

Farnborough Rugby Union Football Club Limited - Committee Structure and Terms of Reference for Committee Members, Other Officials, Volunteers and Employees

Committee Structure

Introduction

The Administration of the Club and its affairs is entrusted to the Club Board of Directors and the Executive Committee, supported by a number of subsidiary committees (see below).

The Board of Directors comprises the Club President, the Chairman, the Vice President, and the Treasurer/Financial Director. The Board of Directors is supported by the Club Executive Committee (with the 4 Directors also on this Committee) and are jointly responsible for all aspects of the administration of the affairs of the Club in accordance with the governing documents for Farnborough Rugby Union Football Club Limited under Company Law – which are the Memorandum of Association and the Articles of Association as filed at Companies House. In addition to the Memorandum of Association and the Articles of Association, the rules in the subsidiary Club Constitution apply.

[More information on the roles of Club Directors, and what information is required by Companies House and when, is currently included in a separate document.]

Board of Directors

All Directors should ensure that the objectives for which the Club is established are properly achieved, to:

1. acquire and undertake all properties and liabilities and to carry out the powers, obligations, duties and general objects of Farnborough Rugby Union Football Club, and to indemnify Farnborough Rugby Union Football Club, its officers, members, and members of any of its sub-committees against all costs, claims, demands, actions and proceedings relating to the assets and undertaking of Farnborough Rugby Union Football Club and in respect of all liabilities, obligations and commitments (whether legally binding or not) of Farnborough Rugby Union Football Club and also in respect of the costs and expenses and outgoings from or attributable to the transfer of assets and undertaking
2. principally, provide facilities for rugby union and generally to promote, encourage and facilitate the playing of rugby union in the area of Farnborough and amongst the community
3. provide and maintain Club premises at Farnborough and club-owned rugby equipment for the use of its members (without discrimination);
4. provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitability qualified coaches, coaching courses, insurance, medical treatment, post-match refreshments;
5. sell or supply food and/or drink and provide other activities as a social adjunct to the sporting purposes of the Club;
6. obtain funding for the activities of the Club by collecting membership subscriptions, and match fees, by obtaining sponsorship and other available funding;
7. promote amateur rugby within the Club;
8. affiliate to the RFU, (through the membership of the Club's nominee to the RFU, such nominee to be the Secretary or another officer of the Club approved by the RFU), and to affiliate to the Constituent Body designated to it by the RFU;

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9. comply with and uphold the rules and regulations of the Constituent Body, the RFU and the International Rugby Board as amended from time to time and the rules and regulations of anybody to which the RFU is affiliated;
10. acquire, establish, own, operate and turn to account in any way for the members' benefit the rugby union facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
11. make rules, regulations, bye-laws and standing orders concerning the operation of the Club, including without limitation regulations concerning disciplinary procedures that may be taken against the members;
12. discipline members where permitted by its Rules and to refer its members to be disciplined by the RFU or the Constituent Body (as appropriate) where so required by the rules and regulations of the RFU or the Constituent Body (as the case may be);
13. make donations or offer support to rugby union clubs which are charities or community amateur sports clubs;
14. do all such other things as shall be thought fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objectives stated.

In furtherance of the above objectives (but not further or otherwise) the Club shall have the following powers to:

1. purchase, take on, lease, or exchange, hire or otherwise acquire real or personal property and rights or privileges anywhere in the world, and to construct, maintain and alter buildings or erections;
2. sell, manage, let or mortgage, dispose of or turn to account all or any of the property or assets of the Club subject to such consents as may be required by law;
3. execute and do all such other instruments, acts and things as may be requisite for the efficient management, development and administration of the said property;
4. borrow or raise money for the objectives of the Club on such terms and on such security as may be thought fit subject to such consents as may be required by law;
5. take and accept any gift of money, property or other assets whether subject to any special trust or not for the objects of the Club;
6. print and publish any articles or leaflets;
7. raise funds and organise appeals and invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise;
8. draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts;
9. invest moneys of the Club not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided;
10. make any donations in cash or assets or establish or support or aid in the establishment or support of or constitute or lend money (with or without security) to or for any charities or

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other clubs registered as community amateur sports clubs which are for the benefit of the Club or any part thereof;

11. engage and pay any person or persons whether on a full or part time basis or whether as consultant or employee, to supervise, organise, carry on the work of and/or advise the Club;
12. amalgamate with any companies, institutions, societies or associations which shall have objects altogether or mainly similar to those of the Club or which are for the benefit of the Club or any part thereof and prohibit payment of any dividend or profit to and the distribution of any of their assets amongst their members at least to the same extent as such payments or distributions are prohibited by this Memorandum of Association; pay out of funds of the Club the costs, charges and expenses of and incidental to the formation and registration of the Club; and
13. do all such other lawful things as will further the attainment of the objects of the Club or any of them.

Further, the income and property of the Club shall be applied solely towards the promotion of its objectives and no portion thereof shall be paid or transferred directly or indirectly, overtly or covertly by way of distribution, bonus or otherwise by way of profit to the members of the Club or third parties other than other registered community amateur sports clubs or charities. Any director of the Club may be remunerated or paid by salary or fees or receive any remuneration or benefit in money or money's worth from the Club for discharging his duties as such, provided that such remuneration:

- is fixed having regard to the current remuneration of directors in comparable posts;
- does not exceed the general market rate for directors providing comparable services; and
- is not to any extent determined by or conditional upon the profits or losses derived from some or all of the activities of the Club or by reference to the level of the Club's gross income from some or all of its activities.

No member shall be paid a salary, bonus fee or other remuneration for playing for the Club.

Nothing herein shall prevent any payment in good faith by the Club:

- of interest on money lent by a member of the Club or its directors at a commercial rate of interest;
- to any director, committee or sub-committee member of reasonable and proper out-of-pocket expenses;
- of reasonable and proper rent for premises demised or let by any member of the Club or by any director; or
- of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the directors (or any of them) in relation to the Club.

In addition:

- the liability of the members is limited;
- every member of the Club undertakes to contribute to the assets of the Club, in the event of the same being wound up while he is a member, or within one year after he ceases to be a

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member, for payment of the debts and liabilities of the Company contracted before he ceases to be a member and of the costs, charges and expenses of winding up and for the

- adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £1.
- if upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be paid to or distributed to another registered community amateur sports club for rugby union, to the RFU for use in community related rugby union initiatives, or to a charitable organisation.

Club Executive Committee

The Club Executive Committee consists of the following members:

- Chairman,
- Vice Chairman of the Club (President),
- Director of Rugby,
- Secretary,
- Treasurer/Financial Director,
- Health & Safety Manager,
- Clubhouse Manager,
- Grounds Manager,
- Bar & Kitchen Manager,
- Designated Premises Supervisor (Licensee),
- Chairman of M&Js Section.

Other Club officials may be co-opted depending on the business to be discussed by the Club Board of Directors and Executive Committee.

Other Club Officials:

- 1st XV Captain (Appointed)
- Team Manager,
- Club Head Coach (Appointed),
- Ladies Touch Rugby Team Representative,
- Club Photographer,
- Club Publicity, and Donations/Sponsorship, Manager,

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- Hires Secretary/Manager,
- Membership Secretary,
- Safeguarding Officer,
- Community Officers (Schools & Colleges),
- Community Officer (Liaison with Rushmoor Borough Council),
- Club RFU and HRFU Liaison Officer,
- Club Marketing Manager,
- Club Coaching and Referee Coordinator,
- Data Protection & GMS Data Officer,
- Assistant Club Coaches (Appointed),
- 1st XV Vice Captain (Appointed),
- 2nd XV Manager,
- Veterans XV Manager,
- Discipline Officer,
- Volunteer Co-ordinator,
- Club Newsletter Editor,
- International Tickets Secretary,
- Cleaning Supervisor,
- Newsletter Editor

The subsidiary Club sub-committees, reporting directly to the Club Executive Committee, are the:

- Minis and Juniors Sub-Committee,
- Club Entertainment and Fundraising Sub- Committee.

Terms of Reference

The terms of reference (responsibilities) of each member of the Club Executive Committee and other Club officials, the main officials of M&Js Sub-Committee, the Shop Manager, and the scope of work for the cleaners, are shown below.

