

# VOLUNTEER INFORMATION PACK

[www.harlowrugby.club](http://www.harlowrugby.club)



CLUB PRESIDENT • CLUB CHAIRMAN • VICE CHAIRMAN  
HONORARY SECRETARY • FINANCIAL CONTROLLER  
TREASURER • CHAIR OF RUGBY • TRUSTEE • YOUTH CHAIRMAN  
MINIS CHAIRMAN • MEMBERSHIP SECRETARY • 300 CLUB SECRETARY  
DATA OFFICER • GMS ADMINISTRATOR • PLAYER REGISTRAR

CLUB SAFEGUARDING OFFICER  
ASSISTANT CLUB SAFEGUARDING OFFICER  
DBS MANAGER • CLUB COACHING CO-ORDINATOR  
SENIOR FIXTURES SECRETARY • YOUTH FIXTURES SECRETARY

Thank you for being  
part of our team

MINIS FIXTURES SECRETARY • PRESS PR AND SOCIAL MEDIA OFFICER  
INTERNATIONAL TICKETS OFFICER • WEBSITE ADMINISTRATOR  
VOLUNTEER CO-ORDINATOR • TEAM COACH • TEAM MANAGER  
TEAM ADMINISTRATOR • FIRST AIDER • SPORTS THERAPIST  
EXECUTIVE MEMBERS REPRESENTATIVE  
YOUTH DEVELOPMENT OFFICER

COMMUNITY RUGBY COACH • CLUB REFEREE  
CLUB REFEREE CO-ORDINATOR  
DISCIPLINE SECRETARY  
TOUR MANAGER  
FUNDRAISING MANAGER  
GRANTS MANAGER





# VOLUNTEER INFORMATION PACK

Structures, Management, Roles and Policies

Last updated 10 August 2020

A guide to the club's structure, roles and responsibilities,  
volunteer management and good practice.



## **VOLUNTEER** Information Pack

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#### **Harlow RUFC Volunteer Application & Self Declaration Form**

The completed form must be returned to the club Chair of Rugby marked 'Private and Confidential'

[rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

#### **Employee and Volunteer GDPR Privacy Agreement Form**

The completed form must be returned to the club Vice Chairman marked 'Private and Confidential'

[vice-chairman@harlowrugby.club](mailto:vice-chairman@harlowrugby.club)



## **VOLUNTEER** Information Pack

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### 1. Welcome

**“Rugby is a team sport, on and OFF the field.”**

Without people like you and me, who are willing to freely donate their time, skills and passion, our club could not exist.

Volunteers matter; we make a difference; and our generosity will have a profound and lasting impact on our Club.

Hopefully you will benefit individually too, as you gain skills, confidence and new friends, and become a valued member of our #oneclub who will help shape the future of rugby in Harlow.

Please know that your volunteerism is recognised, appreciated, valued and cherished.

This pack contains everything necessary to help you fulfil your volunteer role, but please do not hesitate to contact any executive member or club officer with any queries or suggestions.

**“Everyone and anyone can be involved in running and supporting the club.  
Remember more and new faces bring more and new ideas.”**

Kind regards  
Tracey Wedd  
Chairman

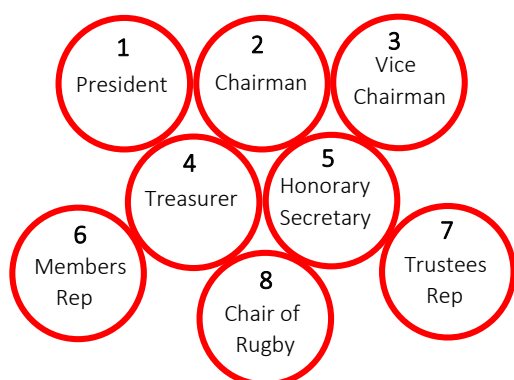
e-mail: [chairman@harlowrugby.club](mailto:chairman@harlowrugby.club)



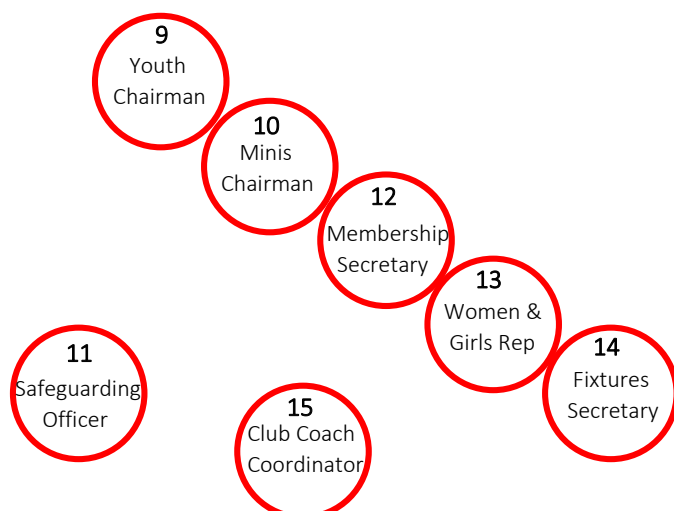
## VOLUNTEER Information Pack

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### 2. Roles and Structures



The executive committee is made up of a pack of strongly committed volunteers driving **FORWARD** all activity within the club. They discuss all issues and ideas within the club at regular committee meetings and pass the information on to the club sub-committees.



The **BACK** ground sub-committees are made up of hardworking volunteers who strive to ensure the growth and development of the club as a whole. They meet each month and report into the clubs executive committee.



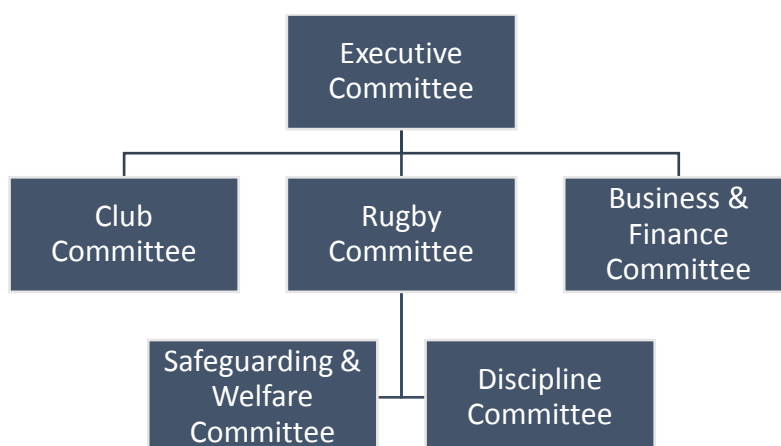
The **SUPPORT** the additional volunteers give to the club will help growth, development and most importantly enjoyment for all.



## VOLUNTEER Information Pack

The Executive Committee consists of the five elected Officers of the Club – Chairman, Vice-Chairman, Chair of Rugby, Treasurer, Honorary Secretary, plus the President, and two elected members' representatives. The Committee will meet once a month to focus on high-level Club issues and future planning. It will also review/action any matters arising from the other sub-committees, as required.

Three sub-committees will report directly into the Executive Committee, focusing on all matters in their area of respective responsibility, including their own budget. The lead Executive Officer on each sub-committee will provide monthly updates to the Executive Committee.



