



Appendix 4.1.30 : Job Description ~ Mini & Youth Membership Secretary

You will be the hinge pin and point of reference for the mini & youth section coaches and managers

You will be responsible for encouraging parents to register their children promptly so that the coaches and team managers know who they are caring for on a Sunday and also be aware of any health issues that the players may have.

Ideally, you'll need to be:

- Well-organised
- CRB checked
- Careful and methodical
- Able to communicate with the parents of the mini & youth section players.
- Be discreet in negotiating special rates in special cases
- IT literate

What you'll do:

- Manage on-line registration (and de-registration) using the RFU RugbyFirst game-wide database.
- Provide the mini & youth committee and team captains with up to date membership details (including health issues).
- Encourage the parents to register their child and pay membership monies promptly.
- Create membership cards for members.
- Keep a list of members on the Mini & Youth section notice board.

How much time it will take up:

- Around 1-2 hours a week

What you'll get out of it:

- The knowledge that you have provided the coaches and managers with the information they need to know who is at their Sunday training sessions and that they are aware of any relevant health issues.