



PERTSHIRE RUGBY

Role Description

Position	Senior Section Head	Created	18/04/2024	Revision	A
Email	senior@perthshire-rfc.co.uk	Area	Committee	Reference	PR CA 005
Overview					
Responsible for overseeing all Senior teams which includes Men's 1st XV, Men's 2nd XV, Women's 1st XV, Veterans XV, and 7s teams. The successful candidate will work closely with the Section Coaches, Team Managers, Club Captain and other Committee Members to create a positive and welcoming environment for all adult players within the section. They will facilitate the teams' ambitions on the pitch and lead the culture for the members off the pitch.					
Key Requirements					
The Person - Will be a strong communicator, have good interpersonal and budgeting skills. - Will be well organised and able to plan and complete tasks to deadline. - Will have a good knowledge of Scottish rugby union and able to negotiate the Competition Rules. - Will appoint and manage coaches setting goals and holding them to account.					
Key Roles					
Communication - Regular section review meetings with Director of Rugby and Head Coaches. - Implementing roles & responsibilities within each team e.g., Team Managers, S&C coaches, Physios etc. - Organising match days in conjunction with Team Managers and Club Administrator. Includes pitch assessments, pre-match, and post-match items. - Reporting to & attending monthly General Committee meetings - Communicating Committee decisions to Senior Section members. - Taking concerns raised by Senior Section members to Committee. - Overseeing Serious Injury Report process and following up with any long-term injured players. - Helping manage the transition from U18's to Seniors in both Men's and Women's teams. - Appoint match reporters and content creators for social media and oversee their coverage.					
Administration - Creating a Senior Section budget and monitor expenditure with Treasurer. - Appointing Head Coaches and putting in place coaching teams for each of the teams - Regularly check Membership payments, SCRUMS registrations and work with Team Managers to have all players correctly signed up & paying. - Conformance with Championship Rules and submit responses to the SRU on behalf of the section. - International Transfers & Clearance to play.					
Organisation - Review coaching, player support, logistics, and operating procedures. - Monitor S&C program – in conjunction with Team Managers, Director of Rugby and Head Coaches. - Kit & Equipment needs & purchase – in conjunction with Team Managers and Head Coaches. - Booking external facilities, especially for winter training. - Approving transport for away matches and agreeing travel expense arrangements. - Arranging player sponsorship packages.					
Estimated Time Constraints		3 – 7hrs per week			
Agreement					
I agree to undertake all points as noted above for the benefit of Perthshire Rugby Football Club. I note that this list is not exhaustive and additional roles may be allocated or removed as required.					
Name		Signature			