### Executive Committee, led by the Chairman

Meet once a month on the 3<sup>rd</sup> Monday of each month

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
President Chairman Vice- Chairman Treasurer Honorary Secretary Chair of Rugby 2 x Members' Representatives 1 x Trustees' Representative	Club Constitution Rugby Administration Operations Legal Governance & Compliance Financial & Commercial Oversight Strategy & Planning Club Structure, Committees & Officers	Club Trustees RFU & CB Club Matters

### Club Committee, led by the Chairman

Meet once a month on the 1<sup>st</sup> Monday of each month

Chairman to report to the Executive Committee

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
Chairman Vice-Chairman Chair of Rugby Volunteer Coordinator Membership Secretary Grants Manager 1 x Member's Representative	<i>"Non-Rugby Operations"</i> House Membership Volunteers PR & Marketing Website & Social Media Grants, Funding Applications International Tickets	Website Administrator Press & Social Media Officer 300 Club Administrator Grants Manager International Ticket Secretary Your Harlow Bottomline Technologies (Membership) Akuma, Create Identity



## VOLUNTEER Information Pack

### Rugby Committee, led by the Chair of Rugby

Meet once a month on the 4<sup>th</sup> Monday of each month

Chair of Rugby to report to the Executive Committee

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
Chair of Rugby Club Head Coach Colts Representative Women & Girls Representative Junior Chairman Mini Chairman Safeguarding & Welfare Officer Senior Fixtures Secretary Junior Fixtures Secretary Mini Fixtures Secretary Club Coaching Coordinator Youth Development Officer 1 x Members' Representative	<i>"Rugby Operations"</i> Playing Registration Fixtures Core Values & Playing Standards Safeguarding & Welfare Coaching Referee-ing First Aid provision Grounds & equipment requirements School development Rugby development Budgets for Rugby	Club Coaches Club Managers Club Referees Club First Aiders RFU & CB

### Business & Finance Committee, led by the Club Vice-Chairman

Meet once a month on the 2<sup>nd</sup> Wednesday of the month

Vice-Chairman to report to the Executive Committee

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
Chairman Vice-Chairman Treasurer General Manager 2 x Sponsors' Representatives 1 x Trustee's Representative	<i>"Financial, Legal &amp; Commercial Oversight"</i> CASC; PRS; PP etc Health & Safety Risk & Building Management Budgets & Sponsorship Insurance, Licences, Utilities	Grants Manager Bar Manager Staff Braceys Accountants All external contractors

### Safeguarding & Welfare Committee, led by the Club Safeguarding Officer

Meet as required

Club Safeguarding Officer to report to the Rugby Committee

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
Honorary Secretary Chair of Rugby Club Safeguarding Officer (CSO) Assistant CSOs Club Chaplain	Safeguarding & welfare of Club Players	RFU & CB

### Discipline Committee, led by the Disciplinary Officer

Meet as required

Discipline Secretary to report to the Rugby Committee

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
Disciplinary Officer Discipline Secretary Discipline Panel Members For Club Matters: Vice-Chairman For Rugby Matters: Chair of Rugby	Discipline of Club Players	RFU & CB



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### 3. Contacts

#### Harlow Rugby Club Executive Committee:

**President:**

Alan Price [president@harlowrugby.club](mailto:president@harlowrugby.club)

**Chairman & Women and Girls Chair:**

Tracey Wedd [chairman@harlowrugby.club](mailto:chairman@harlowrugby.club)

**Vice-Chairman & Volunteer Co-Ordinator:**

Stephen Foreman [vice-chairman@harlowrugby.club](mailto:vice-chairman@harlowrugby.club)

**Chair of Rugby, Club Coaching Co-Ordinator & Senior Fixtures Secretary:**

Paul Tucker (Tux) [rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

**Honorary Secretary:**

Christopher McFerran [secretary@harlowrugby.club](mailto:secretary@harlowrugby.club)

**Treasurer:**

Douglas Brown [treasurer@harlowrugby.club](mailto:treasurer@harlowrugby.club)

**Members' Representative:**

Ben White

#### Harlow Rugby Club Officers:

**Head Coach & Schools and Youth Development Officer:**

Michael Weston [1stHeadCoach@harlowrugby.club](mailto:1stHeadCoach@harlowrugby.club)

**Minis Chair:**

Nicola Wix [minis@harlowrugby.club](mailto:minis@harlowrugby.club)

**Minis Fixtures Secretary:**

[minisfixtures@harlowrugby.club](mailto:minisfixtures@harlowrugby.club)

**Youth Chair:**

Adam Clark (Mex) [youth@harlowrugby.club](mailto:youth@harlowrugby.club)

**Youth Fixtures Secretary:**

Des Keane [youthfixtures@harlowrugby.club](mailto:youthfixtures@harlowrugby.club)

**Club Safeguarding Officer:**

Teresa Keane [safeguarding@harlowrugby.club](mailto:safeguarding@harlowrugby.club)

**Assistant Club Safeguarding Officer**

Natasha Stallman [safeguarding@harlowrugby.club](mailto:safeguarding@harlowrugby.club)

**Membership Secretary & Assistant Club Safeguarding Officer:**

Nina Holmes [membership@harlowrugby.club](mailto:membership@harlowrugby.club)

**Sports Chaplain:**

Ben Norris [ben.norris@godcentralchurch.uk](mailto:ben.norris@godcentralchurch.uk)

**Grants Manager:**

Ken Potter [grants@harlowrugby.club](mailto:grants@harlowrugby.club)

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### 4. Role Descriptions

#### President

The President is primarily an honorary position within the club and acts as the club's Representative at all internal and external functions. The President is also to act as the Chairman if necessary.

#### What kind of person should you be?

1. **A diplomatic peacekeeper** – a club committee is an arena of many different personalities so the ability to listen and keep the peace is essential. Discretion is also important.
2. **An effective manager** – task will have to be allocated to people; the ability to delegate is required.
3. **A fair leader** – a club needs leadership and this starts at the top. Clubs respond positively to a fair leader who takes in to consideration the views and opinions of others.
4. **A good communicator** – communication is essential to lead meetings and to inspire the club to develop and work efficiently.
5. **Multi-skilled** – a jack of all trades, some knowledge or experience of all aspects of the club is required.

#### The core responsibilities of the role

1. Where necessary, provide advice and guidance to all other officers within the committee and provide liaison and communication between the various sections of the clubs.
2. Help manage the committee meetings to ensure every member has the opportunity to express their opinion on relevant matters and ensure that decisions are made on issues.
3. Ensure through liaising with the Club Chairman that the club is running efficiently and is meeting its obligations to the RFU and the Constituent Body.
4. Contribute to the general standard of the club and provide an understanding of the ethos and codes of conduct required.

#### The commitment from you

The workload will be constant; possibly heavier at the beginning of the season and particularly around club meetings.

#### What do you get out of it?

You will have the opportunity to lead a club that has a strong influence within the local community. With energy and commitment you can lead the development of the club for future generations - something to be proud of.

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### Chairman

The Club Chairman is the captain of the club setting the vision for the club both in terms of the immediate short term plan to the longer terms development plan of the club.

#### What kind of person should you be?

1. **A diplomatic peacekeeper** – a club committee is an arena of many different personalities so the ability to listen and keep the peace is essential. Discretion is also important.
2. **An effective manager** – tasks will have to be allocated to people; the ability to delegate is required.
3. **A fair leader** – a club needs leadership and this starts at the top. Clubs respond positively to a fair leader who takes in to consideration the views and opinions of others.
4. **A good communicator** – communication is essential to lead meetings and to inspire the club to develop and work efficiently.
5. **A multi-tasker** – a jack of all trades, some knowledge or experience of all aspects of the club is required.

#### The core responsibilities of the role

1. Provide leadership within the club setting short term plans for the season being realistic about what the club can achieve in a season **off the field**. Provide leadership by supporting the development of long term objectives for the club.
2. Liaise with the Honorary Secretary in meetings and where necessary provide advice and guidance in responding to club correspondence.
3. Manage the committee meetings to ensure every member has the opportunity to express their opinion on relevant matters and ensure that decisions are made on issues
4. Ensure through liaising with the Honorary Secretary, that the club is running efficiently and is meeting its obligations to the RFU and Constituent Body.

#### The commitment from you

The workload will be constant; possibly heavier at the beginning of the season and particularly around club meetings.

