



CLUB STRUCTURE

Agust 2023

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CLUB VISION

To create a supportive environment where positive and competitive rugby can be played and to provide the best rugby instruction, striving to ensure that each player will have fun, experience the unique culture of rugby, and learn about sportsmanship.

MISSION STATEMENT

Make rugby a game for all, offering opportunities for all ages, gender and levels of ability; embracing the NPOB core values by creating an environment and culture that promotes teamwork, discipline, respect and enjoyment.

TRADITIONAL VALUES

- Respect
- Commitment
- Teamwork
- Discipline
- Integrity
- Inclusiveness

CLUB POSITIONS AND KEY DUTIES

President

Board

The board will be responsible for matters of a governance nature. It will comprise the Chairperson plus three committee members, elected at the first meeting following the Annual General Meeting.

Committee

Chairperson

Secretary

Club Captain

Treasurer and Finance

Funding and Gear Coordinator

Sponsorship Coordinator

Social Media and Marketing

Junior Coordinator

Facilities Manager

Rugby Manager

Event Coordinator

PRESIDENT

The President is primarily an honorary position within the club and acts as the club's representative at all internal and external functions.

- Work alongside the Chairperson to help smooth the administration of the club
- Provide advice and assistance to any of the officers of the committee as required
- Act as a member of any sub-committee if required, and if such a request is deemed suitable
- Be available to the committee to contribute to policy creation
- Contribute to the general standard of the club and provide an understanding of the ethos and codes of conduct required
- Where possible, attend team games to encourage and support the players
- Chair the AGM

CHAIRPERSON

- Overall responsibility for club management
- Chair committee meetings and manage sub-committees
- Child Protection Officer
- Chair the AGM and ensure that the reports, awards and procedures are completed to a high standard
- TRFU liaison and related matters
- Ensure that planning for functions and events is carried out in a way that reflects positively on the club
- Job descriptions and key tasks are accurately documented and understood by the committee and position holders
- Work closely with the Sponsorship Coordinator and Funding and Gear Coordinator, to grow the number of sponsors and ensure existing sponsor relationships are maintained
- Discipline/risk investigating
- Coach/manager/player reviews
- Board recruitment
- Main contact for the New Plymouth District Council for ground allocation and hire/use

SECRETARY

- Take minutes of all meetings and circulate to all appropriate club members
- Prepare agenda in consultation with the Chairperson and circulate at least three days prior to the meeting date
- Receive all inward mail for the club, keep a register and distribute to appropriate club personal to respond as soon as practical
- Send out correspondence on behalf of the club and keep a register of this
- Maintain club records in an efficient, orderly and safe manner
- Work closely with the Chairperson
- Prepare resolutions as required
- Ensure that the annual reports are prepared and ready for the AGM
- Club prizegiving – send out lists to team managers for award suggestions/trophies to be engraved/life membership badges etc.
- Maintain key register

CLUB CAPTAIN

- Foster the traditional club spirit that has made NPOB a club to be respected and admired amongst the rugby fraternity, including a link between the senior and junior club
- Be available to resolve club issues by negotiation and mediation
- Liaison between coaches and managers to ensure all are working towards a common purpose
- Review club team draws
- Organise match logistics including:
 - ground requirements
 - team transport
 - referee requirements
 - communication with opposing teams
 - ground announcing
- Assist with pre season games
- Organise team training times and grounds
- Attend club trainings
- Manager and assist with any club/coach/management course requirement i.e. Sport Taranaki, coaching courses etc.
- Player of the day awards
- Liaison with caterers over contractual requirements including bar opening hours
- Liaison with caterers for training night meals and after match requirements.

TREASURER

- Chief Financial Manager for the club
- Directly responsible to the Chairperson and work closely with the Sponsorship Coordinator and Funding and Gear Coordinator.
- Report on the financial status of the club is provided at every committee meeting
- Prepare invoices and make payments of approved invoices/reimbursements
- Distribute/collect money from gate keepers, raffles etc. and bank monies
- At all times ensure that procedures for receipt and payment of monies are in accordance with audit procedures
- GST and other Companies Office requirements are completed on time
- Prior to the AGM, financial information is prepared and presented to the Auditor for review
- Annual financial report is presented at the AGM
- Ensure appropriate insurance is in place e.g. asset protection, public liability, players etc.
- Follow up on any outstanding subscriptions

FUNDING AND GEAR COORDINATOR

- Organise funding applications
- Assist Chairperson as required with:
 - TRFU
 - Coach/manager/player reviews
 - Discipline/risk investigating
- Gear management: inventory, quotes, ordering, distribution, and quality control of rugby kit for training and match days, ties (Ross Brown), dress shirts, blazers, gear bags, first aid kits, strapping etc.
- Arrange laundering of rugby kit
- Liaison with Facilities Manager for equipment requirements
- Manage any bookings for hire and/or use of the venue (clubhouse and grounds) in conjunction with the Facilities Manager.

