



ORRFC MINIS AND JUNIORS

AGE GROUP MANAGER ROLE AND RESPONSIBILITIES

Introduction

The Age Group Managers play a crucial role within the club. They are usually the link between parents, coaches and the Minis and Juniors Committee. Their role is one of liaison, communication and volunteer recruitment.

This document lists many ways in which the manager may contribute to their age group and the mini or junior section more widely. It should be emphasised, however, that managers should not take on all tasks themselves. The most important role of the manager is perhaps to identify suitable parent volunteers to take on these roles.

Finally, the manager is the first contact point at the club for parents and, along with the coaches, the public face of the age group. If we are to function efficiently as a club, managers need to be sufficiently knowledgeable to deal with many questions about the club and how it operates. And where they feel it is appropriate they should refer questions and feedback to the relevant member of the Minis and Juniors Committee (MAJ Committee).

Communication

Coaches should be encouraged to communicate with parents through the manager. The manager will need an email distribution list for all parents with email access and possibly also for different squads within the age group. Coaches may need a little encouragement to relinquish control of this communication but the idea is to allow them to focus on coaching drills and selection and so this should be in their interest.

The Minis and Juniors Chairman (Hugh Serjeant – hughserjeant@hotmail.com) and other MAJ committee members will likely communicate with age group parents (and in some cases coaches too) through managers. The MAJ Chairman reports back to the Senior Committee on progress and any issues arising in the mini and junior sections so please keep communication channels open and keep him informed of any developments with players, coaches and parents.

The new computerised registration system for the 2008/09 season will facilitate the distribution of parents' contact details to managers. Clearly this information is confidential and should be treated appropriately.

Fixtures

The role of Fixtures Secretary is currently split between Andrew Gilchrist (Andrew.gilchrist@watsonwyatt.com) and Rupe Dhillon (rupsdhillon@yahoo.co.uk). The manager should liaise with the Fixtures Secretary regarding the fixtures list, Festival entry and any additional fixtures that age groups may wish to set up (see below). The role of Pitch allocation has been taken on by Phil Smith (smiffis@btinternet.com) and any additional fixtures should also be discussed with him, well in advance of the intended event, due to the limited playing space available to us.

Attendance Register

A simple spreadsheet that records player attendance is an essential tool for health and safety and insurance requirements, enabling the manager to ensure that all participants are properly registered with the club after their three, free, 'taster' sessions. In addition, it enables the coaches to incorporate the grading of players, track progress and can also be incredibly useful when it comes to organising squads and selection. It is extremely helpful to the coaches to have a proactive manager (or other volunteer), willing to work with them to keep the spreadsheet up to date.

Registration and Payment

Most mini and junior parents will register on the first Sunday of the season and will complete a Standing Order form at that time. Cheques are to be discouraged as they cost the club money when they are cashed. New members should register on their first visit but are entitled to three free sessions before they are required to pay. Any new player cannot take part in more than three sessions without paying as they would not be covered by the club's insurance policy. The attendance register is very helpful in recording the number of sessions new players have attended and enabling the manager to follow up with new parents with regard to registration and the completion of a Standing Order form. It is club policy that any *existing* members that have not paid may not participate in the club's Festival of Fun that usually takes place on the third or fourth Sunday in September.

The Registrations Secretary (Louise Dungate: louise@pdungate.fsnet.co.uk) will send out to managers a list of debtors on a regular basis throughout the early part of the season, but payment data should also become available on the club's website.

Age Group Duty Roster

Each Sunday, one age group takes its turn at being "on duty". Each age group is usually required to do two to three "duty Sundays" per season. A roster is prepared in advance of the start of the season to ensure that managers know when their age group's help is needed. "Duty" responsibilities associated with this role have been documented separately (ORRFC JUNIORS AND MINIS DUTY RESPONSIBILITIES).

Volunteer Recruitment

The club always needs more volunteers to ensure that the existing team can share the load. There is no doubt that there are willing volunteers among the parent base, we simply have to find them and ask them. By getting to know parents, the manager can fulfil a crucial role of identifying suitable individuals for specific tasks. This can include everything from cake baking to website design to refereeing and coaching.

A simple home-made cake and biscuit sale when we have visiting clubs can be a significant fund raiser and any activity of this sort should be encouraged. Please discuss this with the Chairman in

advance. There is usually a willing parent to organise this and ensure that the stall is manned throughout the morning.

The new registration system will ask all members in which areas they would be willing to contribute and this data will enable managers to liaise with the relevant club officer in following up on such offers of help.

Use of the Minis and Juniors Director of Rugby (Tim Button – tim@nsrt.org.uk)

Tim Button is our Minis and Juniors Director of Rugby, he has tremendous experience and coaching expertise and is available to all age groups. The manager can assist coaches in deciding when and how to use him and in contacting him direct in order to book his time. Please use Tim: he is very good and will provide all sorts of ideas for appropriate game plans for individual age groups as well as for training drills.