#### What do you get out of it?

You will have the opportunity to lead a club that has a strong influence within the local community. With energy and commitment you can lead the development of the club for future generations - something to be proud of.

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### Honorary Secretary

As Honorary Secretary, you are a key player in the administration for the club. The role has two distinct parts – internal and external. Internally, you are a central element to running the club. Externally, you are the main contact for external bodies such as the RFU and Constituent Body.

#### What kind of person should you be?

1. **A good organiser** – to receive collate and respond to correspondence addressed to the club ensuring it is filed systematically.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress
3. **A good communicator** – this is essential to ensure communication with other committee members in a clear and confident manner as well as communicating with a variety of other stakeholders.
4. **Computer literate** – this is essential for many things such as emailing minutes to committee members, to completing online databases.
5. **Experience in producing correspondence and other documents** - The club will rely on you to answer correspondence and produce minutes.

#### The core responsibilities of the role

1. Ensure the committee and the sub committees communicate effectively. You will act as the referee making sure everyone produces the correct documents and shares information.
2. Receive all incoming correspondence on behalf of the club, respond to general correspondence, report correspondence to the committee, distribute correspondence to other members where necessary, and file correspondence.
3. Organise regular club committee meetings, ensuring that a record of decisions is made and distributed.
4. Be the main point of contact for the RFU and where necessary, be responsible for coordination of the completion of the annual on line audits.

#### The commitment from you

The workload of the Honorary Secretary will be heavier at the beginning of the season and should tail off to a constant level thereafter.

#### What do you get out of it?

Being an Honorary Secretary shows a high level of commitment and significant skills. It is a well respected position in the club and in the local community.



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### Club Treasurer

The Club Treasurer liaises with the General Manager of the club to maintain economical integrity, the payment of invoices and accurately records the club's financial position whilst providing financial recommendation to the club.

#### What kind of person should you be?

1. **Well organised** - being able to keep track of income and outgoings in as an up-to-date, effective and efficient manner as possible.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress.
3. **A good communicator** – this is essential to ensure communication with other committee members in a clear and confident manner as well as communicating with a variety of other stakeholders.
4. **Experience working with finances** - working within a budget and, experienced making multiple payments and working with several funding opportunities.

#### The core responsibilities of the role

1. Alongside the General Manager be responsible for the management of the club finances in accordance with the decisions of the executive committee and recommending action on financial matters to the committee.
2. Collecting subscriptions and all money due to the club, paying bills on behalf of club, and recording such information.
3. Keep up to date records of all financial transactions and ensuring all cash and cheques are promptly lodged to club's account.

#### The commitment from you

The workload of a Club Treasurer will be heavier at the beginning of the season and should tail off to a constant level thereafter.

#### What do you get out of it?

Being a Club Treasurer shows a high level of commitment and significant skills. It is a well-respected position in the club and in the local community. The results of your work can be seen in a well run club assisting in the quest for on field success.



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### Chair of Rugby

The Chair of Rugby is the captain of the rugby team setting the vision for the club both in terms of the immediate short term plan to the longer term rugby development plan of the club.

#### What kind of person should you be?

1. **A diplomatic peacekeeper** – a club committee is an arena of many different personalities so the ability to listen and keep the peace is essential. Discretion is also important.
2. **An effective manager** – tasks will have to be allocated to people so the ability to delegate is required.
3. **A fair leader** – a club needs leadership and this starts at the top. Clubs respond positively to a fair leader who takes in to consideration the views and opinions of others.
4. **A good communicator** – communication is essential to lead meetings and to inspire the club to develop and work efficiently.
5. **A multi-tasker** – a jack of all trades, some knowledge or experience of all aspects of the club is required.

#### The core responsibilities of the role

1. Provide leadership within the club setting short term plans for the season being realistic about what the club can achieve in a season **on the field**. Provide leadership by supporting the development of long term objectives for the club.
2. Liaise with the Honorary Secretary in meetings and where necessary provide advice and guidance in responding to club correspondence.
3. Manage the committee meetings to ensure every playing member has the opportunity to express their opinion on relevant matters and ensure that decisions are made on issues.
4. Ensure through liaising with the Honorary Secretary, that the club is running efficiently and is meeting its obligations to the RFU and Constituent Body.

#### The commitment from you

The workload will be constant; possibly heavier at the beginning of the season and particularly around club meetings.

#### What do you get out of it?

You will have the opportunity to help lead a club that has a strong influence within the local community. With energy and commitment you can lead the development of the club for future generations - something to be proud of.

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### Club Coaching Coordinator

As the Club Coaching Coordinator (CCC) you will be the link between the development of the coaching staff, the RFU Rugby Development Officer (RDO) and the RFU. You will also be the main contact for coaching matters within the club and actively aid the development of the club's coaches.

#### What kind of person should you be?

1. **A motivator** – coaches within your club will need to feed off your enthusiasm and motivation to progress themselves.
2. **A good organiser** – It is essential to keep records of qualifications of the club's coaching personnel.
3. **Approachable and friendly** – coaches need to share their personnel development plans with you so it's important that they feel able to approach you and that you react positively to them at all times.
4. **A strong communicator** – you will receive information that can benefit coaches and so you must be able to share this information effectively with the coaches.

#### The core responsibilities of the role

1. Maintain an up to date database of club coaching personnel and their qualifications.
2. Assist the club in developing its coaches by agreeing individual development plans. Assist the coaches in achieving their development objectives by communicating with the RDO.
3. Share with coach personnel development opportunities and course information received from the RDO.
4. Act as a point of contact for the RFU and share information with the RFU and the RDO about the current qualification status of the club's coaching personnel.

#### The commitment from you

The workload will increase slightly over the summer due to the training and induction of new coaching personnel. After this, it will be a more person-oriented role!

#### What do you get out of it?

This is an opportunity to positively influence the education of the coaches within the club and raise the standard of coaching in the club.



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### Club Safeguarding Officer

As the Club Safeguarding Officer (CSO) your primary responsibility is ensuring that the club complies with the RFU Safeguarding Policy and other related matters. Your role is central to ensuring that children and vulnerable adults can participate in rugby in a safe environment. You will be the main point of contact between the RFU and the club in relation to safeguarding matters.

#### What kind of person should you be?

1. **Approachable and empathetic** – the range of people who may want to talk to you about sensitive matters is wide. It ranges from young players to parents through to coaches and the RFU Safeguarding Unit so being approachable and empathetic is essential to the role.
2. **A good communicator** – to ensure that safeguarding is a whole club responsibility, you will need to communicate the policy and the responsibilities contained in it to everyone in the club.
3. **Able to organise and maintain records** – the process of DBS checks is part of the role. To perform this element, you will need to be organised and maintain records of who has been checked and when.
4. **A multi-tasker** – As the first point of contact for concerns and complaints in the club, you will need to be able to investigate or refer the concern / complaint whilst also interacting with the club committee.

#### The core responsibilities of the role

1. Act as the first point of contact with the RFU Safeguarding Unit in relation to DBS checks and also concerns / complaints.
2. Requesting and processing DBS applications for all eligible volunteers at your club.
3. Ensure that everyone in the club is aware of who you are and how you can be reached should they have any queries / concerns regarding safeguarding in the club.
4. Sit as part of the rugby committee particularly when considering its safeguarding matters.
5. Promote the RFU Safeguarding Policy within the Club and ensure it is adhered to.

#### The Commitment from you

The workload will be heavier over the summer due to the influx of new volunteers. Processing DBS checks for these individuals will be a priority at this time. After this, the role will be more about monitoring the club's activities and dealing with any issues that arise, and processing DBS for any newcomers, or renewals throughout the season.



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### What do you get out of it?

This is an opportunity to positively influence the experience of children and vulnerable adults within the club and to ensure everyone can enjoy rugby in a safe environment. Due to the nature of the position, all CSO's will have to have a valid and up-to-date RFU DBS check.

