

## **Oxford University Touch Rugby Club – Committee Roles**

### **President**

- Lead the club, providing visionary leadership, strategic planning and policy development.
- Chair the committee, the Annual General Meeting (AGM), and any Extraordinary General Meetings (EGM).
- Ensure club compliance with England Touch and University regulations.
- Manage member complaints.
- Manage NGB affiliation and insurance.
- Build the term card.
- Book the pitches/facilities.
- Maintain club kit and equipment.
- Schedule and register for fixtures.
- Organise transportation to tournaments.
- Represent the club to the wider community, particularly England Touch and Sports Federation.
- Ensure continuity in drivers, referees, and players.
- Organise fixtures, varsity, and cuppers league.
- Facilitate annual club handover.
- Instigate and support projects in the interest of the club.
- Attend training for BUCS and Blues Performance Scheme.
- Preside over the executive committee, including the secretary, treasurer and senior member.
- Overall responsibility for the smooth administration of the club.

### **Vice-President**

- Collaborate with the president and coach in leading the club.
- Spearhead recruitment initiatives, organising Freshers' Fair and assisting with outreach activities.
- Oversee social media and external branding: ensure regular posting and website updates.
- Coordinate special events, such as the AGM, EGM, and other club activities.
- Solicit feedback from members.
- Be familiar with gameday plans.
- Supervise the IT officer, welfare officer, and social secretary.
- Other duties assigned by the president.

### **Coach**

- Collaborate with the president and vice-president in leading the club.
- Construct a season/campaign plan.
- Provide advice on the term card, fixtures, and key club events, e.g., varsity and cuppers league.
- Design and lead training sessions, delegating as necessary.

- Select a high-performance team for competitions.
- Develop game strategies and platforms.
- Connect players with development opportunities.
- Nominate a Coach's Player at the end of each fixture.
- Mentor the co-captains.
- Other duties as assigned by the president.

### **Co-Captain (M/F)**

- Lead by example.
- Champion a safe, positive, fun, and inclusive team culture.
- Serve as the match captain at fixtures.
- Support the development of club members, providing individual support where able.
- Keep abreast of the performance and well-being of club members, especially new and novice players.
- Encourage club members to participate in Oxford City Touch.
- Collaborate with the welfare officer and social secretary on team-bonding activities.
- Select a male and female MVP at each fixture.
- Other duties as assigned by the coach.

### **Secretary**

- Post a weekly timetable.
- Maintain a record of competition statistics, reporting to Sports Federation as required.
- Maintain a roster of active members, reporting to Sports Federation as required.
- Manage mailing list.
- Organise annual playing kit order and design kit for varsity and tours.
- Manage the club e-mail account, responding to or re-directing member queries.
- Take notes at committee meetings.
- Assist with organising transportation, event logistics, and communicating event information.
- Attend IT officer training.
- Other duties as assigned by the president.

### **Treasurer**

- Manage the club bank account: distribute funds, pay invoices, issue refunds, collect subscriptions and dues.
- Maintain record of transactions in accordance with best financial practices.
- Propose an annual and term budget.
- Set the subscription policy in collaboration with the executive committee.
- Enforce attendance limits for unsubscribed players.
- Maintain inventory of equipment.
- Search for fundraising opportunities and brand partnerships, as well as apply for grants (internal and external).
- Report the club's financial health to the vice-president and the executive committee.
- Create sinking funds.

- Other duties as assigned by the president.

### **Social Secretary**

- Organise team socials, meals, and other events, including the holiday dinner, varsity social, BUCS end of season party, and the end of year awards.
- Ensure all members feel welcomed and create a culture of belonging.
- Ensure all club activities comply with the club's Code of Conduct, promoting the dignity and respect of club members and barring hazing, harassment, or ostracism.
- Other duties as assigned by the vice-president.

### **Welfare Officer**

- Attend club events and be a friendly and accessible face if anyone wants to chat or raise a concern.
- Champion a welcoming, inclusive, and accessible space for all, paying special attention to age, race, disability, sex and gender, LGBTQIA+, religion or belief, and socio-economic background.
- Organise events that advance individual and team well-being.
- Give advice to club members and signpost them to external resources and services as appropriate.
- Ensure all club activities comply with the club's Code of Conduct, promoting the dignity and respect of club members and barring hazing, harassment, or ostracism.
- Other duties as assigned by the vice-president.