriate including social events , fixtures and contact details
- Recommend new ways of utilizing web environment to maximize club potential

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good understanding of technical and web design skills
- Communication skills

#### **TIME COMMITMENT:**

- Fairly consistent throughout the year - approximately 2-3 hours per week



## Maidstone Football Club

### Youth Rugby Manager

#### RESPONSIBILITIES:

**OF ROLE:** To oversee coaching activities at the youth level, with primary focus on the u14's and up.

**TO:** Youth Chairperson(s)

#### DUTIES:

- To provide direction and mentorship to the Youth coaches.
- To assist in maintaining and integrating the u17's/u18's into Senior rugby.
- To develop the playing style of the youth teams from u14 and upwards.
- To assist the Youth Chairs with the rugby environment.
- To attend the Committee Meetings ad-hoc to update on any progress or issues.
- To liaise with the Director of Rugby regarding the Youth players' integration into the Senior section.
- To liaise with the Club Chairman to meld the rugby and administrative outlook for the club.
- To ensure that the club has active plans for coach & player development, as well as player & coach training which is reviewed and discussed with the Committee.
- To ensure that the minimum standards laid down in the Seal of Approval relating to the playing of rugby are met.
- To ensure that all of the following key posts are covered with assistance from the Youth Chairs:
  - Coaches
  - Assistant Coaches
  - Team Captains

#### IDEAL/KEY SKILLS FOR ROLE:

- Highly motivated and enthusiastic
- Ability to lead, motivate and direct the activities of a team.
- Experience as a player and a coach.
- Good management skills.
- Confident and effective communicator.
- Good working knowledge of meeting procedures

#### TIME COMMITMENT:

5-6 hours/week