### Mini, Youth and Senior Fixture Secretaries

As a club Fixtures Secretary you are a key player in the administration for the club. You will be responsible for arranging and ensuring games are played on a weekly basis throughout the playing season.

### What kind of person should you be?

1. **A good organiser** – to be efficient correspondence needs to be received, responded to and filed systematically.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress
3. **A good communicator** – this is essential to communicate with teams in a clear and confident manner as well as communicate well with other clubs.
4. **Computer literate** – this is essential for many things such as updating the fixtures, as well as updating the audit with fixtures.
5. **Experienced at producing correspondence and other documents** - The club will rely on you to answer fixture related correspondence and track fixtures.

### The CORE responsibilities of the role

1. Ensure the fixture database is up to date and complete with all fixtures throughout the season.
2. Contacting other teams and clubs in regard to arranging and rearranging fixtures throughout the season.
3. Make every attempt to arrange fixtures on 'free' weeks and all missed fixtures are rearranged with the opposing team.
4. Be the main point of contact for the Essex RFU fixture team.

### The commitment from you

The workload of a Fixtures Secretary will be heavier at the beginning and the end of the season but should remain at constant level throughout the main bulk of the season.

### What do you get out of it?

Being a Fixtures Secretary shows a high level of commitment and significant skills. It is a well respected position in the club.

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### **Mini and Youth Chairman**

As the Section Representative, you are part of the Rugby Committee and an integral part of the Club. This role ensures that all sections are working in tandem to develop the club and create a positive rugby environment. Your role goes beyond the committee meetings through liaising with Team Managers to ensure a communication flow in the club.

#### **What kind of person should you be?**

1. **A good communicator** – it is essential to communicate with several stakeholders central to the organisation of the club.
2. **A facilitator** – able to represent the Mini / Youth sections based on the outcome of the decision even if it conflicts with your own personal opinion.
3. **Team Player** – as a member of the Rugby Committee you will play an important role in the team running of the Mini / Youth section.
4. **A positive liaison** – your role with the team will require you to present club information in a positive light to encourage engagement from teams and a 'working together' attitude.

#### **The core responsibilities of the role**

1. Act as the conduit between the rugby committee and the teams, ensuring all relevant information is shared.
2. Communicate on a regular basis with Team Managers to ensure they are receiving all relevant information from the RFU, Rugby Committee and Executive Committee.

#### **The commitment from you**

The workload of a section representative will vary depending on the agenda of the whole club.

#### **What do you get out of it?**

Being a section representative shows a clear commitment to the development of the club by ensuring the sections communicate and work together with each other.



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### Women & Girls Representative

As the Women & Girls Section Representative, you are part of the Rugby Committee and also an integral part of the Women's & Girls Committee. This role ensures that the committees of both sections are working in tandem to develop the club, access funding and create a positive rugby environment. Your role goes beyond the committee meetings through liaising with Team Managers to ensure a communication flow in the club.

#### What kind of person should you be?

1. **A good communicator** – it is essential to communicate with several stakeholders central to the organisation of the club.
2. **A facilitator** – able to represent the women / girls committee based on the outcome of the decision even if it conflicts with your own personal opinion.
3. **Team Player** – as a member of the Rugby Committee you will play an important role in the team running of the women & girls section.
4. **A positive liaison** – your role with the Team Managers will require you to present club information in a positive light to encourage engagement from teams and a 'working together' attitude.

#### The core responsibilities of the role

1. Represent the Women & Girls Committee at Rugby Committee meetings and vice versa.
2. Be a point of contact for the RFU and share information with both committees.
3. Communicate on a regular basis with Team Managers to ensure they are receiving all relevant information from the RFU, Women & Girls Committee and Rugby Committee.

#### The commitment from you

The workload of a section representative will vary depending on the agenda of the whole club.

#### What do you get out of it?

Being a section representative shows a clear commitment to the development of the club by ensuring the sections communicate and work together with each other.



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### **Team Manager**

A Team Manager is central to the successful operation of a team, from engaging with the committee to engaging with players and parents. The role is interpersonal as well as an information sharing one. Being the 'go to' person for the team is essential as well as ensuring everyone has received the appropriate information. You will also play an important role in supporter engagement.

#### **What kind of person should you be?**

1. **A good organiser** – organising information is key to the role; from distributing match details to keeping emergency contact numbers.
2. **Approachable** – you will be the first point of contact for parents to discuss all rugby matters.
3. **A good communicator** – central to your role will be engaging with parents, encouraging them to be active in the club as well as communicating information to parents.
4. **A team player** – you will need to work in tandem with the Section Chairman as well as other team managers.

#### **The core responsibilities of the role**

1. Managing the relationship between the club, the team, the parents and the players.
2. Ensure parents / players are aware of match arrangements, club initiatives and volunteering opportunities.
3. Liaise with the club officers to ensure the smooth running of the team through addressing queries and issues in a positive manner.
4. Manage parental behaviour during training / matches to create a positive rugby environment.

#### **The commitment from you**

A Team Manager is in the role for as long as the team is playing! The workload of a team manager will have two aspects, team organisation and team management.

#### **What do you get out of it?**

Being a team manager is a central role which contributes to the development and organisation of the team. It is an opportunity for you to contribute to the club through liaising with parents and creating positive communication in the club.



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### Team Coach

As a Team Coach you are responsible for training the team in preparation for matches and act as a highly influential figure in players' lives. You need to be enthusiastic and willing to earn an RFU Coaching Award, knowledgeable about the game and committed to fair play.

#### What kind of person should you be?

1. **A good organiser** – organising players is key to the role; from delivering training sessions to players availability.
2. **Approachable** – you will be the first point of contact for players to discuss all rugby matters.
3. **A good communicator** – central to your role will be engaging with players, encouraging them to be active in the club as well as communicating with their team mates.
4. **A team player** – you will need to work in tandem with other club coaches.

#### The core responsibilities of the role

1. Lead training sessions plan, deliver and review and run safe, engaging and effective training sessions, promote rugby's core values, promote fair play, team standards and codes of conduct while developing individuals' skill, confidence and fitness.
2. Adopt a player centred approach, develop team spirit, select the team and set the tactics, retain and recruit players, build team spirit and encourage participation.
3. Have a clear Coaching and Playing philosophy aligned to the wants and needs of every player.
4. Work with the Club Coaching Coordinator to continue and facilitate personal learning and development

#### The commitment from you

A Team Coach is in the role for as long as the team is playing! The workload of a team coach will have two aspects, training and matchday.

#### What do you get out of it?

You hold a role that is a highly respected in the community and allows you to act as a role model and inspiration to a group of young people. This is an exciting, rewarding and active way of staying in the game and lets you have a direct influence on player performance.



## VOLUNTEER Information Pack

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### Team First Aider

A Team First Aider helps to provide a safe environment in which the game can be enjoyed by all, any club first aid volunteer needs to attend a training course so that they can respond to basic first aid situations with confidence.

#### What kind of person should you be?

1. **Well Organised** - the First Aider should be organised enough to have all first aid equipment they might need ahead of training and games.
2. **Experienced** - experience and training is vital as not only could a lack of training lead to ineffective injury management, but could lead to further injury.
3. **Eager** - being positive and eager is very important to ensure that the players get the best treatment available.

#### The core responsibilities of the role

1. Take charge when someone is injured or ill, including calling an ambulance if required.
2. Provide emergency first aid to injured or ill persons until more expert help arrives.
3. Look after the first aid equipment, e.g. restocking the first aid box.
4. You should not attempt to give first aid for which you have not been trained.

#### The commitment from you

Attend the Emergency First Aid in Rugby Union (EFARU) course.

The course provides learners with a sound level of knowledge and understanding. It also covers topics specific to relevant rugby volunteers assisting at matches and training sessions. It has extra rugby-specific elements designed for volunteers, coaches and match officials who are designated as a first-aider and are responsible for providing pitch-side cover at both training and matches.

