

North Harbour Junior Club Rugby Committee – Job Description

Job Title:	NHRFU Junior club Rugby Committee (JRC) Member
Reporting to :	NHRFU Council of Clubs (COC) – Through JRC Chairperson as member of the COC
Purpose of Position:	The Junior club Rugby Committee is responsible to the COC for facilitating effective delivery of junior club rugby in the North Harbour Rugby Football Union (NHRFU)
Relationships with:	<ul style="list-style-type: none"> Club junior committees Club junior coaches and managers Club junior players NHRFU Staff NH Rugby Referees Association Club junior rugby stakeholders – parents/caregivers and supporters
Roles and Responsibilities:	<ol style="list-style-type: none"> 1. To develop a positive spirit for rugby union across the differing entry level participants, which shall encompass players, coaches, referees, administrators, parents and supporters. 2. To provide a progressive development of skills throughout the grades under the NZRU Community Rugby rules and guide lines. 3. To build on enjoyment of participation and skill development. 4. To provide a team or grade structure under which the maximum number of players possible can enjoy the sport and gain skills appropriate to their age, weight and ability. 5. To show true regard for the opinions and concerns of all stakeholders in junior club rugby to ensure the sport is held in high regard particularly in delivery of the game
Deliverables to the COC:	<ol style="list-style-type: none"> 1. To ensure that structured and organised rugby is promoted and made available to all junior players within the NHRFU region. 2. To ensure there is an appropriate balance of both participation and competition for all levels of junior club rugby. 3. The approval and monitoring of dispensated, cleared and special players in junior club rugby. 4. To ensure that all complaints and disciplinary matters within junior club rugby are dealt with in accordance with NHRFU Disciplinary procedures. 5. To ensure that players are in their correct grades and that the clubs are adhering to the Weights and Ages chart 6. A review of each season's activities including recommendations with regard to the enhancement of junior club rugby in the following year. 7. Maintain channels of communication and build strong relationships with clubs and associated bodies for the distribution of information and satisfactory administration of junior club rugby 8. Assist the union in the registration of all participants in junior club rugby 9. A code of conduct for all participants in junior club rugby 10. Organisation and management of junior club rugby tournaments.
Knowledge and Experience:	<ol style="list-style-type: none"> 1. An interest in, and knowledge of, junior club rugby in general within the North Harbour region. 2. 3 to 5 years experience in junior club rugby administration, coaching or team management. 3. Ability to work with a range of different people involved in junior club rugby 4. Ability to work to work within a committee structure to meet prescribed roles and responsibilities, and achieve deliverables for junior club rugby. 5. Ability and experience in supervision and management of other persons.
JRC Membership Restriction:	JRC member cannot be a current junior club rugby team coach, manager or referee.

Application for Membership of North Harbour Junior Club Rugby Committee

Name:			
Club:			
Years Involved in Junior Club Rugby:	Eg. 1995-2002.		
Roles performed in Junior Club Rugby:	Eg. Junior Coach – J8 to J2, Team manager – J1, Junior Committee, Junior Delegate, Junior Club Captain, Associate Referee.		
Experience in Committee activities:	Eg. Junior rugby committee, XYZ Primary School Board of Trustees, ABC Tennis Club committee.		
Experience in supervisory and relationship management roles:	Eg. Team leader in XYZ business, Customer Service Supervisor for ABC, Self Employed with staff in DEF business, Head of Department at UVW Primary School.		
Signature:		Date:	