SPONSORSHIP COORDINATOR

- Lead the push to attract and maintain sponsors for the club
- Prepare a sponsorship proposal for the levels of sponsorship available
- Create a database of sponsors with contact information and agreed arrangements
- Ensure that the sponsors logos and information is displayed correctly on gear, in the clubroom, on the website and in the newsletter as per the sponsorship arrangement
- Acknowledge sponsors by way of club apparel

SOCIAL MEDIA AND MARKETING

- Present annual marketing plan to the committee
- Report on the progress of the marketing plan at each committee meeting
- Organise and manage Friends of Old Boys
- Arrange radio advertising for home games and promotion of sponsors
- Encourage club members to support our sponsors so we are adding value and providing tangible benefits to the sponsors
- Encourage sponsors to be involved in club activities and functions
- Organise Game Day programmes, including gathering team lists for home and visiting teams
- Social media and website updates, including maintaining and gathering player information
- Organise promotional material e.g. membership cards etc.

JUNIOR COORDINATOR

- Junior club convener
- Set up teams in Sporty and administer the junior player database
- Represent junior rugby on NPOB committee
- Attend TRFU meetings when required and assist with any coaching course requirements
- Liaise with RDOs
- Manage and assist junior club coaches and managers where required with logistics, development, issues etc.
- Liaison between club and junior parents/players
- Fundraising for junior teams
- Organise team gear and player merchandise
- Junior rosters/field set-up and pack down/ field allocation
- Organise player food and drinks
- Player of the day awards
- Coach/Volunteers appreciation day
- Manage junior tournaments
- Manage junior prizegiving in conjunction with the Event Coordinator

FACILITIES MANAGER

- Liaise with New Plymouth District Council on ground requirements
- Ensure that all gear or equipment relating to the grounds is in good order at the start and end of the season
- Implement a robust process to ensure that playing gear and training equipment is looked after, stored safely at the end of the season, and an inventory is completed
- Where repairs and/or replacement of gear or equipment is required then indicative costs are procured, and a request made to the committee.
- Ensure the grounds are always presented at the top level possible to give a sense of pride to all club members
- Ensure the clubhouse is well maintained with working bees arranged where needed
- Ensure the clubhouse is clean with bathroom and cleaning supplies restocked as needed
- Building compliance requirements are met
- Liaison with club contractors
- The clubhouse is secure from unauthorised access

RUGBY MANAGER

- Assist with recruiting coaches, managers and players
- Develop relationships with secondary schools and school leavers to promote NPOB as a club of choice
- Oversees the registration of all players, coaches and volunteers on Sporty
- Organise coaching, refereeing and upskilling courses for players to allow for rugby pathways
- Attend home games to provide support and assistance
- Participate in coach/manager and player reviews
- Assist with building the women's' game at NPOB

EVENT COORDINATOR

- Manage the calendar of functions and events with the assistance of an events committee including a players committee
- Organise the following events/functions:
 - Sponsors function
 - Player theme nights
 - Prizegiving
 - Family Day
 - Old Timers Day
 - Junior and senior club photos (in conjunction with the Junior Coordinator and Rugby Manager)
 - Thursday family nights
 - Womens Club Day
 - Fund raising events
 - Raffles
- Planning of events and functions which may require:
 - Special bar licences
 - Liaison with caterers/bar
 - Organising the cleaning of the clubroom in conjunction with the Facilities Manager
 - Organising supervision for any player theme nights
 - Managing security for events
 - Accurate budgeting and obtaining committee approval for expenditure
- Develop fresh ideas to encourage more supporters and family to enjoy the club facilities
- Assist with Friends of Old Boys
- Team cleaning roster
- Liaison with coffee cart for junior and senior game days, and other events as required
- Organising refreshments for the referees in their change rooms