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Executive Committee Members

Chairman

1. Chairs all Board of Directors and Executive Committee meetings, Annual General Meetings (AGMs), any Financial General Meetings (FGMs) and any Extraordinary General Meetings (EGMs), and any other 'ad hoc' meetings as required),
2. Sets meeting agendas with the Secretary, and controls discussions in Club meetings,
3. Attends Club meetings in a neutral and uncommitted capacity,
4. Provides leadership to, guides, supports and advises Club Executive Committee members and other Club officials on any Club matters,
5. Forms a team such that all Executive Committee and other Club Official positions are filled,
6. Acts as a conciliator between 2 parties trying to resolve a disagreement,
7. Ensures all Club Sub-Committees meet regularly as required,
8. Acts as ambassador for the Club, representing, or arranging for another Board of Directors and Executive Committee member to represent, the Club at external meetings,
9. Makes decisions in consultation with other officers,
10. Assists with recruitment,
11. As required, undertakes, or arranges for another Executive Committee member to undertake, interviews with the Press and media,
12. Maintains regular oversight of:
 - improving sponsorship/donation amounts coming in,
 - Improvement in the number of Club hires, in line with the Club (including clubhouse) Marketing Plan,
 - the Entertainments and Fund-Raising Sub-committee,
 - the Club Publicity and Donations/Sponsorship Manager,
 - the Marketing Manager,
13. As required, acts as point of reference for external agencies in conjunction with the 1st Vice-Chairman and the Secretary,
14. Ensures that the Club is represented at the RFU AGM and Hampshire RFU meetings,
15. Prepares the Annual Report with the Secretary, the Director of Rugby and the Chairman of the M&Js,
16. Acts as an 'ex-officio' member of any sub-committee,

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17. Entertains, with the Director of Rugby, Club Head Coach, 1st XV Captain and members of the Board of Directors and Executive Committee), the Team Manager, Secretary, referees, officials and players of visiting teams,
18. Makes arrangements for the succession plan for the key Directors, Club Executive Committee members and other Club Officials to be kept up-to-date,
19. If relevant, ensures maintenance of the Club Business/Development Plan,
20. As required, undertakes, or arranges for another Executive Committee member to undertake interviews with the Press and media, including where related to the Playing Side,
21. If relevant, sends update reports to the Club Vice-Chairman on Club Development Plan items that the Chairman is responsible for within one week of receiving the request from the Club Vice-Chairman,
22. Recommends to the Board of Directors and Executive Committee who should be the two Club Community Officers for (a) Colleges and Schools development (i.e. who create good links with and promotes rugby union within local junior and senior Schools, and Colleges) and (b) liaison with Rushmoor Borough Council re grants and local events,

Vice Chairman of the Club (President)

1. Assists and guides the Chairman and the Director of Rugby,
2. Deputizes for the Chairman as required,
3. Plays an executive role as the principal officer throughout the year,
4. Acts as an 'ex-officio' member of any sub-committee,
5. Assists the Chairman in providing leadership to, guiding, supporting and advising other Club Committee members and other Club officials on any Club matters,
6. Maintains regular oversight of Finance, including re achieving the yearly budget and identifying additional members to support those responsible,
7. If relevant, ensures maintenance of the Club Business/Development Plan such that it is regularly updated - chasing reports from those members responsible for individual Plan items and related actions by due dates, and updating the Plan for review at each Executive Committee meeting,
8. Co-ordinates matters concerning the administration and general running of the Club with regard to contacts with external organizations, such as Rushmoor Borough Council, the Club solicitor, HRFU and RFU, contractors, etc.,
9. Maintains regular general oversight of Health & Safety, Food & Hygiene and General Maintenance aspects,
10. Maintains regular general oversight of major Club projects, e.g., any proposed clubhouse extension,

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11. With the Hires Secretary/Manager manages the Club bookings (hire) register, and informs the Board of Directors and Executive Committee of booking applications for ratification, ensuring that the proper use of the latest Club hire agreement form. [The Vice-Chairman handles regular hires, and the Chairman handles 'singleton' hires.]
12. Manages the Club bookings (hire) register, and informs the Executive Committee/Board of Directors of booking applications for ratification, ensuring that the proper use of the latest Club hire agreement form. [The Vice-Chairman handles regular hires, and Hires Secretary/Manager handles 'singleton' hires.]
13. Oversees any advertising campaign in local publications etc by the Club Marketing Manager,
14. Maintains and issues an up-to-date Directors and Executive Committee members and other officials' terms of reference guide to all relevant people,
15. Ensures that the governing documents for the Club - the Memorandum of Association and the Articles of Association as filed at Companies House, and 'subsidiary' Club Constitution, are maintained and that copies are made available for members on request,
16. Entertains, with the Chairman, Director of Rugby, Club Head Coach, 1st XV Captain and other members of the Board of Directors and Executive Committee, and the Team Manager, referees, officials and players of visiting teams.

Director of Rugby

1. Attends Club meetings in a neutral and uncommitted capacity,
2. Provides leadership to, guides, supports and advises Directors and other Executive Committee members and other Club officials on Club playing related matters,
3. With the Chairman ensures that all Club playing related official positions are filled,
4. With the Chairman and/or the Vice-Chairman, acts as a conciliator between two parties trying to resolve a disagreement where related to the Playing Side,
5. Meets regularly with the Club Head Coach and his team (including Physios and the Team Manager) to discuss and monitor training, Club playing styles, selection, player availability, match performances, and recruitment,
6. Chairs all selection committee meetings,
7. As the Player Recruitment Manager maintains very active recruitment initiatives, including in liaison with the Club Marketing Manager,
8. Takes steps to meet the target of the running of a regular 2nd XV for 2026/2027,
9. Works with the Club Head Coach and the Minis and Juniors Chairman in co-ordinating all aspects of the playing side of the Club, including to ensure that the style and characteristics of playing rugby union as coached is consistent through the Club, i.e., M&Js through to senior players,
10. In liaison with the Club Head Coach and the Minis and Juniors Chairman, arranges meetings of all Club coaches (M&Js through to senior players) to ensure that the style and characteristics of playing rugby union as coached is consistent through the Club,

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11. In liaison with the Club Head Coach and the Minis and Juniors Chairman identifies, recruits and develops coaches ensuring sufficient and appropriate coaching staff are assigned to each team (including illness cover),
12. In liaison with the Club Head Coach and the Minis and Juniors Chairman establishes the needs of Club coaches and signposts them to relevant courses and continuing personal development,
13. Takes a long-term view that allows coaches to develop with a team over time,
14. Helps spread best practice between coaches at different levels,
15. Acts as point of contact for all coaching queries.
16. In liaison with the Club Head Coach and the Minis and Juniors Chairman designs and leads the implementation of the Club coach development plan,
17. In liaison with the Club Head Coach, the Club Coaching & Referee Coordinator and the Minis and Juniors Chairman, acts as a point of contact for the RFU and Hampshire RFU regarding coaching, including on courses,
18. Liaises with the Chairman, who is the point of contact for the RFU, Hampshire RFU and the Hampshire Rugby Union Referees Society, regarding referees - including on courses,
19. Liaises with the Chairman, Club Head Coach and the Minis and Juniors Chairman in understanding and publicising the RFU coaching and refereeing courses and local coaching and refereeing events,
20. Liaises with the Chairman, Club Head Coach and the Minis and Juniors Chairman in sharing important information with Club coaches and referees about law changes, law clarifications, updates on game management techniques and discipline,
21. In liaison with the Chairman and the Minis and Juniors Chairman, encourages, recruits, develops and organizes training for all Club referees,
22. In liaison with the Minis and Juniors Chairman ensures that a person with the right 'qualifications' and commitment is appointed to fulfil the Club Coaching and Club Referee Coordinator (CC&CRC) role and to, if relevant, report to the Vice-Chairman on CC&CRC related Club Development Plan items on the required monthly basis,
23. Arranges, in conjunction with the Club Head Coach and 1st XV Captain, players meetings as required,
24. Acts as ambassador for the Club, representing, or arranging for another Board/Executive Committee member to represent, the Club at external meetings related to the Playing Side,
25. Makes decisions in consultation with other Executive Committee members where related to the Playing Side,
26. Together with the Treasurer/Financial Director and Vice-Chairman manages the assembly of content of match-day programmes, including advertising - with the assistance of the Club Newsletter Editor, and the production and distribution of the match-day programmes,
27. If relevant, sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Director of Rugby is responsible for within one week of receiving the request from the Club Vice-Chairman,

