



PERTSHIRE RUGBY

Role Description

Position	Mini Section Head	Created	18/04/2024	Revision	A
Email	mini@perthshire-rfc.co.uk	Area	Committee	Reference	PR CA 007

Overview

Responsible for overseeing all Mini teams which includes the Eaglets, P4's, P5's, P6's and P7's. The successful candidate will work closely with the Section Coaches, Team Managers and other Committee Members to create a positive and welcoming environment for all Mini 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 possess strong communication skills and excellent interpersonal abilities.
- Will demonstrate effective organisation, capable of planning and executing tasks within deadlines.
- Will have a solid understanding of Scottish Rugby Union AGLV's.
- Will be responsible for overseeing Head Coaches and Team Managers, collaborating with them to facilitate mini rugby.

Key Roles

Communication

- Conduct regular section review meetings with Head Coaches and Team Managers.
- Send weekly email communications to all teams regarding training/match day arrangements.
- Report to and attend monthly General Committee meetings.
- Relay Committee decisions to Mini section members.
- Address concerns raised by Mini section members with the Committee.
- Assist in managing the transition from P7's to Midi section U13's.
- Provide support to Team Managers and Head Coaches as required.
- Update Social Media platforms with Mini Section news.
- Keep Team Managers and Head Coaches informed of schedule changes via WhatsApp/Email.
- Collaborate closely with other Section Heads to ensure effective club-wide communication.

Administration

- Develop and monitor a Mini section budget in collaboration with the Treasurer.
- Arrange all fixtures for the season with other Clubs.
- Ensure Master Fixture list is updated regularly and shows the current and correct information.
- Update the Player Tracker on a monthly basis.
- Serve as the single point of contact for Scottish Rugby and other Clubs.
- Coordinate with teams and opposition teams weekly to schedule fixture arrangements.
- Assist Team Managers with SCRUMS registrations and Membership system ensuring correct payer payments.
- Ensure all Coaches/volunteer roles (where required) are registered on SCRUMS.
- Ensure Child Protection Policy/PVG requirements met.
- Work with Club Administration as required.

Organisation

- Coordinate match day logistics, including pitch assessments and post-match catering.
- Review coaching, player support, logistics and operational procedures.
- Address kit and equipment needs and purchases alongside Team Managers and Head Coaches.
- Arrange bookings for external facilities, particularly for winter indoor training.
- Implement pitch inspection and cancellation procedures when necessary.
- Organise all aspects of the annual Minis Festival, in line with Head Coaches, Team Managers and other Committee members.



Perthshire Rugby, Gannochy Sports Pavilion, North Inch, Perth, PH1 5HS
@PerthshireRugby | admin@perthshire-rfc.co.uk | www.perthshire-rfc.co.uk

SPORTSMANSHIP | PRIDE | RESPECT | INCLUSION



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Role Description

Estimated Time Required	5 – 10 Hours 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	



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