



Position Description

Chairman

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible To

The President is elected by the club's members and responsible for representing the views of the members.

Responsibilities and Duties

The President/Chairperson should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club at all levels as required by the UAERFU or Sponsors
- Act as a facilitator for club activities
- Keep up to date with UAERFU legislation, changes to standards or anything with the ability to affect the ability of the Club to perform its function
- Liaise with the Global Saracens Network and the Director of Rugby with regard to coaching visits and any other GN events
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Ensure that nominated committee members meet their obligations and at all times work to benefit the club
- Promote the Saracens within the Abu Dhabi community in order to seek out best possible facilities and amenities for the growth of the club



Position Description

Coach (Any grade)

The Coach is responsible for the development of player's skills and as well as promoting positive attitudes to physical activity and sport in general.

Responsible to:

The Coach is responsible to the Chairman of the Club and the Director of Rugby.

Responsibilities and Duties

The Coach should:

- Encourage players and team support officials to abide by the rules at all times
- Encourage players and team support officials to support and respect the UAE National Code of Conduct
- Introduce programs to improve player's fitness levels for a healthier lifestyle
- Maintain a thorough knowledge of the laws of the game.
- Encourage players to develop a proper attitude to competitiveness
- Ensure that the coaching reflects the level of the competition being played
- Test, evaluate and refine each player's individual skills
- Organise training and match days
- Foster club spirit amongst all players and encourage them to participate in a sporting manner
- Liaise with the club's Coaching Co-ordinator as and when required
- Support the coaching initiatives of the club



Position Description

Coaching Coordinator

The Coaching Co-ordinator is responsible for the management of the club's coaching program and promoting the value of coaching within the club.

Responsible To

The Coaching Co-ordinator is directly responsible to the Chairman and the members of the club.

Responsibilities and Duties

The Coaching Co-ordinator should:

- In conjunction with league/region/state Coaching Co-ordinator, ensure all club coaches hold appropriate qualifications
- Ensure there are enough coaches for the club's requirements.
- Develop a budget for the club's coaching accreditation program
- Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained
- Develop an understanding of the role of sports science in coaching
- Arrange appropriate coach training sessions, locations, dates and times
- Be available to assist at games if necessary
- Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner
- Enhance feelings of self confidence and self-esteem within the club coaches
- Meet regularly with coaches to discuss performance and provide feedback
- Arrange for, and conduct where appropriate, assessments of the club's coaches
- Encourage maximum participation from the club's coaches
- Liaise with other Committee members regularly
- Attend UAERFU meetings as required as a representative of the Abu Dhabi Saracens



Position Description

Communications

The Communications is responsible for the development of player's skills and as well as promoting positive attitudes to physical activity and sport in general.

Responsible to:

The Comms Manager is responsible to the Chairman of the Club.

Responsibilities and Duties

- Create and/or update and maintain a dynamic website to showcase the club
- Ensure up-to-the-minute information is presented attractively for visitors
- Make it easy for visitors to find the information they are looking for

The role:

- Create/update the website and design a navigation structure for players, opposition, coaches, volunteers, spectators, members, parents, sponsors, media and other stakeholders
- Liaise with the Communications and PR Manager and club committee to ensure club events are well publicised on the site
- Regularly update the news stories on the front page of the site, so that it feels fresh when regular users land on it
- Ensure the fixtures and results section is kept up to date
- The club's social media channels should be prominently featured on the site
- Source content and images
- Promote sponsors (where applicable)
- Ensure the site complies with the code of conduct and reflects the values of the game



Position Description

Grounds Coordinator

Responsible to:

The grounds coordinator is responsible to the Committee of the Club.