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28. Entertains, with the Chairman, Club Head Coach, Club Captain and other members of the Board of Directors and Executive Committee and the Team Manager, referees, officials and players of visiting teams,
29. With the Grounds Manager, maintains regular oversight of Ground maintenance, including marking of the pitches and the related availability of equipment and materials etc.,
30. Maintains a supply of balls, flagpoles, post protectors, etc.,
31. Ensures that necessary medical supplies are available before each game,
32. Provides the Chairman with input related to the playing side for the succession plan - for the key Club Board/Executive Committee members and other Club officials associated with the playing side,
33. Ensures that any special transport for teams as approved by the Board of Directors and Executive Committee, is confirmed,
34. Ensures that purchases of new jerseys and other kit, and other items (e.g., for the physios) when approved by the Board of Directors and the Executive Committee, are confirmed,
35. Establishes and maintains a very active player recruitment programme, with particular focus and increasing the number of senior male players. This must involve a number of 'methods' including:
 - as the main 'method', using own and others contacts to directly speak with potential players and groups of players, e.g. in military units, and strongly encourage players to join the Club,
 - maintaining an advertising campaign in the local press (in liaison with the Club Publicity and Donations/Sponsorship Officer), local publications such as the bi-monthly Aldershot Garrison Herald and annual Aldershot Garrison Community Guide, local radio and TV.]

Secretary ToRs

Meetings and Actions

1. Notifies all members of the Board of Directors and the Executive Committee of all meetings,
2. Notifies all members of Annual General Meetings (AGMs) and any Financial General Meetings (FGMs) and Extraordinary General Meetings (EGMs),
3. Notifies those committee members required to attend any other 'ad hoc' meetings as required (including of Club disciplinary committee),
4. Prepares and issues all agendas for and minutes of all Board of Directors/Executive Committee meetings, AGMs and any FGMs and EGMs, and any other 'ad hoc' meetings as required (including of the Club disciplinary committee),
5. Produce & circulate Minutes of Board of Directors/Executive Committee meetings within 1 week of a meeting – standard as already used - and post a paper copy on the Club notice board.
6. Produce & circulate Agendas for meetings at least 1 week before a meeting – standard as already used - and post a paper copy on the Club notice board.

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7. Chase actions from meetings – and get as many action reports as possible by e-mail a week before a meeting – to save time at meetings.
8. Keep master electronic and paper files of all minutes & agendas.
9. Produce & circulate Minutes of Club Annual General (and any other Club General meeting, e.g., an FG meeting) within 2 weeks of a meeting – standard as already used - and post a paper copy on the Club notice board.
10. Produce & circulate Agendas for Club Annual General (and any other Club General meeting, e.g. an FG meeting) at least 1 month before a meeting – standard as already used. Re AGMs: (a) circulating to all members via the Club's general e-mail system the AGM Calling Notice and Agenda and posting a paper copy on the Club notice board; (b) circulating to all members via the Club's general e-mail system and posting a paper copy on the Club notice board the Notice regarding nominations for Club Committee and Other Posts - notifying that those members seeking election to Club Board, Committee and other posts should ensure that their nominations, duly proposed and seconded in 'writing', must be received by the Club Secretary at least fourteen days prior to the AGM.
11. Executes decisions of the Board of Directors/Executive Committee as directed,

Other

1. Supports the Vice-Chairman as the principal administration officer for maintaining links between the Board of Directors, Executive Committee, members and outside organizations,
2. Generally, acts as the first point of general contact for 'outsiders',
3. As required, attends Hampshire Rugby Union Committees (e.g., the Clubs Committee), and reports back to the Board of Directors/Executive Committee, on anything of concern to the Club,
4. Receives minutes and other communications from Hampshire Rugby Union Committees, and distributes to the Board of Directors/Executive Committee,
5. Liaises with the HRFU and the local Rugby Development Officer,
6. In consultation with the other members of the Club Executive Committee, completes any questionnaire received from the Hampshire RFU and the RFU,
7. Ensures that the golden (key) roles are recorded on the RFU's GMS system, are that they are kept up-to-date.
8. As required, acts as point of reference for external agencies in conjunction with the Chairman and Vice-Chairman,
9. In liaison with the Chairman, Vice-Chairman, Director of Rugby, and Membership Secretary, takes a prominent role in promoting new membership,
10. In liaison with the Chairman and Vice-Chairman and Membership Secretary, helps to create and deliver a plan for recruiting new members.
11. Ensures that an up-to-date list of all Club officials (with photo and contact details) is displayed on the Club notice board and on the Club web site,
12. Prepares the Annual Report with the Chairman.

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Treasurer/Financial Director

1. Knows exactly where the Club stands financially at any time, and keep the Club Board of Directors and Executive Committee informed of any trends and issues,
2. Liaises with the bank managers of the banks with which the Club has accounts, including regarding authorised signatories, bank statements, and the Club's banking position at any time,
3. Recommends the financial policies for the Club,
4. Prepares the budget for each financial year, for approval by the Club Board of Directors and Executive Committee.
5. Once the budget has been approved by the Club Board of Directors and Executive Committee, prepares copies of the budget report for issue at the AGM,
6. Once the budget has been approved by the AGM, analyses financial performance - income and expenditure - against budget, and cash flow forecasts, on a monthly basis, producing the related reports of the analysis and recommendations for actions to control costs whatever for approval by the Club Board of Directors and Executive Committee,
7. Receives the monthly statements of the amounts paid to each member of the Bar staff, and total, from the Assistant Treasurer, and forwards to the Club accountant for the monthly pay run. On receipt of the monthly pay run details, forwards the pay slips to the Bar Manager for issue to bar etc staff and send payment to HMRC for the Tax and NI total for the month. Arranges for the annual tax and NI return to be made on time to HMRC,
8. Liaises with the Club Accountants,
9. Carries out all statutory duties (including those associated with the Club's status as a limited company by guarantee, Club registration, Licence renewals, Insurance renewals, etc.), in liaison with the Club Designated Premises Supervisor and Bar Manager
10. liaises with other Club Board of Directors and Executive Committee members and officials with particular regard to the timing of income and expenditure,
11. Maintains an oversight, and monitors the success, of liaison with Rushmoor Borough Council re grants and local events,
12. Receives and banks all monies due to the Club,
13. Receives, checks and pays all invoices or similar (e.g. for registration fees) when approved,
14. Makes sure the Club has paid relevant affiliation fees
15. Maintains and administers proper account records,
16. Prepares income and expenditure accounts and cash flow forecasts at each month end, by the end of the first week following the end of month,
17. Pays bar staff weekly, along with a weekly 'temporary' pay slip, and keeps the payment details for issue to the Treasurer at month end.

Commented [1]: Kaylee doesn't do the wages, Ian takes care of them

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18. Prepares the annual accounts for each financial year for submission to the Club Accountants. Deals with any queries from the Club Accountants, and once the ratified accounts are agreed arranges for the Club signatures from the Chairman and/or Financial Director. Prepares copies of the ratified annual accounts report for issue at the AGM,
19. Arranges for VAT returns to be made on time to HMRC,
20. Receives subscriptions from the Membership Secretary,
21. Maintains regular oversight of re improvement re Xmas Draw profit,
22. In conjunction with the Membership Secretary, briefs the Team Manager for selection committee meetings on players who have not paid their annual subscriptions and, as relevant, are behind in paying monthly standing order payments and as relevant, match fees,
23. liaises with other Executive Committee members and Officials with particular regard to the timing of income and expenditure,
24. If relevant, sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Financial Director/Treasurer is responsible for within one week of receiving the request from the Club Vice-Chairman,
25. Entertains, with the Club captain and other members of the Club Board of Directors and Executive Committee and the Team Manager, referees, officials and players of visiting teams,

As Treasurer of the M&Js Section

1. Knows exactly where the M&Js Section stands financially at any time, and keeps the Club Board of Directors and Executive Committee and the M&Js Sub-Committee informed of any trends and issues.
2. Liaises with the bank manager of the bank with which the M&Js Section has its account (name to be Farnborough Rugby Union Football Club Limited Account Number 'x'), including regarding authorised signatories, bank statements, and the M&Js Section banking position at any time (in conjunction with the Club Assistant Treasurer),
3. Receives and banks all monies due to the M&Js Section, and pays required fees/contributions/subscriptions by the dates required,
4. Liaises with Chairman of the M&Js Section,
5. Maintains and administers proper account records,
6. Prepares income and expenditure accounts and cash flow forecasts at each month end, and issues that to the Club Board of Directors and Executive Committee and the M&Js Sub-Committee, by the end of the first week following the end of month,
7. Prepares the M&Js Section annual accounts for each financial year for submission to the Club Accountants and deals with any queries from the Club Accountants.

