



# **GARFORTH**

**Rugby Union Football Club**

## **Club Structure**

The management of Garforth R.U.F.C. shall be vested in the general committee consisting of President, Chairman, Hon. Secretary, Hon. Treasurer, Hon. Match Secretary, Hon. Fixture Secretary, Press and Publicity Officer, and elected members and team captains.

**President**

**MR J DAW**

- Chairs or 'presides' at general meetings especially the AGM.
- Attends meetings in a neutral and uncommitted capacity.
- Acts as ambassador for the club, representing the club at external meetings
- Assists with recruitment where necessary
- May be required to undertake interviews with press / media

**Vice President(s)**

**MR G SHAW**

**Honorary Vice President(s)**

**MR D SHARP, MRS S SHARP,  
MR P CAMPLING**

- Assists President with meetings and decisions
- Takes place of President if he/she is unable to attend any meeting or appointment.
- Point of contact for committee members before the President.

**Chairperson**

**MARK TRICKETT**

- Chairs meetings of main Management Committee
- Sets agenda and controls discussions in club meetings
- Makes decisions in consultation with other officers.
- Plays an executive role as the principal officer throughout the year. Must plan ahead and be prepared to delegate.
- Acts as a conciliator between 2 parties trying to resolve a disagreement.
- Can act as point of reference for external agencies in conjunction with the Secretary
- Ensures all Club sub committees meet regularly

**Club Secretary**

**JONATHAN FALLAS**

- Principal administration officer- the main link between members' executive committees and outside agencies.
- First point of contact for an outsider.
- At the forefront of the work of the organisation.
- Writes agendas and minutes in club meetings.

**Treasurer****ERIC CARTER**

- Should be financially qualified
- Must be able to prepare and set budgets and control costs
- Collects subscriptions
- Agrees/sets budgets
- Administers club accounts
- Appoints auditors if necessary
- Pays registration fees
- Organises team treasurers if necessary and collates all fees
- Prepares income and expenditure accounts and cash flow forecasts

**Fixtures Secretary****JONATHAN FALLAS**

- Point of reference between league and teams
- Point of reference for Referees

**1<sup>st</sup> Team Manager**  
**/Match Secretary****JONATHAN FALLAS**

- Books pitch(es)
- Contacts all team members regarding fixture list and individual matches
- Ensures the team have adequate equipment for games and training
- Arranges after match facilities and reports results to league secretary and press officer

**Ticket Secretary****JONATHAN FALLAS**

- Principal Administration Officer for Ticket Distribution of International and Club Tickets – Link between the RFU, Clubs and Members.

**Activities Chairman****AMY DALBY**

- Organises all club social events
- Prepares calendar and promotes events
- Books venue(s), assists with publicity

**County Representative****T HARRISON**

- Sits on CB committees if necessary
- Receives minutes and other communications from CB meetings
- Co-ordinates activity within the club as and when necessary

**Coaching Secretary**

**PHILIP JACKSON**

- Recruits, encourages, develops and organises training for all club coaches
- Liaises with CB and RFU on coaching courses
- Acts as point of contact for all coaching queries

**Membership Officer**

**MARK TRICKETT**

- Holds and continually updates data and details of all members
- Assists with recruitment and publicity
- Can assist treasurer with collecting subscriptions

**School/Youth  
Development Officer**

**VACANT**

- Committed to developing the junior section of a club
- To create links with and promote junior rugby within local / liaison officer schools.

**Press/Publicity Officer**

**ANDREW DAW**

- To ensure that the Club has support from the local Press / publicity community and that news of matches and results is published frequently.

**Quarter Master**

**PHIL JACKSON**

- Ensures adequate equipment is available for the club including Training and Playing Equipment and arranges for purchasing of additional/Replacement equipment and supplies.

**Web Site Co-Ordinator**

**ERIC CARTER**

- Develops website with links to others
- Ensures that all information on the website is accurate and up to date.
- Ensures that the website promotes and advertises events and matches in the Club.

**Child Protection Officer**

**AMY DALBY**

- To ensure that children and young players are provided with the highest possible standard of care by their coaches and volunteers.

- To implement a child/young player protection policy.
- To raise awareness and understanding that abuse does happen in sport and to establish communication and reporting procedures.

**2<sup>nd</sup> Team Manager**

**NICK LIMBERT**

- Contacts all team members regarding fixture list and individual matches
- Ensures the team have adequate equipment for games and training
- Arranges after match facilities and reports results to league secretary (Merit Table) and press officer

**Additional members of the Garforth RUFC General Committee include -**

Club Captain	VACANT
1 <sup>st</sup> Team Captain	IAN HAYES
2 <sup>nd</sup> Team Captain	VACANT
Club Coach	ANDREW DAW
Coach	JEFF WILLIAMS
Club Auditor	VACANT

**General Committee Members:**

- TONY HARRISON
- SCOTT LESLIE
- PHILIP JACKSON
- MARK TRIGGS
- AMY DALBY
- GAVIN COLLINSON
- ANDREW NEWTON
- CRAIG PIMBLOTT

**Sub-committees**

Development Committee - TBC

Sponsorship Committee - TBC

Sub-committees can and should be formed for any of these roles as the number of tasks expands within the club.