

OPM JUNIOR RFC

CHILDREN'S WORKFORCE - TERMS OF REFERENCE DOCUMENT

All volunteers within OPM Junior RFC will be required to undergo a DBS disclosure with the RFU and have this in place before commencement of any role.

CHAIR

- Ensure the smooth running of the club, and be its spokesperson.
- Chair committee meetings on a regular basis and head decision making for the benefit of the whole club.
- Represent and promote the club where necessary and ensure everyone works together to provide a safe and welcoming environment for the children to play and enjoy rugby.
- Keep in touch with the secretary and other committee members so that the club is constantly moving forward.
- Attend Executive Club meetings as required.

VICE CHAIR

- Assist the Chair with all ongoing matters, preside over meetings in the Chair's absence, as well as a specific role as defined by the Committee.

SECRETARY

- Arrange for the committee to meet, minimum every 6 weeks, at the OPM Suite or a suitable alternative venue.
- Communicate the date to all required attendees and collate any notes from non attendees and in conjunction with Chair and other committee members prepare an Agenda.
- Take minutes per Agenda items, type up and distribute to all committee members and other persons as listed.
- Assist with organisation of Presentation Evening and other similar events and organise courses if and when applicable.
- Distribute any information received from Devon RFU or other sources, to appropriate recipients.
- Assist with GMS maintenance and updates.
- In conjunction with other committee members write and review all Policies as required and ensure they are posted on the website, within KGV and issued to individuals as required.
- Keep notice board up to date.
- Collate items, prepare and issue the monthly Newsletter.

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SAFEGUARDING OFFICER (CSO)

As CSO your primary responsibility is to ensure the safety and welfare of all young persons and vulnerable adults with OPM Junior RFC.

- Ensure that yourself and all of the Children's Workforce at OPM Juniors and Executive as required, have a Disclosure and Barring Service (DBS) check via the RFU.
- Monitor and ensure that Children's Workforce list is kept up to date at all times and DBS are applied for as necessary and in a timely manner.
- Attend any courses as required - In Touch and Play it Safe.
- Attend meetings as arranged with Devon RFU CB Safeguarding team.
- Be prepared to address any personnel you are not familiar with or who appear to be acting suspiciously whilst at home games (KGV Elburton) or during training sessions.
- Familiarise yourself with the children who are not permitted to be photographed or have videos taken.
- Follow the defined procedure for reporting any safeguarding issues or incidents.
- Make sure everyone understands the RFU Codes of Conduct and values of the Game: *Teamwork, Respect, Enjoyment, Discipline and Sportsmanship (TREDS)*.
- Attend the Junior and/or Executive Committee meetings as arranged.

ASSISTANT SAFEGUARDING OFFICER

You are there to assist the CSO.

- Attend any courses as required - In Touch and Play it Safe.
- Attend meetings as arranged with Devon RFU CB Safeguarding team.
- Verify documentation in accordance with RFU DBS requirements, and pass to CSO.
- Be prepared to address any personnel you are not familiar with or who appear to be acting suspiciously whilst at home games (KGV Elburton) or during training sessions.
- Familiarise yourself with the children who are not permitted to be photographed or have videos taken.

CHILD PROTECTION OFFICER (CPO)

- Encourage good practice by promoting the Child Protection Policy within the club ensuring it is fit for purpose.
- Respond appropriately and in a timely manner, to disclosures or concerns which relate to the well-being of a child.
- Counsel / advise club on matters relating to child protection.
- Liaise with CSO and other committee members as necessary should a situation occur and follow RFU guidelines on Incident Reporting.
- Attend meetings where necessary and keep committee members, parent reps, parents and the children well informed regarding any aspects of child protection as applicable.
- Keep up to date with developments in the field of child protection by attending relevant training courses.

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KITCHEN CO-ORDINATOR

- You will be responsible for purchasing all items required for the Kitchen, working with the designated budget provided. You will organise the Tuck-Shop and purchasing and selling of any food items/drinks as necessary.
- Liaise with Parent Reps on match days to find out team numbers for home and away teams and cater for them accordingly. You will be responsible for organising a rota of Team Parents to assist with Kitchen duties on match days and training mornings.
- You may also be required to organise food items/drinks for events such as the Junior Christmas Party and Presentation Evening.
- Attend the Junior Committee meetings as arranged.

REGISTRATION SECRETARY

- Ensure that all Players have been registered with OPM Junior RFC in order to validate their insurance and keep all records upto date.
- You will ensure that necessary persons are advised of any Medical Conditions and of any children who cannot be photographed or have videos taken.
- You will maintain and issue the Attendance Registers to all Parent Reps ensuring their accuracy whenever possible.
- Keep all forms filed securely for future reference and in accordance with Data Protection Laws.
- Co-ordinate and manage the Registration Day at the beginning of the season and maintain records as required throughout the season.
- Update and maintain the club information on the GMS.
- Attend the Junior Committee meetings as arranged.

FIXTURES SECRETARY

- Arrange all of the season's fixtures, in most cases, a year in advance and attend a Devon RFU meeting as necessary.
- Liaise with the opponents Fixture Secretary(ies) a week before the actual fixture is due, advising numbers of each age group and the kick off times. Once this is confirmed you will pass this information onto the Parent Reps of each age group for them to contact individuals concerned.
- You will attend the Junior Committee meetings as arranged.
- You will pass on any information received relating to competitions/training to the Coach Co-Ordinator and if any payments are required, pass this information to the Club Treasurer.

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PARENT REP (TEAM MANAGER)

- As PR/TM you are the first port of call for the parents of your age group, for any information that they need. You will need to ensure all team members are communicated the latest information, if training is cancelled, meet times, the date, venue and start time of any games, and all other correspondence in a timely manner, including the team coaches as applicable.
- You will communicate to the Fixtures Secretary any issues with the arranged fixture in terms of team numbers/shortfall in numbers, within an appropriate time frame.
- Maintain the Attendance Register for your team liaising with the Registration Secretary as necessary.
- You will attend the Junior Committee meetings as arranged.

MARKETING OFFICER

- Liaise with all Primary and Secondary schools throughout the school year, promoting OPM Rugby.
- Organise leaflet design/layout and purchase order requirements and any other ad hoc promotion material.
- Utilise local advertising to ensure promotion of the club.
- You will attend the Junior Committee meetings as arranged.

COACH CO-ORDINATOR

- Oversee all junior coaches, ensuring training opportunities are available and open to all, and ensuring all have the minimum requirements.
- Co-ordinate regular coaching meetings, for feedback and updates with the coaches.
- Address any issues or concerns that occur, or bring them to the attention of the committee.
- You will attend the Junior Committee meetings as arranged.

COACH

- To provide a safe and reliable training environment for the players.
- Ensure up to date DBS clearance.
- Undertake all training and or coaching courses relevant to the age group you are coaching.
- Attend meetings where necessary and keep parent reps, parents and the children well informed regarding all aspects of coaching and the team.

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KIT CO-ORDINATOR

- Collect kit deposits for all new players, providing receipts and ensure the correct kit is allocated to them.
- Recall and check all relevant kit at the end of the season and re-allocate at the beginning of the new one.
- Maintain Kit Records accordingly.
- Organise the ordering/purchase of new kit when required with Committee approval.