Health and Safety Manager

1. Reviews, and arranges any updates to, the Club's Health and Safety (H&S) Policy and Manual on at least an annual basis, and on any major changes that might affect H&S,

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2. Ensures that all risk and COSHH assessments are reviewed, and updated as necessary, at least on an annual basis, and on any major changes that might affect H&S,
3. Checks that all required H&S ongoing activities are conducted when required, including daily, monthly, quarterly, six-monthly and annual checks and associated record keeping,
4. Ensures that all relevant staff and members are up to date with H&S related training, have personal copies of required documents, and that the H&S training record is maintained in an up-to-date state,
5. Identifies new training needs,
6. Oversees the work of, and liaises with, the contractor providing all maintenance work for the Club (electricity, gas, fire, water (Legionella) related),
7. Oversees the work of, and liaises with, other contractors (e.g. for asbestos checks),
8. Conducts Club inspections of all H&S related aspects in the clubhouse and outside on a regular basis, and provides reports to the Club Board of Directors and Executive Committee,
9. Makes proposals to the Club Board of Directors and Executive Committee for H&S related work required, including with cost estimates,
10. Supervises any agreed required work, including that stemming from Club inspections,
11. Ensures compliance with all H&S (including fire related) certification,
12. Hosts external H&S inspections (by Rushmoor Borough Council H&S Officers, and Hampshire Fire and Rescue Service Officers),
13. As required, provides H&S guidance related to Club events,
14. Provides monthly H&S related reports to the Club Executive Committee via the Vice Chairman of the Club.
15. Sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Health & Safety Manager is responsible for within one week of receiving the request from the Club Vice-Chairman,

Grounds Manager

1. Ensures that everything on the pitches and training areas and facilities is safe for players, spectators, staff and visitors,
2. Submits an annual facility plan and budget for ground maintenance and development,
3. Arranges for pitch maintenance and treatment in the summer and at other times as required,
4. Manages outside contractors and keep an eye on their standard of work,
5. Ensures that pitches are properly marked before each game,
6. Advises on pitch conditions and whether a match is playable or not

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7. Ensures that flagpoles, buckets, first aid kit, post protectors, spectator control ropes, etc., are in place on all pitches before games, and removed to the relevant clubhouse/storage container after games, with pitches left clean and tidy,
8. Delegates responsibility for individual jobs as necessary, ensuring timescales are met,
9. Participates in health and safety risk assessment, inspection and audit procedures in conjunction with the Health and Safety Manager, records the outcome and corrective actions required in agreed format and monitors and records completion,
10. Liaises with and ensures risk assessment and control through agreed health and safety method statements by 'competent' contractors providing specialist facilities and utilities services,
11. Provides monthly ground related reports to the Club Board of Directors and Executive Committee,
12. Sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Grounds Manager is responsible for within one week of receiving the request from the Club Vice-Chairman,

Bar Manager

1. Ensures that an adequate stock of beer, spirits etc. is maintained in the bar and cellar areas.
2. Liaises with the Brewery/supplier representatives to ensure that adequate stock is ordered with enough time for delivery at required dates.
3. Develops relationships with the Brewery/supplier and negotiates deals.
4. Organises bar staff, product selection, stock control, security, monitoring of prices/sales, signing-in of visitors, control of takings.
5. Re bar staff organisation, completes the weekly roster a week before each week starts, and publishes each roster – with printed copy displayed in the bar and a copy e-mailed to each bar staff member – the week before.
6. Balances the till roll and banks money as required, providing details to the Financial Director/Treasurer and Assistant Treasurer.
7. Receives the monthly pay slips for bar staff from the Financial Director/Treasurer, and issues to bar staff.
8. Holds the Club 'cash & carry' card, and uses for Club purchases.
9. Supports the Club Designated Premises Supervisor (DPS) (named in one of the two licences held by the Club), advises the Board of Directors/Executive Committee on licencing matters.
10. Advises the Club DPS (see above), in ensuring the renewal of the two Club licenses - and any permits, and ensures compliance with all conditions.
11. Ensures that the bar and cellar areas are maintained in a clean and tidy state.

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12. Through suppliers and contractors as required, ensures the general upkeep and maintenance of bar service and related equipment including provisions for its safe operation.
13. In liaison with the Club Health & Safety (H&S) Manager and the Kitchen Manager ensures that H&S and Food & Hygiene requirements of the Club apposite to the bar and cellar areas are met at all times.
14. Is responsible to the Club Board of Directors and Executive Committee for implementation of standards and policy in relation to employment of bar staff, including the provision of information and training as required (including for their health and safety while at work).
15. Related to bar staff training, ensures that the Bar Staff Instructions document is kept up-to-date (currently the latest version is V4.1 11th August 2023 – to be updated), with copies posted in the bar and given to all bar staff members – and any new bar staff members as they join. This includes liaison the Club H&S Manager regarding the H&S content in the Bar Staff Instructions.
16. Arranges regular training sessions for all bar staff members, focused around the latest Bar Staff Instructions document - for the H&S related aspects involving the Club H&S Manager, and for Food & Hygiene aspects involving the Kitchen Manager.
17. In conjunction with the Club H&S Manager, participates in H&S risk assessments, inspection and audit procedures, the recording of the outcomes and corrective actions as required in the agreed format, and monitoring and recording action completions. Similarly with the Kitchen Manager regarding Food & Hygiene.
18. Liaises with and ensures risk assessment and control through agreed H&S method statements by 'competent' contractors providing specialist facilities and utilities services.
19. In conjunction with the Club H&S Manager, assists in hosting external H&S inspections (by Rushmoor Borough Council H&S Officers, and the Hampshire Fire Service), and assists in ensuring that any resultant remedial work is carried out. Similarly with the Kitchen Manager regarding Food & Hygiene.
20. Sends update reports to the Club Vice-Chairman on Club Business/ Development Plan items that the Bar Manager is responsible for within one week of receiving the request from the Club Vice-Chairman,

Club Designated Premises Supervisor

The Designated Premises Supervisor (DPS) is responsible for ensuring that the Club meets every requirement in the Club's Premises Licence and the Club Premises Certificate regarding the (1) retail sale/supply of alcohol; (2) provision of regulated entertainment by way of live music (indoors and outdoors); (3) provision of regulated entertainment by way of recorded music (indoors and outdoors; and (4) provision of regulated entertainments of a similar description to that falling within (2) and (3) above (indoors and outdoors).

Chairperson of M&Js Section:

1. Creates and lead a team of people to deliver rugby for 4 to 17-year-olds.
2. Arranges and chairs M&Js Sub-Committee meetings,

Commented [2]: We take children from 4 yrs old, as soon as they start school

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3. Sets agendas with the M&Js Secretary and controls discussions in M&Js Sub-Committee meetings,
4. Attends M&Js Sub-Committee meetings in a neutral and uncommitted capacity,
5. Is responsible for all elements of the M&Js (may delegate to other M&Js Sub-Committee members),
6. Provides leadership to, guides, supports and advises other members of the M&Js section - including managers, coaches and officials,
7. Makes sure players, coaches and parents are familiar with the core values of the game,
8. Ensure those who are new to the game understand that it can be played and enjoyed by people of all shapes and sizes,
9. Encourages and supports coaches to develop junior players,
10. Ensures good links between parents and the Club,
11. Makes sure the M&Js members are represented as required at meetings of the Club Board of Directors/Executive Committee),
12. Acts as a conciliator between 2 parties within the M&Js section trying to resolve a disagreement. If a decision cannot be made then consults with the Club Chairman and/or other members of the Club Board/Executive Committee,
13. Acts as ambassador for the Club, representing the Club at external M&Js related meetings,
14. Liaises with Club Coaching & Referee Coordinator to ensure M&Js coaching needs are met,
15. Ensures talented M&Js players are catered for through the Elite Player Development Group (EPDG) and County teams,
16. Acts as the Youth contact with the RFU and Hampshire RFU
17. Attends Hampshire Cluster meetings regarding M&Js related matters,
18. Allocates pitches for M&Js use on Sundays
19. Reports directly to the Club Board of Directors and Executive Committee
20. Carries out duties required by the Club Board of Directors and Executive Committee

Secretary of M&Js Section

1. Books dates for and notifies all members of the M&Js Sub-Committee of all meetings,
2. Prepares and issues all agendas for and minutes of M&Js Sub-Committee meetings,
3. Produces any letters that may be required.