The Emergency First aid in Rugby Union (EFARU) course provides learners with the skills, knowledge and understanding required to give care and manage life-threatening conditions, minor injuries and illness. It specifically focuses on injuries that occur in a rugby environment.

Learners are able to assess an incident, recognise the signs and symptoms of injury and illness, and in a safe and effective manner assist a casualty who is suffering from injury or illness.

#### What do you get out of it?

This is an excellent opportunity to develop your skills, knowledge and experience as a First Aider in a real, working environment and can help you to become part of a team both on and off the field.

Join **Harlow Rugby**



## **VOLUNTEER** Information Pack

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### **Volunteer Coordinator**

Volunteers are the workforce of rugby clubs so as the Club Volunteer Coordinator you will be responsible for managing that workforce. As well as answering recruitment queries and leading recruitment drives, you will ensure that current volunteers are satisfied and want to continue to volunteer.

#### **What kind of person should you be?**

1. **A good listener** – it's important to identify barriers to volunteering and this can be achieved through listening to the experiences of your current volunteers. You also need to identify and utilise relevant or useful skills they may have.
2. **Confident** – volunteers take reassurance from someone who has confidence in their role.
3. **A leader** – volunteers work best with someone leading their work and delegating tasks.
4. **An effective communicator** – communication is central to the role both in recruiting volunteers, working with existing volunteers and communicating the benefits of volunteering.

#### **The core responsibilities**

1. Maintain an up to date database of volunteers in the club. Coordinate with the Club Safeguarding Officer to ensure volunteers have the appropriate background checks where necessary.
2. Plan the most effective use of the volunteers with in the club based on the skills they have and the role they are seeking. Establish with volunteers their desired level
3. Develop a club wide plan relating to volunteering. Develop and support individual plans to increase the skills of volunteers.
4. Operate a volunteer reward scheme in the club ensuring that the effort of volunteers is recognised by the whole club.

#### **The commitment**

The workload will be constant throughout the season with periods of higher activity at the beginning and the end of the season.

#### **What do you get out of it?**

This is a very social role with everyone needing to know your name. It's also a prominent role with the development of volunteering plans and leading initiatives. It is also a creative one, particularly around the operation of the reward scheme. Seeing the volunteers return season after season will give you a sense of pride and ensures the club is sustainable.



## **VOLUNTEER** Information Pack

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### **Sports Therapist**

A Club Sports Therapist is attached to the club and should be able to offer advice, training and therapy to players and should be able to operate both on their own and as part of a team

#### **What kind of person should you be?**

1. **Well Organised** - the Sports Therapist should be organised enough to have all equipment and strapping they might need ahead of training and games.
2. **Experienced** - experience and training is vital as not only could a lack of training lead to ineffective injury management, but could lead to further injury.
3. **Eager** - being positive and eager is very important to ensure that the players get the best treatment available.
4. **Involved in Continuous Development** - as the field of sports therapy evolves and progresses, so should the application of your practice on the players.

#### **The core responsibilities of the role**

1. **Injury Management** - first and foremost you are responsible for helping the recovery of all players, from minor to more serious injuries.
2. **Injury Prevention** - by developing specific training programs which can be given to players to complete or tailoring programmes for individual needs.
3. **Strapping** - applying strapping to those who need it either before the game or during the game but also to understand when strapping would be a waste of resources and potentially damaging to the players.
4. **Recovery** - by use of various methods, the recovery of players from both injury and post-match soreness should be managed by the therapist.

#### **The commitment from you**

Additional personal training courses should also be considered for this role.

#### **What do you get out of it?**

This is an excellent opportunity to develop your skills, knowledge and experience as a sports therapist in a real, working environment and can help you to become part of a team both on and off the field.



## VOLUNTEER Information Pack

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### Website Administrator

As the Club Webmaster you will be in charge of building and improving the club's website and keeping the information on the website up-to-date.

#### What kind of person should you be?

1. **Creative** - the website should be well presented, attractive and user friendly for the public.
2. **Good management skills** - are required to ensure the site meets the demands of the club and the club's members.
3. **A great communicator** - both written and oral communication skills are essential when transferring the information given from the club to the information published on the website.
4. **Computer literate** - a good experience working with web design/management is very helpful as a club webmaster.

#### The core responsibilities

1. **Content** - webmasters work with the club committee, club coaches and PR roles within the club to determine the strategy and function of the website and to supply high quality and up-to-date information supplied from club photographers and writers.
2. **Functionality** - the functionality, as with the content, is co-managed by other members within the club to meet the requirements of the club. This could be adding an online catalogue for a club shop or Clubhouse Functions
3. **Performance** - it is the webmasters role to control and maintain a high performing website, testing content to ensure clear display, easy to use site maps, and meet's accessibility demands and requirements
4. **Troubleshooting** - linked with performance, the webmaster must perform regular checks to repair broken links or troubleshoot any and all problems with content (such as unloading photographs/videos). Security systems must also be managed by the webmaster to ensure protection from viruses or cyber criminals.

#### The Commitment from You

A club webmaster must constantly up-date the website. It is recommended at least once a week over one season to provide a high quality website.

#### What do you get out of it?

Great experience in web design and building, as well as the opportunity to gain computer management knowledge and skills and to be creative for the good of the club.



## VOLUNTEER Information Pack

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### Press PR and Social Media Officer

The PR officer is in charge of the public image of the rugby club, working with the club webmaster, local newspapers and social media websites to promote a positive club image to local communities and beyond.

#### What kind of person should you be?

1. **Have great interpersonal skills** - as the PR officer works closely with many members within the club, in particular the webmaster.
2. **Knowledgeable about media** - a good knowledge about the local media and different media platforms, such as printed and online newspaper, local photographers and journalists.
3. **Ambitious and Pro-active** - consistent work to increasing the public image of the club in a positive way in as many ways as possible.
4. **Creative and communicative** - being able to write match reports and club event articles in a creative, effective and interesting way is helpful if no fixed journalist is attached to the club. Experience in photography may also be helpful but not necessary.

#### The core responsibilities

1. **Connect** - connecting with the various people not only within the club, such as committee members and webmasters, but also with the community as a whole, local newspapers, photographers and journalists. Keeping connected with the RFU.
2. **Promotion** - it is vital the club is promoted in a good and positive way with as many events as possible, working through the club webmaster, social media or local media teams. Promoting stories through the RFU is also a vital part off building grassroots rugby.
3. **Organise ongoing projects** - ensuring that weekly match reports are written with photography if available and that any and all success stories that can promote the club in a positive within the community are shared.
4. **Photographer and Journalist** - in the case of not being able to find anyone to fill in as a match reporter, event journalist or photographer, it is the PR officer's job to fill in these roles as best they can, so photography and journalism experience may prove useful.

#### The Commitment from You

The suggested minimum commitment is once a week to help with the match reports in season. However, the more time committed, the more both you, and the club, get out of it.

#### What do you get out of it?

Being an integral part to increasing the profile of both the team in your community and throughout Essex and to increasing the profile of all grassroots rugby. A very rewarding task gaining plenty of experience with many companies throughout your community

Join **Harlow Rugby**



## **VOLUNTEER** Information Pack

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### **Grants Manager**

The Grants Manager will liaise with the executive committee to ensure that all grant application efforts are well directed, realistic and in line with the vision of the club and business development plans. Promote a positive club image to local communities and beyond.

#### **What kind of person should you be?**

1. **Well organised** - being able to apply for and keep track of grant applications in an effective and efficient manner as possible.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress.
3. **A good communicator** – this is essential to ensure communication with committee members in a clear and confident manner as well as communicating with a variety of other stakeholders.
4. **Experience working with finances** - working within the grant application and working with several funding opportunities.

