

Club Representative Job Description

The D&WRFU are looking to recruit forward thinking and well organised individuals, to fulfil the role of Club Representatives.

You will be a Senior Member of the Dorset & Wilts Rugby Football Union (D&WRFU) and will be an elected member of the D&WRFU Council by the member clubs at the next D&WRFU Annual General Meeting.

The role of the Council is listed below

- To act as a Check and Challenge body.
- To approve policies and budgets recommended by the Executive Committee.
- Target Delivery Plan.
- To review the feedback from the Club Huddles and circulate Best Practice.
- To act as a Focus Group, developing new programmes for the promotion of rugby.

The role of the Club Representative

- To hold regular cluster meetings with your assigned clubs.
- To ensure that the views and concerns of the clubs are voiced to the Constituent Body (CB).
- To promote best practice and the sharing of ideas among clubs.
- To support the RFU full time staff, and the appointed members of the management team of the CB in the execution of their duties.
- To be a conduit for the supply of information on a wide range of subjects, both to and from the clubs, the RFU and the CB.
- To ensure that the clubs are aware of the legal requirements.
- Any other topics that arise during the year.
- To source suitable external funding, to support the Union as a whole. Subject to the scrutiny and approval of the D&WRFU Council.
- Club Representatives are expected to file a monthly report to the Executive Committee.

The Recruitment Process

All applications should be made via the RFU Volunteer Application and Self-declaration Form. Which can be located by [Clicking here](#)

Once you have completed your application, please email to admin@dwrugby.co.uk.

The recruitment of suitable candidates will be done in an open and transparent manner.

Successful candidates will receive no remuneration associated with their duties, other than payment of any authorised expenses.

All successful candidates to be vetted as per any regulations in force for that role at that moment in time before the candidates are permitted to commence their new role.

If you are a member of or involved with the D&WRFU or any of its squads or teams, you must meet the requirements of the D&WRFU Code of Conduct, regarding your conduct during any activity sanctioned by the RFU, or by D&WRFU.

Details of the D&WRFU Code of Conduct can be located on Page 31 Paragraph 14 of the [D&W RFU Standing Orders Issue 1.8 September 2021](#)