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Other Officials (in addition to Executive Committee Members)

1st XV Captain

1. Co-ordinates the playing, coaching and training policy with the Club Director of Rugby and Head Coach,
2. Entertains, with members of the Board of Directors/Executive Committee and the Team Manager, referees, officials and players of visiting teams,
3. Keeps players informed on all playing related aspects of the Club.

Clubhouse Manager

1. Ensures the arrangement and completion of all new works and maintenance of the clubhouse, and surrounding areas, as agreed by the Club Board of Directors and Executive Committee,
2. Liaises with the Treasurer/Financial Director with regard to capital purchases,
3. Prepares details of Club working parties (e.g. for decorating) – names, dates, times, responsibilities, etc., and publishes on the Club notice board, the Club's general e-mail system, and social media,
4. Delegates responsibility for individual jobs as necessary, ensuring timescales are met,
5. Ensures that all areas of the clubhouse are kept clean and tidy (except the bar and cellar areas which are the responsibility of the Bar Manager),
6. Acts as the Club Fire Officer,
7. Ensures that a good H&S and Fire status is maintained in the clubhouse, and that any required remedial works are carried out promptly as approved,
8. Ensures appropriate risk assessment and control measures are in place, in line with Health and Safety Executive (HSE) and Fire Service, etc. required standards, in relation to utility services (gas, electric, water and fire prevention and control systems) – with periodic health and safety inspection and certification by 'competent' contractors to ensure relevant regulatory compliance,
9. Ensures that ongoing H&S including Fire related tasks, e.g. checking fire extinguishers, conducting fire drills, checking water temperatures, checking the cold-water tanks in the roof of the clubhouse, checking toilet cleanliness, are conducted as required by the Club H&S Manual and the results recorded on the Club H&S etc Dropbox file,
10. Oversees the services for the Club (power, lighting, water supply, telecoms, alarm systems, waste disposal, etc.), to confirm that all is in in line with Health and Safety Executive (HSE), Fire Service, etc. required standards,
11. Submits an annual facility plan and budget for clubhouse maintenance and development,
12. Provides monthly general maintenance etc related reports to the Club Executive Committee via the Vice Chairman of the Club.

Commented [3]: Is this still correct?

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13. If relevant, sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Clubhouse Manager is responsible for within one week of receiving the request from the Club Vice-Chairman,

Team Manager

1. Confirms, week by week during the season – venues, kick off times, Club colours, etc.,
2. Confirms matters with regards to referees appointed by the Hampshire Rugby Union Referees Society,
3. Ensures that completed 'match cards', are fully completed and signed by all required to sign, and sent to the Hampshire Rugby Football Union,
4. Supplies directions for Club teams playing away and for visiting teams and referees as required,
5. Advises the kitchen personnel on catering requirements, i.e. the number of teams at home, etc.,
6. Entertains, with the captain and members of the Board of Directors and Executive Committee, referees, officials and players of visiting teams,
7. Deals with opposition Clubs and referees regarding cancellations when the ground is unfit or the Club or the opposition cannot raise teams.
8. Arranges fixtures for all senior teams for future seasons, other than League fixtures as decided by ruling bodies,
9. Confirms fixtures, directions, kick-off times, etc, annually at the end of each season for the next season,
10. Maintains an up-to-date list of players, with contact details,
11. Attends selection committee meetings and publishes the selected teams on the Club notice board, via the Club's general e-mail system and social media,
12. Ensures that all teams are complete for match days,
13. Arranges 'substitutions' in the case of player cry-offs, in consultation with the Club's Director of Rugby, Head Coach and team captains,
14. Liaises with the Club Publicity and Donations/Sponsorship Manager on teams selected,
15. Briefs the selection committee on players who have not paid their annual subscriptions or have not set up for monthly payments, and, as relevant, are behind in paying match fees (on the advice of the Treasurer/Financial Director and Membership Secretary).

Club Head Coach

1. In liaison with the Director of Rugby, sets the style and characteristics of playing rugby union for the Club (and with the Director of Rugby ensures that this is coached consistently through the Club, i.e. M&Js through to senior players),
2. Plans and runs safe, effective training sessions,
3. Builds team spirit and encourages participation,

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4. Promotes fair play, team standards and codes of conduct,
5. Develops individuals' skill, confidence and fitness,
6. Sets tactics,
7. Works with the Club's Director of Rugby to retain players and to recruit players,
8. Works with the Clubs' Director of Rugby (to continue learning and developing
9. Attends all training evenings and manages the coaching at those sessions,
10. Attends all 1st XV games and gives coaching instructions beforehand, and during matches decides on when replacements will be made and who will be involved,
11. Recruits, encourages, develops and organizes training for all Club coaches,

Ladies Touch Rugby Team Representative

1. Ensures that as many ladies as possible have the opportunity to play rugby in a safe and fun environment in which they learn,
2. Promotes and encourages Women's Rugby Union, currently Touch rugby.

Club Entertainments & Fund Raising Sub-Committee

1. Organizes all Club social events, major draws and ticket selling (e.g. Club Christmas Draw), and other fund-raising activities,
2. Prepares the calendar of events and draws, for each season - and promotes the events and draws - including by clear notices in the clubhouse, noting for events re the selling of tickets before the events, and by the Club general e-mail system, on the Club website and Club social media,
3. If necessary, books venue(s),
4. Ensures that events overall accrue the profit as required by the Club budget for each season,
5. Assists with Club publicity.
6. Sends update reports to the Club 1st Vice-Chairman on Club Business/Development Plan items that the Club Entertainments & Fund Raising Officer is responsible for within one week of receiving the request from the Club 1st Vice-Chairman,

Club Publicity and and Donations /Sponsorship Manager

1. Maintains close liaison with the Press and Media, and supplies information to local and national newspapers, and local radio and TV, including to have at least three articles on the Club – including aimed at player recruitment - published per season,
2. Ensures that the Club has support from the local community, ensuring that that news of matches and results, and other Club information, is communicated to local and national newspapers, and local radio and TV, on a weekly basis,
3. Advises the Press and Media of all teams selected (after liaison with the Team Secretary),

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4. Maintains the Club 'scrapbook' and playing records.
5. Manages existing donator/sponsor relations,
6. Sources and approaches new potential donations/sponsors,
7. Manages advertising at the Club on hoardings, notice boards, etc. [Advertising in match-day programmes is managed by the 'team' of Director of Rugby, Financial Director and Vice-Chairman. Advertising in Club newsletters is managed by the Newsletter Editor],
8. Liaises with the Club Marketing Manager in identifying and approaching new potential donators/sponsors, and building business cases for possible partners illustrating the potential returns on investment in the Club.
9. Provides the Treasurer/Financial Director with income and expenditure details,
10. Ensures that all opportunities are maximised,
11. Reviews and proposes updates to the Club Donations/Sponsorship Policy,
12. Liaises with the Club Entertainments and Fund-Raising Committee in:
13. Plans for and organises fundraising activities for the Club,
14. Makes sure that all fundraising support materials are ordered and available to use for members of the Club,
15. Ensures that all collected fundraising money is passed on to the Treasurer/Financial Director,
16. Ensuring that the success of fundraising activities is monitored and accurately recorded,
17. As necessary, co-ordinates activities with the Club Entertainments and Fund-Raising Sub-Committee,
18. If relevant, sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Donations/Sponsorship Manager is responsible for within one week of receiving the request from the Club Vice-Chairman,

Membership Secretary

1. Manages everything to do with memberships, including types, subscriptions, renewals and income,
2. In liaison with the Club Secretary and Director of Rugby, takes a lead on promoting new membership - creating and delivering a plan for recruiting new members.,
3. Keeps the membership database up-to-date,
4. Ensures membership subscriptions are paid by required dates and records kept,
5. Receives subscriptions and issues receipts, and passes the subscriptions to the Treasurer/Financial Director/
6. In conjunction with the Treasurer/Financial Director and Director of Rugby, briefs the Team Manager for selection committee meetings on players who have not paid their annual subscriptions and (if relevant) are behind in paying match fees,

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7. Issues membership cards for each category of membership.