#### **The core responsibilities of the role**

1. To identify, apply for and follow up grant applications in order to target relevant investment in the club linked to the club's plans and to make the most of the opportunities found in potential grants.
2. Look into and apply for grants to help invest in the club as well as ensuring that all necessary follow-up to the grant application process is completed.
3. Manage the details of grant applications with a careful and methodical approach, you will hold an important position with the potential to bring in additional investment to support the club.

#### **The commitment from you**

The workload of a Grants Manager will be heavier at the beginning of the season and should tail off to a constant level thereafter.

#### **What do you get out of it?**

Being a Grants Manager shows a high level of commitment and significant skills. It is a well-respected position in the club and in the local community. The results of your work can be seen in a well run club assisting in the quest for on field success.



## VOLUNTEER Information Pack

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### Club Referee

The old saying “without the referee, there would be no game” holds true. The better the quality of the refereeing, the more likely players are to enjoy their match experience. As a Club Referee, you’ll need to be enthusiastic and willing to earn an RFU Referee Coaching Award, knowledgeable about the game and committed to fair play.

#### What kind of person should you be?

1. **A good organiser** – organising players and the match day experience is key to the role.
2. **Approachable** – you will be the first point of contact for players and coaches to discuss the laws of the game.
3. **A good communicator** – central to your role will be engaging with players, encouraging them to be active in the club as well as communicating with their team mates.
4. **A team player** – you will need to work in tandem with other club referees.
5. **A diplomatic peacekeeper** – the field of play is an arena of many different personalities and opinions so the ability to listen and keep the peace is essential. Empathy is a good virtue.

#### The core responsibilities of the role

1. Promote fair play, team standards and codes of conduct while developing individuals’ skill, confidence and fitness.
2. Adopt an enthusiastic and dedicated approach, be well organised and resourceful.
3. Have a clear refereeing philosophy aligned to the wants and needs of every player.
4. Work with the Club Referee Coordinator to continue and facilitate personal learning and development.

#### The commitment from you

A Club Referee is in the role for as long as the teams are playing! The workload of a club referee is largely matchday.

#### What do you get out of it?

This is a very social role, giving you a good network of rugby people. It’s a good way of contributing to the game and can help develop strong communication and organisational skills. You will hold a position where you could directly influence the success and standard of rugby at all levels of the club.



## **VOLUNTEER** Information Pack

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### **Membership Secretary**

The Membership Secretary will help the club prosper through sustaining and growing the membership by actively encouraging new members to join and taking responsibility for managing existing club memberships.

#### **What kind of person should you be?**

1. **Well organised** - being able to keep track of memberships in an effective and efficient manner as possible.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress.
3. **A good communicator** – this is essential to ensure communication with committee members in a clear and confident manner as well as communicating with the clubs members, new and old.
4. **IT literate** - working within the Game Management System with a strong attention to detail.

#### **The core responsibilities of the role**

1. Take the lead on ensuring new members sign up as paying members, and make sure the process for sign up is concise and simple.
2. Manage everything to do with memberships, including types, subscriptions, renewals and incomes, ensuring that membership fees are paid and relevant records are kept.
3. Keep the membership database and the Game Management System up-to-date and ensure that all relevant financial documentation for membership is stored securely.

#### **The commitment from you**

The workload of a Membership Secretary is consistent throughout the year; needs dedication and patience.

#### **What do you get out of it?**

The Membership Secretary is a socially rewarding post that serves to bring the community together, ultimately supporting the sustainability of the club.



## VOLUNTEER Information Pack

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### Members Representative

The Members Representative acts as the link between the club committees and the club members. A voice from the floor on issues that the club committees may not have picked up on or recognised.

#### What kind of person should you be?

1. **A diplomat** – a club committee is an arena of many different personalities so the ability to listen but contribute is essential. Discretion is also important.
2. **A challenger** – question what actions are being taken but with enthusiasm and a willingness to contribute in a positive way.
3. **A good communicator** – communication is essential to inform members of tasks and actions undertaken at the club committees.
4. **Enthusiastic** – present fresh ideas with a desire to get involved and take on a 'project'.

#### The core responsibilities of the role

1. Where necessary, provide advice and guidance to all other officers within the committee and provide liaison and communication between the various sections of the clubs.
2. Contribute at the committee meetings to ensure every member has had the opportunity to express their opinion on relevant matters and ensure that decisions are made on issues.
3. Direct member concerns to the appropriate committee and/or committee members with an open mind. Representing members views and not forwarding your own agenda.
4. Be the voice of the members, but also feedback to the members the work and due diligence the club committees undertake prior to any decisions being made.
5. Promote and apply an inclusive style of representation that should help improve commitment and communication to a wider audience. Promote the bigger picture and shun any silo mentality
6. Contribute to the general standard of the club and provide an understanding of the ethos and codes of conduct required.

#### The commitment from you

The workload will be constant particularly around club meetings.

#### What do you get out of it?

You will have the opportunity to help guide a club that has a strong influence within the local community. The results of your attention can be seen in a well run club assisting in the quest for on field success.



## VOLUNTEER Information Pack

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### 5. How to Volunteer?

#### Club Policies

##### First:

- Consider what role you would like to do?
- Read Volunteer Charter
- Read the RFU Disclosure & Barring Service Information Document
- Read GDPR Information
- Read about Harlow Rugby Club Membership

##### Then:

- Complete and return the Harlow RUFC Volunteers Application & Self Declaration Form
- Complete and return the GDPR Form
- Complete the Harlow Rugby Club Membership Direct Debit Form online

During the process of your Disclosure & Barring Service (DBS) check you will be registered with the RFU Game Management System (GMS) online system and will have access to:

- Self-administer your GMS profile
- Access RFU course booking information

You will be deemed a Harlow Rugby Club volunteer once a successful DBS check has been completed and you have completed the minimal training courses required for your role:

##### Prerequisites of being a Harlow Rugby Club Volunteer:

#### 1. Completion of **England Rugby Introduction to Safeguarding eLearning Course**

To ensure that all those in a position of trust have an understanding of safeguarding before they start in their role **it is compulsory** for anyone who requires DBS clearance to first complete the Introduction to Safeguarding eLearning course.

It will take about 30 minutes and must be completed by those making new DBS applications, those renewing their certificates and anyone wishing to participate in the England Rugby Coaching or Refereeing Award courses.

This course does not replace **Play it Safe**, but ensures that everyone, without exception, has a grasp of the basics in relation to safeguarding, including being able to recognise the signs of abuse and knowing how to report concerns. Play it Safe will build on that knowledge.

To book onto the course you will need your personal GMS login details and it will appear on your GMS profile 14 - 21 days after completion.

Access the Introduction to Safeguarding eLearning course through the course finder



## VOLUNTEER Information Pack

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2. Enhanced Disclosure & Barring Service (DBS) Check
3. Completion of **Play it Safe** course.  
This course is for every volunteer, coach or match official who is working or has responsibility for children and vulnerable adults within rugby. Identifying best practice, it provides information and guidance on the responsibilities and support available for ensuring children and vulnerable adults are safeguarded appropriately.
4. Completion of **Headcase** an online Concussion Awareness Course.  
Details can be found at [www.englandrugby.com/participation/playing/headcase](http://www.englandrugby.com/participation/playing/headcase)

**“Thank you for volunteering at Harlow Rugby Club”**

## Volunteers Charter

The Core Values of rugby, as defined by the Rugby Football Union are summarised as TREDS:

**Teamwork, Respect, Enjoyment, Discipline and Sportsmanship.**

These values guide everything that we do as a Club and form the backbone of how we treat others and wish to be treated ourselves.

As a volunteer with Harlow Rugby Club, you can expect:

- The chance to use your talents and skills to benefit the Club
- A chance to meet people, make new friends, increase your skills base and keep active
- To be given clear information on what is expected of you
- To receive advice and/or appropriate training on how to carry out your role
- To be treated with respect and consideration by all Club members
- Recognition and thanks
- Reimbursement of any reasonable out-of-pocket expenses incurred during your volunteering (pre-agreed)
- Health and safety advice
- To be covered by appropriate insurance

As a volunteer with Harlow Rugby Club, you are in a position of trust.

