



Maidstone Football Club

Job Description

Deputy Youth Chairman

Strategic

- Proactive support of the Chairman for the effective running of the Youth Section
- Input to the agenda for the Youth Section including future development
- Where require on behalf of the Youth Chairman attend Executive Committee meetings as representative of the Youth Section
- Ensure succession planning is in place for this role and input to the planning for all other roles

Administration

- Attend Youth Section meetings
- Where require on behalf of the Youth Chairman attend Disciplinary Panels involving members of the Youth Section as appropriate
- Assist with ensure that the Club's policies are available to all members

Compliance

Work with the Chairman, taking specific responsibility where required, to ensure we have adequate and effective policies, plans, controls and accountability for -

- The Club's compliance with regard to the RFU requirement for The Disclosure and Barring Service (**DBS**)
- Records Bureau checks to be completed on all adults working with members of the Youth Section.
- Ensuring that at least one adult from each age group has attended an RFU approved Child Safeguarding course.
- Ensuring that the Club has a Welfare Officer.
- Ensuring 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.
- Ensuring the Club's compliance with regard to the RFU requirement for all youth section members to be registered with the RFU.

Liaison

Work with the Chairman, taking specific responsibility where required, to ensure we have adequate and effective policies, plans, controls and accountability for -

- Encouraging links with schools in the local community to promote rugby and the Club
- Liaising with other Clubs as required
- Ensuring appropriate publicity liaison either direct or through the senior club
- Liaising with the senior club with regard to fund raising opportunities
- Liaising with other agencies, i.e. School Sports Partnership and Maidstone Borough Council Sports Development Unit