Community Officer (Schools and Colleges)

1. Creates and maintains good links with and promotes rugby union within local junior and senior Schools, and Colleges), and recruits players for senior squads, the M&Js and the Ladies team.
2. Liaises with the RFU Regional Development Officer and Youth Development Officer, in relation to item 1 above, and the hosting of school tournaments/leagues.
3. Sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Community Officer (Schools & Colleges) is responsible for within one week of receiving the request from the Club Vice-Chairman,

Community Officer (Rushmoor Borough Council)

1. Ensures liaison with Rushmoor Borough Council (RBC), including regarding a new lease as a priority, available RBC funding, rent and rates relief, and reports back to the Club Executive Committee.
2. Sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Community Officer (Rushmoor Borough Council) is responsible for within one week of receiving the request from the Club Vice-Chairman,

Safeguarding Officer

1. Ensures that children and young players are provided with the highest possible standard of care by their coaches and volunteers,
2. Keeps up to date on the latest Child Protection Policy from the RFU, Hampshire RFU and other local and national sources,
3. Implements and maintains a Child (young player) Protection Policy,
4. Ensures that DBS's are applied for and kept current,
5. Reviews the current Child Protection Policy on an annual basis and provides recommendations for changes to the Club Board of Directors/Executive Committee for review and ratification,
6. Raises awareness and understanding that abuse does happen in sport, and establishes communication and reporting procedures,
7. Attends Child Safety and other, related, seminars/workshops/meetings as necessary,
8. Leads child protection workshops throughout the season to ensure that all coaches and managers are kept up to date on child protection issues.
9. Raises any issues and/or problems regarding abuse or suspected abuse with the Club Chairman and other members of the Club Board of Directors/Executive Committee as relevant. Then as relevant passes information to the Hampshire RFU, RFU and local authorities,

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10. If relevant, sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Safeguarding Officer is responsible for within one week of receiving the request from the Club Vice-Chairman,

Club Marketing Manager

The Club Marketing Manager conducts direct approaches to people, companies and other organisations; 'advertising' activities – local press, publications etc; as well as 'advertising' via the Club website, via social media; etc; aimed at:

- (1) assisting the Club's Director of Rugby in the recruitment of new players into the Club,
- (2) getting new non-playing members into the Club,
- (3) assisting the Club Hires Manager/Secretary to significantly increase the number of both daytime and evening hires of the Club,
- (4) assisting the Club Publicity and Donations/Sponsorship Manager in identifying and approaching new potential donators/sponsors.

1. Recruiting New Players into the Club

With the Director of Rugby, maintains a very active player recruitment programme, with particular focus and increasing the number of senior male players. This should involve a number of 'methods' including:

- using own and others contacts to directly speak with potential players and groups of players, e.g. in military units, and strongly encourage players to join the Club,
- maintaining an advertising campaign in the local press, local publications such as the bi-monthly Aldershot Garrison Herald, the annual Aldershot Garrison Community Guide, the the annual Deepcut & Pirbright Garrison Community Guide, as well as local radio and TV.
- 'advertising' on the Club website,
- 'advertising' via the Club's social media 'outlets',
- flyer distribution.

2. Getting New Non-Playing Members into the Club

This should involve a number of 'methods' including:

- 'word of mouth',
- 'advertising' on the Club website,
- 'advertising' via the Club's social media 'outlets',
- flyer distribution.

3. Significantly Increasing the Number of both Daytime and Evening Hires of the Club.

This should involve a number of 'methods' directed at hires for such as:

- birthdays, anniversaries,

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- business events and meetings,
- other club and organisation events (e.g. Dolphins Sub-Aqua club meetings on Thursdays, Farnborough & Camberley Cycling Club events on average once per month),
- large events, as the Club is licenced to hold four such events per annum (such as the long time hosted Buddha Nepalese event, and the Rugby Rocks event).

The 'methods' should include:

- direct contact with companies and organisations,
- maintaining an advertising campaign in the local press, local publications such as the bi-monthly Aldershot Garrison Herald, the annual Aldershot Garrison Community Guide, the annual Deepcut & Pirbright Garrison Community Guide, as well as local radio and TV.
- 'advertising' on the Club website,
- 'advertising' via the Club's social media 'outlets',
- flyer distribution.

[Liaison needed here with the Hires Secretary/Manager.]

4. identifying and Approaching New Potential Donators/Sponsors

This should involve:

- Liaising with, and assisting as necessary, the Club Publicity and Donations/Sponsorship Manager by identifying and approaching new potential donations/sponsors, as necessary helping to build business cases for possible partners illustrating the potential returns on investment in the Club. (Donators/sponsors could be for the Club as a whole, part thereof, whatever – including re pitch-side hoardings, 'flags' etc.)
- holding marketing events at the Club,
- having marketing features on the Club website,
- 'advertising' via the Club's social media 'outlets'.

Assistant Treasurer

1. Conducts tasks as delegated by the Treasurer/Financial Director, including that shown in Attachment A.

Club Coaching & Referee Coordinator

1. Maintains and updates the Club Coaching Development Plan, and the Player Development Pathway document, and ensures with the Director of Rugby and the Club Head Coach that all the age groups are properly covered and coached in an appropriate way to the Club's "style" of developing rugby,
2. Represents the M&Js coaches and referees at the M&Js Sub-Committee meetings, and attends Club Board/Executive Committee meetings as required,

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3. With the Club's Director of Rugby is a conduit from and to the RFU and Hampshire RFU for the sharing of information about coaching, best practice, courses and seminars, and promulgates coaching course information, throughout the Club – encouraging attendance by existing and new coaches,
4. Is a conduit from and to the Hampshire RFU Referee Society, and the RFU, for education for referees,
5. With the Club's Director of Rugby organises coaching courses, internal coaching meetings and coaching clinics, to aid individual development, including helping to prepare coaches for formal qualifications,
6. Shares information about refereeing, best practice, courses and seminars, including supporting volunteers' personal development,
7. organises refereeing courses, internal refereeing workshops and meetings, and refereeing clinics, to aid individual development, including helping to prepare referees for formal qualifications,
8. In conjunction with the Director of Rugby, and the Club Head Coach, maintains the Club Coach & Referee Register, and individual coach and referee development plans,
9. If relevant, sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Club Coaching & Referee Coordinator is responsible for within one week of receiving the request from the Club Vice-Chairman. The reports are to be accompanied by the updated versions of the Club Coaching Development Plan, the Player Development Pathway document, the Club Coach and Referee Register, and individual coach and referee development plans.

Kitchen Manager

1. Develops and implements food provision plans for players, spectators and special events, including regarding food for sale,
2. Manages and implements the agreed food provision budget,
3. Selects and arranges supplies, ingredients, preparation, serving and clean up after meals.
4. Recruits, trains and manages a team of volunteers (to help in the kitchen),
5. Ensures that all Food and Hygiene testing and checking is regularly conducted, and that certification documentation is kept up to date, including internal inspection/ checking/testing records, training material and instructions, and training records,
6. Ensures compliance with all Food and Hygiene certification,
7. Hosts external Food and Hygiene inspections (by Rushmoor Borough Council Environmental Health Officers), and ensures that any resultant remedial work is carried out,
8. Where applicable, liaises with external caterers,
9. Provides monthly Food and Hygiene related reports to the Club Board of Directors and Executive Committee,

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10. Sends update reports to the Club Vice-Chairman on Club Business/Development Plan items that the Kitchen Manager is responsible for within one week of receiving the request from the Club Vice-Chairman.

Data Protection Officer & GMS Data Officer

Data Protection

1. Ensures that all members involved in any way in creating, using, processing, analysing, storing, etc personal data adhere to the requirements set out in the FRUFC Ltd Data Protection (Privacy) Policy and Notice (under GDPR) V1.0 issued on 4th May 2018 (copy on the Club website). [The General Data Protection Regulation (GDPR) applied in the UK from 25 May 2018 (replacing the Data Protection Act 1998)]. In particular this includes the actions that follow below.
2. Ensures that the required security is in place for all paper and electronic documents and files to protect all members personal data (as set out in the FRUFC Ltd Data Protection (Privacy) Policy and Notice (under GDPR) V1.0 issued on 4th May 2018). This will include random checks to see that the required security required is indeed being provided for all paper and electronic documents and files.
3. Helps any member who has any concerns about how the Club processes their data.
4. Deals with any member who as of right asks the Club for a copy of their personal data, and/or to correct, delete or restrict (stop any active) processing of their personal data.

