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## Appendix 4.1.05 : Job Description ~ Discipline Secretary

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As Disciplinary Secretary you're basically in charge of the club's reputation for fair play.

Reporting to the Club Committee, the County Disciplinary Panel and the RFU, you'll maintain standards of discipline by investigating and dealing with allegations of foul play and misconduct. You'll need to be fair, consistent and aware of the RFU Disciplinary Regulations.

Ideally you'll need to be:

- A player or ex-player
- Trained at an RFU Disciplinary Conference
- Good with people and a strong communicator

What you'll do:

- Deal with any incidents of misconduct in the club
- Hold internal disciplinary hearings for players who've been sent off or cited
- Take responsibility for all discipline queries
- Work with the Safeguarding Officer to educate club members about preventing incidents
- Work with the Constituent Body Discipline Secretary and the RFU on all club discipline matters
- Keep club members, players and the website up to date on all things disciplinary
- Attend County Disciplinary hearings involving your club

How much time it will take up:

- Around 2 hours a week depending on how well-behaved your players are.

What you'll get out of it:

- This is a great role for developing your mediation skills. You'll develop your knowledge of the game and exercise it in an official capacity. It's an influential position as far as the club's reputation goes and you'll have a chance to help people who have fallen foul of the laws of the game.