You may be supervising young children or vulnerable adults, responsible for Club funds or looking after equipment.

Join **Harlow Rugby**



## **VOLUNTEER Information Pack**

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We ask you to preserve the good name of Harlow Rugby Club by:

- Supporting the aims and objectives of the Club and upholding the core values of rugby
- Knowing and keeping to the Club policies, rule and guidelines
- Being open minded and honest in your dealings with the Club
- Treating fellow volunteers, members and others associated with the Club with courtesy and respect
- Sharing information, thought and feedback with the Club to ensure that you play a full part in our activities
- Help us identify how we can work better for the Club's benefit
- Maintaining confidentiality where appropriate

### **Disclosure & Barring Service (DBS) Checks**

The RFU is committed to ensuring that all children enjoy rugby union in a safe and enjoyable environment. The RFU requires any individual engaged in a Regulated Activity to undertake a Disclosure & Barring Service (DBS) check through their club in order to work with children or vulnerable adults in accordance with the RFU Regulation 21.

Applications for individuals engaging in their roles as volunteers are free of charge. Having a criminal record does not automatically prohibit an individual from undertaking a role working with children or vulnerable adults. All DBS disclosures are handled confidentially, with every case treated on its own merit. The RFU operates an online e DBS application system. This system allows the RFU to effectively monitor all DBS applications and disclosure results.

It is important that the ID verification requirements issued by the DBS are adhered to in order to accurately verify an applicant's identity. This includes ensuring that only original documents are provided and that photocopies/scanned copies are not accepted.

The Disclosure service offers organisations a means to check the background of applicants to ensure that they do not have a history that would make them unsuitable for posts they are trying to fill.

Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). If the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DH) and the Department for Children, Schools and Families of those considered unsuitable for this type of work.

Join **Harlow Rugby**



## **VOLUNTEER Information Pack**

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### **What sort of Disclosure do I need?**

As a volunteer of Harlow Rugby Club you will need to apply for an Enhanced Disclosure as determined by The Rugby Football Union. An Enhanced Disclosure includes an additional check against local Police records.

In order to facilitate the process our DBS Manager will need to see the original or certified copy of a) driving licence + b) passport or if these aren't available c) birth certificate d) marriage certificate (a total of 2 documents). You will also need 1 other document showing your current address (e.g. utility bill, council tax statement, bank statement etc., dated within the last 3 months) and your mobile phone number and e-mail address.

### **Online Disclosure Process upon completion of the Harlow RUFC Volunteers Form:**

#### **Stage 1 – Harlow Rugby Club DBS Manager**

A profile will be created for you and details entered from your ID documentation via a secure Home Office portal.

#### **Stage 2 – You**

You will be issued with your invitation to complete your online DBS Application in person or by e-mail. You are required to confirm that all the information is correct in your online application before giving your online consent to Disclosure. Your application will then be submitted to the DBS electronically via a secure Home Office portal.

If you have any questions about DBS please e-mail [rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

## **GDPR Information**

The GDPR applies in some way to any organisation which collects and processes personal data. This includes all sports clubs and governing bodies, whatever their size or level of funding.

- It covers not only the personal data of a club's members but also the data of the club's employees or volunteers.
- 'Personal data' is any information from which an individual can be identified or is identifiable. This will include name, address, and financial details.
- The law also covers 'Special Category Data' such as race, ethnic origin, politics, religion, trade union membership, genetics, biometrics, health, sexual life or orientation.



## **VOLUNTEER Information Pack**

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The GDPR rights and principles means that the organisation must:

- only collect data for a specific purpose
- keep it secure and up to date
- only hold what is needed for as long as it is needed and
- permit the data subject access to their information on request

If you have any questions about GDPR please e-mail [data@harlowrugby.club](mailto:data@harlowrugby.club)

## **Membership**

### **Why should you be a member of Harlow Rugby Club?**

Harlow Rugby Club, as its name signifies, is a membership-based organisation. It is a local amateur sports club that exists primarily to provide facilities for the sport of rugby. The provision of these facilities cost money. Membership fees exist for all participants to pay towards the costs of providing rugby at Harlow Rugby Club. Members need to club together to reimburse the expenses of their collective rugby and social activities, whether playing, volunteering or spectating!

As the Club also aspires to develop and grow their participants and facilities, this creates an additional need for financial profits over and above its operating costs. The social facilities exist to provide an environment to encourage and facilitate interaction and collaboration between participants to promote and enhance rugby.

They also exist to provide the Club with an additional revenue source, since the membership fees do not cover all the costs of providing and developing the sport. Other revenue streams include sponsorship, grants, donations, and the hiring of our facilities for non-rugby related activities; all of which are required, together with the Membership income, to pay our operating costs and to provide profits to invest in the Club's future development.

All participants are required to pay to support their activities associated with the Club.

Others are more than welcome to pay to support the Club's activities in its desire to make improvements to our community's physical and social health, wellbeing and overall functioning.

Membership gives you an opportunity to invest in our Club personally; to enjoy being part of the organisation and the value it gives; to experience an increased sense of belonging and comradeship through the sport we love, in your local Club.

If you have any questions about membership please e-mail [membership@harlowrugby.club](mailto:membership@harlowrugby.club)

Join **Harlow Rugby**



## VOLUNTEER Information Pack

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### 6. Support and Training

#### Courses

High quality coaching, officiating and first aid/immediate care all contribute to reducing the risk of injury and provide a safe playing environment.

Therefore, it is important that individuals keep up to date with training specific to their role and have access to general information about safe practice both on and off the pitch.

All volunteers will be supported in taking their CPD's, Webinars and England Rugby Coaching Award's but they should be appropriate to the age grade you are working with. Details can be found at [www.englandrugby.com/participation/coaching](http://www.englandrugby.com/participation/coaching)

All course bookings requiring payment should be pre-authorised by the Chair of Rugby and, if applicable, will be paid for by the club. In this instance we would ask for a two-year commitment and if you left the club within this time we will ask for any fees to be repaid.

#### How to book a course?

##### First:

- Identify the course you would like to attend.
- Seek pre-authorisation from the Chair of Rugby for reimbursement, if applicable.

##### Then:

- Book your course using your RFU login details.  
Details can be found at [www.englandrugby.com/participation/coaching/booking-a-course](http://www.englandrugby.com/participation/coaching/booking-a-course)
- Forward your RFU course application receipt and bank account details to the Chair of Rugby [rugby@harlowrugby.club](mailto:rugby@harlowrugby.club) for reimbursement.

If you have any questions about courses please e-mail [rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

**“volunteers happily support their clubs, so their clubs should happily support them.”**



## **VOLUNTEER** Information Pack

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### 7. Appendix

#### **Harlow RUFC Volunteer Application & Self Declaration Form**

The completed form must be returned to the club Chair of Rugby marked 'Private and Confidential' [rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

#### **Employee and Volunteer GDPR Privacy Agreement Form**

The completed form must be returned to the club Vice Chairman marked 'Private and Confidential' [vice-chairman@harlowrugby.club](mailto:vice-chairman@harlowrugby.club)

Editable/fillable versions of these forms can be found at [www.harlowrugby.club/your-club/volunteers/volunteer-documents/](http://www.harlowrugby.club/your-club/volunteers/volunteer-documents/)

## Harlow Rugby Club



# RFC Volunteer Application & Self Declaration Form

### NOTES ON COMPLETING SELF DECLARATION

#### WHO MUST COMPLETE THE FORM?

Any member of the Club/CB or organisation who is seeking to work/volunteer in a role where they will have contact with children (persons under 18 years of age) or “Adults at Risk”.\*

#### DO I HAVE TO COMPLETE THIS FORM?

Yes, as it is in line with the safer recruitment processes, as set out in the RFU’s Safeguarding Children Policy, Guidance and Procedures and the Safeguarding Toolkit. Non-completion will be taken into account when making any risk-based decision regarding suitability to be deployed in a role with children or Adults at Risk.