Members can also request a specific set or piece of information, or information about how their data has been used and shared. The process to deal with this is shown at Appendix 1 of the FRUFC Ltd Data Protection (Privacy) Policy and Notice (under GDPR) V1.0 issued on 4th May 2018.

5. Uses the Club procedure to act quickly to manage, and if necessary report, a data breach. The procedure is contained in Appendix 2 of the FRUFC Ltd Data Protection (Privacy) Policy and Notice (under GDPR) V1.0 issued on 4th May 2018.
6. Sends update reports to the Club Vice-Chairman on Club Development Plan items that the Data Protection Officer is responsible for within one week of receiving the request from the Club Vice-Chairman,

GMS Data Officer

The Game Management System ("GMS") is provided by the Rugby Football Union ("RFU") to enable players, player parents, Clubs, constituent bodies, referee societies and the RFU to input, store and process certain information pertaining to GMS records and the regulatory and governance functionality of the RFU. The RFU also collects data directly about use of GMS for its own site administration purposes.

The RFU tries to meet the highest standards when collecting and using personal data. For this reason, we take any complaints we receive about the treatment of personal data very seriously. We encourage people to bring it to our attention if they think that our collection or use of data is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. The RFU's Regulatory and Governance Privacy Notice is available on the RFU's website.

As mentioned above, the Club's Data Protection Officer ensures that all members involved in any way in creating, using, processing, analysing, storing, etc personal data adhere to the

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In essence, the protection of GMS related information is the same as that described above. It is no accident that our Club's Data Protection Officer is also the GMS Data Officer.

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It is no accident that our Club's Data Protection Officer is also the GMS Data Officer.

Other Officials of the Club

Assistant Senior Coaches

1. Provide all assistance to the Club Head Coach in fulfilling his responsibilities – see above.

Club 1st XV Vice-Captain

1. Provides support to the 1st XV Captain - and deputises for him when not available.

Team Manager

1. Makes sure all players are registered by required times by getting all the appropriate information from each player,

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2. Fills in team sheets and other relevant forms/cards before and after matches, checks that all players on the forms/cards have been 'doubly' confirmed as registered, ensures that results are phoned through before the time deadline, and ensures that match card are posted to arrive by the date and time deadline,
3. Arranges for the team jerseys to be washed between matches, and kept in good repair,
4. Ensures that jerseys are always at the clubhouse in good time for away teams leaving and for home teams at meeting time,
5. Makes sure the players don't walk off with the kit at the end of a match,
6. Makes sure the team turns out properly dressed for matches, mouth guards and safety studs especially,
7. Makes sure players, families and supporters know the team is playing and training each week,
8. As relevant, organises the collection and recording of Match Fee payments by players and the handing of these (with the record) in at Club bar,
9. Liaises with the local medical facilities for special treatment of injuries to Club and visiting players,
10. Arranges as necessary for attendance at all home games of representatives of the St. Johns Ambulance (if Club physios are not to be in attendance),
11. Maintains the stock of Club team jerseys.

2nd XV Manager

1. Makes sure all players are registered by required times by getting all the appropriate information from each player,
2. Fills in team sheets and other relevant forms/cards before and after matches, ensures that results are phoned through before the time deadline, and ensures that match card are posted to arrive by the date and time deadline,
3. Arranges for the team jerseys to be washed between matches, and kept in good repair,
4. Ensures that jerseys are always at the clubhouse in good time for away teams leaving and for home teams at meeting time,
5. Makes sure the players don't walk off with the kit at the end of a match,
6. Makes sure the team turns out properly dressed for matches, mouth guards and safety studs especially,
7. Makes sure players, families and supporters know where they're playing and training each week,
8. As relevant, organises the collection and recording of Match Fee payments by players and the handing of these (with the record) in at Club bar,
9. Liaises with the local medical facilities for special treatment of injuries to Club and visiting players,
10. Arranges as necessary for attendance at all home games of representatives of the St. Johns Ambulance (if Club physios are not to be in attendance),

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11. Maintains the stock of Club jerseys.

Veterans XV Manager

1. Makes sure all players are registered by required times by getting all the appropriate information from each player,
2. Fills in team sheets and other relevant forms/cards before and after matches, as relevant, ensures that results are phoned through before the time deadline, and ensures that match cards are posted to arrive by the date and time deadline,
3. Arranges for the team jerseys to be washed between matches, and kept in good repair,
4. Ensures that jerseys are always at the clubhouse in good time for away teams leaving and for home teams at meeting time,
5. Makes sure the players don't walk off with the kit at the end of a match,
6. Makes sure the team turns out properly dressed for matches, mouth guards and safety studs especially,
7. Makes sure players, families and supporters know where they're playing and training each week,
8. As relevant, organises the collection and recording of Match Fee payments by players and the handing of these (with the record) in at Club bar,
9. Liaises with the local medical facilities for special treatment of injuries to Club and visiting players,
10. Arranges as necessary for attendance at all home games of representatives of the St. Johns Ambulance (if Club physios are not to be in attendance),
11. Maintains the stock of Club jerseys.

Discipline Officer

1. Chairs the playing and non-playing side disciplinary committees - and conveys the decisions to those before the disciplinary committees.
2. Deals with any incidents of misconduct in the Club,
3. Take responsibility for all discipline queries,
4. Works to educate Club members about preventing incidents,
5. Works with the Hampshire RFU Discipline Secretary and the RFU on all Club discipline matters,
6. Keeps Club members, players and the website up-to-date on all things disciplinary
7. Attends Hampshire RFU Disciplinary hearings involving the Club.

Volunteer Co-ordinator

1. Liaises with the Club Chairman and other members of the Club Board of Directors/Executive Committee to:

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- Work out who is needed each year, bearing in mind special events as well as the week in week out running of the Club,
- Plan where the Club is going to find volunteers, making sure that advertising and appointment is as open as possible,
- Understand why people get involved in the first place and use this knowledge to recruit them,
- Put people in roles that suit their skills wherever possible,
- Welcome volunteers to the Club and help them get their bearings,
- Train volunteers, and give them support, guidance and encouragement,
- Recognise and reward success, nominating volunteers for the Club, Hampshire RFU, RFU or external awards,
- Create a succession plan so that the Club has a pool of talent ready to step up or provide cover for key roles.

Club Newsletter Editor

The Club Newsletter Editor is responsible for the issue of the Club (electronic) Newsletter at three points in the year, usually September (beginning of season), December (just prior to Christmas), and March (end of season). This involves:

1. Contacting the designated Board of Directors/Executive Committee members and other Club officials – President (also Vice-Chairman) [an overall message to all members, plus information on other topics – hires, Club Business/Development Plan, etc], Chairman [an overall message to all members], Director of Rugby [updates re the playing side], Treasurer/ Finance Director [report of Club financial topics], Health & Safety Manager [report on H&S, Food and Hygiene, and general maintenance work, Chairman of M&Js [update on M&Js activities etc] - and others as required [liaise with Vice-Chairman], to obtain draft copy on agreed topics.
2. Based on the draft copy received, own ideas, and advertising obtained, creating a first draft content of a complete newsletter for review and agreement by the Executive Committee/Board of Directors [e-mail to Vice-Chairman, who will get Executive Committee/Board of Directors agreement].
3. On receipt of the Board of Directors and Executive Committee approval, assembling the agreed content in the Club's electronic newsletter production software.
4. Issuing an e-mail containing the link to the newsletter to all Club members via the Club's general e-mail system.

International Tickets Secretary

1. Receives notifications from the RFU concerning international ticket allocations, and numbers of tickets available to the Club.
2. Where the number of tickets for matches is a set figure, allocates tickets to:

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- those donators (sponsors) which have donated significant money to the Club in return for a set number of tickets per match (which the donator pays for) – details recorded in an agreement signed by the Club and the donator, and which has a specified time period, then
 - Club members who have done, and continue to do, a significant amount of work on a regular basis for the Club, then
 - other members on a first come first served basis.
3. Where for particular matches the Club can request any number of tickets, circulates details by general e-mail, and then notifies the RFU of the total number of tickets required by the Club by price.
 4. Ensures that all allocated tickets pay for their tickets by the set date.
 5. When tickets received, ensures delivery to all those who have paid for tickets.
 6. Maintains a detailed record of tickets allocated per match by price by person/organisation.