Awards

I believe very strongly that each age group (and in some cases each squad within an age group) should award at least a Player of the Week trophy every week in the Mini section and for every match in the Junior section. The manager can facilitate this by arranging for the purchase of a suitable trophy for a few pounds from Mr Snob on Reigate High Street. Recipients of the awards can be recorded on the attendance spreadsheet to ensure that it is shared around. A Sportsperson of the Week trophy has also proved very popular and enables developing players to be rewarded. These awards do wonders for the morale and motivation of young players. This is simple to organise and really works.

Match Reports

This is another relatively simple task that is particularly motivational for the players, when they see their name and face in the local paper or on the club website.

When your age group competes in Festivals (Minis), please send written match reports and photos (preferably prepared by a parent) to the Minis Media Liaison Officer (Jo Cooke – jo.cooke@philips.com), who will then sift through those provided and forward them to the Surrey Mirror if appropriate. A few paragraphs will normally suffice. Copy deadline for Jo is 7pm on Sunday. Jo will provide guidelines to all managers for onward communication to the volunteer parents concerned.

For the Junior teams, match reports and photos are sent direct to Louise Poynton, Sports Editor at The Surrey Mirror (Tel: 01737 732122) using the same template as the Minis – Jo will provide the templates and contact details.

In addition, please upload these reports and photos onto your age group's section of the website. The Website Coordinator (Nick Boothroyd – nick@remdel.com) has written an easy-to-read manual on use of the website and is very willing to provide training to managers on use of the website on request.

Events/Fund Raising

The Club Events Manager (Mike Kiy – mike.kiy@latitude51.com) has a number of fundraising events that are planned for the season. He needs to have a volunteer in each age group with whom to liaise. The manager (along with data from the registration process) will be able to assist in identifying suitable candidates.

Age groups are encouraged to organise their own events, either club-wide events that are already planned, which Mike can allocate, or single age group events, which serve to raise funds for the club. Included in this category are single age group “festivals”, which are very much encouraged. A template for the organisation of such festivals already exists. Please consult with the Events Manager before organising any of the above as he can probably save you a lot of time and share previous experience.

Sponsorship

The club has a number of sponsors and is always looking for more. Individual age group sponsorship is encouraged subject to agreement by the MAJ Committee. This can cover anything from gazebos for rainy festivals (there is a preferred supplier for these – see the Events Manager), to items of kit (eg fleeces or tracksuits) or sponsorship of a tour.
Tours

Age group tours are also encouraged. These are hugely popular with players and parents. These do not have to be organised by coaches or managers, as in some cases a parent may volunteer. The economies of scale argue strongly for tours which involve more than one age group. Please inform the MAJ Committee of any plans and the Fixtures Secretary in particular given the need to honour the existing fixtures list. Again, others have been there before you, talk to the Events Manager to point you in the right direction.

Kit Monitor

Managers can help reduce the annual spend on kit by organising someone to take on the role of Ball Monitor. This role can be extended to counting out bibs, cones, and other club equipment on a weekly basis. And then counting it back in again!

In addition, please see ORRFC JUNIORS AND MINIS DUTY AGE GROUP RESPONSIBILITIES with regard to kit.

CRB (Criminal Records Bureau) Checks

Anyone who is likely to come into contact with the children or have access to their details must be CRB checked. This includes coaches, managers and regular on-pitch volunteers. The manager can assist the Child Welfare Officer (Emma Picking) in ensuring that coaches are CRB checked (this lasts for 3 years). Emma is relinquishing this role and we are in the process of trying to find a replacement.

Coaching courses

The manager can assist the Minis and Juniors Coaching Coordinator (Bella Dunstan – belladunstan1@aol.com) in ensuring that coaches have taken or are booked on appropriate courses (specifically, the Tag course and the Level I and Level II courses).

First Aiders

Each age group should have at least one First Aider and, ideally, one per squad. Managers can assist in identifying likely volunteers and ensuring that they receive the necessary training which is organised by the club. The contact person for this is Bella Dunstan (belladunstan1@aol.com).

Age Group Template

Although managers have tended to take on some of these roles themselves, each age group could look something like this:-

Roles	Volunteers required
Manager	1
Coach	4+
First Aider	1 per squad
Kit Monitor	1+
Attendance register/awards	1
Events/Fund raising liaison	1
Match reports	1 per squad per fixture
Squad managers for festivals	1 per squad
Dads to hold tackle pads	Lots
Volunteers for duty Sunday	See separate documentation of duty role.

Hugh Serjeant
August 28th 2008