#### WHAT WILL HAPPEN TO THE FORM ONCE COMPLETED?

The form will be kept and stored securely in accordance with the Data Protection Act 1998. Any concerns will be reported to the RFU Safeguarding Department for investigation. Where necessary, statutory agencies may be contacted and the outcome recorded.

#### WHO DO I RETURN MY FORM TO?

The completed form must be returned to the club Chair of Rugby marked ‘Private and Confidential - SDF’. If you are considered to be unsuitable to work with children or Adults at Risk, appropriate action may be taken and the relevant organisation(s) will be informed.

\*

For a full definition of Adults at Risk see RFU Safeguarding Policy - Adults at Risk in rugby union which may be found here: <http://www.englandrugby.com/governance/safeguarding/at-risk-adults>



# Volunteer Application Form

## PART A- CONFIDENTIAL

If you need more space to enter your details, or wish to give additional information, please use a separate sheet

### PERSONAL DETAILS

SURNAME			
FIRST NAME(S)			
ADDRESS			
	POSTCODE		
HOME TELEPHONE NO			
MOBILE TELEPHONE NO			
WITH DISCRETION, MAY WE CONTACT YOU AT WORK?			
WORK TELEPHONE NO			
E-MAIL ADDRESS			

### PROFESSIONAL QUALIFICATIONS RELEVANT TO THIS ROLE

DATES	AWARDING BODY /QUALIFICATION

### MEMBERSHIP OF PROFESSIONAL BODIES

DATES	MEMBERSHIP DETAILS



# Volunteer Application Form

## TRAINING COURSES

Please give details of attendance on training courses that are relevant to this application

DATES	COURSE DETAILS

## EMPLOYMENT DETAILS

Please detail your most recent first. This can include any paid, unpaid or voluntary work that you may have undertaken that you believe is relevant to this post.

EMPLOYER			
FROM/TO			
ADDRESS			
	POSTCODE		
TYPE OF BUSINESS			
POST HELD			
VOLUNTARY OR PAID?			
BRIEF OUTLINE OF DUTIES			

PLEASE DETAIL THE ROLE(S) YOU CURRENTLY FULFIL OR ARE APPLYING FOR WITHIN THE CLUB

--



PLEASE LIST ANY PREVIOUS CLUBS AND/OR CHILDREN'S SERVICES (E.G. SCOUTS) YOU HAVE VOLUNTEERED/WORKED FOR

1.	
2.	
3.	



## PART B - REFERENCES

Please give details of two referees (not relatives) who the club or the RFU may contact to request character references from should it be considered necessary to do so. These should be people who have known you for at least five years and have some professional standing in your community.

NAME			
POSITION			
ORGANISATION			
ADDRESS			
		POSTCODE	
TELEPHONE NO			

NAME			
POSITION			
ORGANISATION			
ADDRESS			
		POSTCODE	
TELEPHONE NO			
E-MAIL ADDRESS			

SIGNED	DATE



## PART C - SELF DECLARATION

The Rugby Football Union (RFU) and this club aim to promote equality of opportunity for all persons and welcome applications from a wide range of individuals, including those with prior criminal records. The position/role for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975). All 'spent' and 'unspent' convictions must be declared. Having an 'unspent' conviction will not necessarily impede your appointment within rugby union, this will depend on the circumstances and background to your offence(s). If you fail to disclose an offence and the RFU or this club is later informed of any previously undisclosed criminal matter, you may be subject to disciplinary action. Any information you provide will be held on a strictly confidential basis and dealt with to the utmost discretion.

### 1. Have you ever received a conviction/caution/reprimand or final warning for any criminal offences?

YES

☐

NO

☐

If yes, please supply details:

### 2. Are you a person known to any Social Services department/statutory agency as being an actual or potential risk to children or adults at risk?

YES

☐

NO

☐

### 3. Have you ever been the subject of disciplinary sanction (from any sport or other organisation's governing body) in relation to children.

YES

☐

NO

☐

If yes, please provide relevant details:



I understand that it is necessary for me to declare any information requested and that the position/membership for which I have applied may involve access to Children, Young People and/or Adults at Risk. I hereby give my consent to the RFU to conduct a Criminal Record (DBS) check if so required.

NAME	
DATE OF BIRTH	
SIGNED	

The completed form must be returned to the club Chair of Rugby marked 'Private and Confidential - SDF'.  
[rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

# Harlow Rugby Club



## General Data Protection Regulation (GDPR)

### Non-disclosure and confidentiality obligation for employees & volunteers

I, the undersigned, employed (PAYE or Volunteer) by Harlow Rugby United Football Club Ltd as \_\_\_\_\_ acknowledge that:

a) In order to perform all activities specified in the employment contract/volunteer agreement signed on \_\_\_\_\_ I am required to collect and/or process personal data.

b) I am informed that any information that allows the identification of a natural person, either directly or indirectly, is considered personal data, including information such as an identification number, location data, an online identifier or one or more characteristics specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

c) Harlow Rugby United Football Club Ltd provided specific instructions with reference to the processing of personal data pursuant to the General Data Protection Regulation (GDPR) and other applicable rules and regulations.

Notwithstanding the above, which forms an integral part of the present agreement, I hereby undertake to:

1. Collect and/or process personal data only according to the Volunteer agreement Form / instructions received by HRUFC Ltd / the controller and, in any case, according to the applicable data protection provisions, including those set forth in the GDPR.
2. Process personal data in strict compliance with the law and the instructions received by the Harlow Rugby United Football Club Ltd.

In particular, I undertake to make sure that all the data processed as a result of the performance of my job/role is:

- processed only if and to the extent required to fulfil the purposes of processing ("data minimisation");
- always accurate and, where necessary, kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;

- processed in a manner that ensures appropriate security of the personal data (password protected), including protection against unauthorised or unlawful access or processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (“integrity and confidentiality”).
- only the necessary data is requested and processed
- processed only for the reason that the information was originally collected for

3. Observe strictest confidentiality with respect to the personal data I shall collect, process, or access as a result of the performance of my job/role/position, and refrain from disclosing it to any other natural or legal person, including co-workers/staff members/other volunteers, where the latter are not expressly authorised to access such data by virtue of instructions of the employer, contract or law.

This non-disclosure and confidentiality obligation is not subject to any time limits and shall survive the termination of my employment/volunteer relationship.

I am aware that any infringement against this obligation or against the applicable law may result in significant fines pursuant to art. 83 GDPR or other applicable European or national legislation, and potentially cause damage to natural or legal persons, including the employer.

I am aware of the binding nature of the instructions provided by Harlow Rugby United Football Club Ltd and that the breach of any such instructions, as well as of the rules set out in the present document, may cause the imposition of disciplinary sanctions provided for in my employment/volunteer agreement and by applicable law (including contractual fines), in addition to compensation for any damage caused as a result of such breach.

**Name:**

**Date:**

**Signature of employee/volunteer:**

**Position/Role:**



# LATTON PARK

HOME OF HARLOW RUGBY CLUB

Welcome to Latton Park, the home of Harlow Rugby Club. Our Clubhouse is modern and furnished in a contemporary style, with three bars, a large terrace and a full commercial kitchen. It is truly a venue for all occasions.

Everyone's welcome at Latton Park – to enjoy our three bars, our open events, or to dine with us. If you want to join as a **Social Member** or be part of our **300 Club**, which attracts other benefits then go to our Members Page on our website. [www.lattonpark.com](http://www.lattonpark.com)



[www.lattonpark.com](http://www.lattonpark.com)