Cleaning Supervisor

The Cleaning Supervisor is responsible for regular reviews of the work of the Cleaner, and as necessary raising any significant issues with the Executive Committee.

The Cleaner's tasks/working schedule is as follows:

Daily Tasks:

1. Clean and Hoover the lounge bar and the main club room.
2. Sweep and mop bar floor tiles.
3. Wipe down all tables.
4. Clean and Hoover all changing rooms as required.
5. Clean showers as required.
6. Clean players toilets (including toilet bowls, urinals, wash basins, taps and floors), and renew urinal blocks, as required.
7. Clean ladies' toilets (including toilet bowls, wash basins, taps and floors),
8. Clean gents' toilets (including toilet bowls, urinals, wash basins, taps and floors), and renew urinal blocks as required.
9. Clean and Hoover all corridors (including the entrance hallway).
10. Clean and Hoover the office and physio room as required (note: these rooms to be kept locked when not in use).
11. Empty all bins and replace bags as required.
12. Complete and initial the toilet inspection forms.

Weekly Tasks:

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1. Clean (dust and wet wipe etc.) all skirting boards.
2. Wipe all picture/photo/shirt etc frames, including sides, tops and bottoms.
3. Dust generally, including the bench seating (including behind and under).
4. Bleach and clean all tables and chairs.
5. Deep clean all toilets and floors.
6. Clean all windows.
7. Deep clean kitchen floor.
8. Clean stainless-steel sinks and walls in kitchen.
9. Clean stained-glass window.
10. Dust and wet wipe behind radiators.
11. Polish dance floor.
12. Clean shower heads (if using a ladder need to be accompanied as working at height).
13. Complete and initial the toilet inspection forms.
14. Ensure that Cleaner's room is neat and tidy.

Main M&Js Sub-Committee Posts

Vice Chairman of M&Js Section

1. Assists and guides the Chairman of M&Js Section,
2. Deputizes for the Chairman of M&Js Section as required,
3. Takes on tasks on behalf of the Chairman of M&Js Section,
4. If required attends Club Executive or General Committee meetings,
5. If relevant. attends Hampshire Cluster meetings regarding M&Js related matters.

Minis Fixture Secretary

1. Arranges fixtures for all mini teams for future seasons,
2. Liaises with visiting clubs,
3. Liaises with the Junior Fixtures Secretary to reduce clashing of matches where possible,
4. Informs the Kitchen Manager of visiting team numbers.

Juniors Fixture Secretary

1. Arranges fixtures for all junior teams for future seasons, other than League fixtures as decided by the ruling bodies,
2. Advise teams of matches,

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3. Once fixtures are set – liaises with individual teams with regards to additional matches,
4. Liaises with the Minis Fixture Secretary to reduce clashing of matches where possible,
5. With the Club's Director of Rugby, ensures referees for U17s and Colts matches with Team Managers.

M&Js Section Membership Secretary

1. Manages everything to do with M&Js Section memberships, including types, subscriptions, renewals and income,
2. Takes the lead on promoting new M&Js Section membership,
3. Keeps the M&Js Section membership database up-to-date, and copies on a monthly basis to the Club Secretary,
4. Ensures M&Js Section membership subscriptions are paid by required dates and records kept,
5. Receives subscriptions and issues receipts, and passes the subscriptions to the Club Financial Director/Treasurer or Assistant Treasurer,
6. With the Club's Director of Rugby creates and delivers a plan for recruiting M&Js Section new members.

Shop Management

Club Shop Manager

Is responsible for:

1. ALL contact with the Club preferred supplier, if necessary delegating to the assistant shop manager (from the senior part of the Club and a member of the Executive Committee),
2. In liaison with the assistant shop manager, identifying alternative suppliers if the preferred supplier cannot provide particular product lines (including to the required quality),
3. Obtaining decisions from the Board of Directors and Executive Committee on the required Club 'branding' to ensure consistency across the Club (including the design of Club shirts, shorts and socks, ties, blazer badges, badged dress shirts, golf/polo shirts, T shirts, sweaters and hoodies),
4. liaising with the assistant shop manager on product line requirements (orders and product line items) from the senior part of the Club – including via the Executive Committee approved on-line shop,
5. liaising with the Chairman of the M&Js section of the Club on product line requirements (orders and product line items) from the M&Js section – including via the Board of Directors and Executive Committee approved on-line shop,
6. seeking approval from the Board of Directors and Executive Committee for all large purchases of stock, and the purchase of new product lines,
7. in liaison with the assistant shop manager, reviewing and proposing the sale prices for all product lines and obtaining the approval of the Board of Directors and Executive Committee, with the aim of at least a 20% profit margin (ex VAT),
8. all ordering of shop product lines, as approved by the Directors & Executive Committee members,

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9. regular monitoring of stock levels in the Club shop to ensure that stock is maintained at a reasonable level to satisfy demand, and 'calling off' small stock amounts accordingly,
10. control and issuing under receipt of all shop keys, and maintaining a key register,
11. deciding who works in the shop,
12. opening the shop on the days and at the times as agreed by the Board of Directors/Executive Committee,
13. all Sunday openings,
14. with the assistant shop manager, improving and maintaining the shop layout so that customers can properly and easily view available items for purchase,
15. with the assistant shop manager, ensuring that the shop is kept clean and tidy,
16. with the assistant shop manager, managing the use of the shop till and related Club printout records of transactions,
17. with the assistant shop manager, managing the use of the card machine and related Club printout records of transactions, and before each opening time – particularly on Sundays – ensuring that the card machine is in place,
18. maintaining quality sales and purchase account and stock control records in liaison with the Club Treasurer,
19. in each financial year ensuring that accumulated in year expenditure and receipts are monitored each month against the approved budget, and that anomalies and under-achievement are notified to the Executive Committee via the Club Treasurer,
20. with the assistant shop manager, ensuring that long term retained old stock is put on sale at reduced prices, as agreed by the Executive Committee.

Club Shop Assistant Manager

Is responsible for:

- being the focal point for all orders and product line requirements from the senior part of the club,
- all Saturday openings,
- working with the shop manager regarding items as indicated in the shop manager's terms of reference.

This document was approved by the Club Chairperson and President on 17th September 2025.

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Assistant Treasurer Tasks

To initiate tasks: Weekly (Normally Tuesday Night during season Wednesday night out of season) - Collect Documentation from Bar Manager and Club Secretary

Documentation may include:	Invoices		Cheques	Money Received Envelopes		Bar Till Chits	Cash Banked Receipts	Bank Statements	VAT Returns
What to do on Receipt:	Check Invoices as some are paid by Direct Debit. If yes, enter on to Bank Transaction Spreadsheet (NatWest) and ensure enough money banked to cover. If not paid by Direct Debit see below.		Ensure each cheque is identified for what the payment is for i.e. Cash, Shop, Subscriptions, Match Fees, Hire etc.,	Ensure each envelope is identified for what the payment is for i.e. Cash, Shop, Subscriptions, Match Fees, Hire etc.,		Enter onto FRUFC Bar Account Spreadsheet	Enter amount banked into FRUFC Bank Transaction Spreadsheet	Give to Tom M	Give to Tom M
Were any paid by cash from bar?	Yes	Enter onto FRUFC Payment Spreadsheet	Enter each cheque into NatWest paying in Book (2)	Did the bar receive cash or cheque?	Cash received	Enter: a. Till Roll Amount, b. Bar takings, c. Bar expenses, d. Cleaner, e. Rolls, f. Any other Incoming/ outgoing bar transactions			
	No	1. Cheques to be made out (Each cheque to be signed by 2 authorised persons) and sent 2. Enter onto Payment Spreads't			FRUFC Receipt spreadsheet; Enter total amount of each cheque banked into NatWest and input each cheque in relevant column.				
			Enter amount banked into FRUFC Bank Transaction Spreadsheet (NatWest)						

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Notes:	Action by
1. Cash banked into NatWest Bank by Bar Manager	Assistant Treasurer to be aided by Financial Director/Treasurer
2. Cheques banked into NatWest Bank	
3. Enter all bank transactions	
4. Ensure enough money is available for Direct Debits	
5. Bank Transaction Reconciliation	Financial Director/Treasurer aided by Assistant Treasurer.
6. Bank Statements (Payments & Receipts) Reconciliation	
7. 3-Monthly VAT Returns	
8. End of Year Accounts	