Responsibilities and Duties

The Grounds coordinator should:

- Depending on the size of the club, form a grounds sub-committee to achieve the identified tasks.
- Liaise with the UAERFU as and when required and have a sound understanding of the various requirements in relation to ground management
- Ensure that all ground maintenance equipment is in safe working order
- Ensure the dressing rooms, referees room and toilets are in a clean and tidy condition each time they are used
- **Ensure the ambulance access is maintained at all times**
- Ensure that field lines are clearly marked and maintained in good order for all games
- Coordinate with Coaching group and arrange for maintenance to the playing surface as required
- Advise the Committee of the overall condition of the fields to ensure continued availability
- Liaise with Committee regarding match day events if any
- Arrange for ball boys with Al Ghazal
- Arrange for meals (25 pax per team) for home games



Position Description

Marketing and Sponsorship Coordinator

Responsible To

The Marketing & Sponsorship Co-ordinator is directly responsible to the Chairman and the members of the club. Chair the marketing and sponsorship steering committee.

Responsibilities and Duties

The Marketing & Sponsorship Co-ordinator should:

- Develop (as part of the club plan) in conjunction with the Marketing & Sponsorship Committee the club marketing plan and sponsorship packages
- Work with the Treasurer to develop a budget for the marketing plan
- Oversee the implementation of the strategies in the marketing plan
- Submit regular reports to the club committee
- Co-ordinate all sponsorship for all areas of the club
- Meet the sponsorship budget target set as part of the annual financial planning process
- Ensure all existing sponsors are contacted three months prior to the season commencement
- Seek out new sponsors to supplement existing sponsors
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season
- Arrange a sponsors functions
- Ensure all sponsorship agreements are honoured
- Maintain contact with all corporate sponsors throughout the season
- Maintain strong relationships with all Club sponsors.



Position Description

Registrar

The role of the Club Registrar is to supervise and be responsible for the proper registration of all players within the club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details.

Responsible To

The Registrar is directly responsible to the Chairman and the club members.

Responsibilities and Duties

The Registrar should:

- Maintain an up to date register of all players including UAERFU Register
- Plan sign-on days at commencement of season
- Obtain all relevant details of players wishing to play for the Club
- Obtain photographs for each new player and current players requiring new photographs
- Complete documentation for each player as required by GCJRL
- Ensure that original copies of birth certificates and other proof of age documents are available for each new player
- Assist players to complete transfer forms as required and authorize the transfer on the Club's behalf, keeping the Secretary informed of player movements. Communicate transfers as soon as possible
- Provide information as required to enable player records to be maintained
- Keep your Club committee informed of the status of registrations at all times
- Be aware of legal privacy regulations and ensure the requirements are implemented.



Position Description

Event Coordinator

The Event Coordinator is responsible for organising all the social events for the year/season such as presentation nights, trivia nights, finals, family days, BBQ's etc.

Responsible To

The Event Co-ordinator is directly responsible to the Chairman and the members of the club.

Responsibilities and Duties

The Event Co-ordinator should:

- Manage the Event subcommittee (if applicable)
- Plan and coordinate social events for the season.
- Liaise with the Marketing & Sponsorship Co-ordinator regarding promotion of events
- Work with the Treasurer to develop a budget for the different events
- Organise the End of Year Presentation night
- Organise 1 social before end of season Presentation Night

Organisation of the events once agreed with the committee on date etc should be the sole responsibility of the Event Coordinator.



Position Description

Team Manager

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care at training and competition games.

Responsible to:

The Team Manager is responsible to the Committee of the Club.

Responsibilities and Duties

The Team Manager should:

- Liaising with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions
- Acting as liaison officer between the club and the team
- Ensuring all equipment is safe, the first aid kit is ready for use
- Ensuring the UAERFU team sheet is returned after each match
- Ensuring all welfare and safety requirements for the team are met.
- Following up requests from the Registrar or Chairman with regard to outstanding club fees and personal info required
- Updating the Registrar of changes to the team list, new player, players leaving the club
- When new players join ensure they are on the FB groups and have the contact details they need for fixtures etc
- Liaise with relevant coach to ensure kit is cleaned and returned for the next fixture



Position Description

Treasurer

The Treasurer is the chief financial management officer for the club.

Responsible To

The Treasurer is directly responsible to the Chairman and the club members.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Prepare and distribute