



MANAGEMENT STRUCTURE

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Introduction

Our management structure aims to:

1. *Increase* opportunity for Member Clubs to influence our work.
2. *Provide* a space for volunteer expertise within the different areas of CB work to innovate and pursue excellence whilst maintaining financial discipline.
3. *Encourage* greater alignment of all CB volunteers to our Mission and Objectives.
4. *Ensure* greater accountability for the work we do.

Our mission statement and objectives as stated on our website are:

Mission:

To provide and facilitate the game of rugby union for all the community of Devon... at the highest quality and widest provision possible.

Objectives are to:

- Fulfil the roles and responsibilities as outlined by the RFU for Constituent Bodies (CB).
- Support and grow the community rugby game across all levels in Devon.
- Develop the players, coaches and administrators that will ensure rugby remains successful in Devon.
- Lead initiatives that develop rugby and its core values, ensuring infrastructure is in place.
- Ensure the sustainability and wellbeing of CB clubs, providing a safe environment.

Outline of our Management Structure:

- Executive Team
- Directors
- Presidential Team
- Club Forums.

Executive Team

Roles:

- Chair
- Director of Finance
- RFU Council Member
- Secretary.

Purpose:

To provide strategic direction and ensure the CB is professionally managed. The post holders will:

- *Agree*, monitor and evaluate CB Strategy
- *Ensure* CB teams are aligned with our Mission and Objectives
- *Monitor* team performance and budget management
- *Lead* high-level decision making
- *Identify* and mitigate risks to the CB.

Directors

Roles:

- Director of Age-Grade Rugby
- Director of Development
- Director of Finance
- Director of the Female Game
- Director of Governance
- Director of the Male Game
- Director of Representative Rugby.

Purpose:

To implement the CB strategy through:

- *Management* of a team of volunteers
- *Effective* performance management
- *Development* of expertise within their area of responsibility
- *Ensuring* compliance with RFU, CB and other national best practice
- *Clear* reporting on delivery of the Local Rugby Plan.

The Executive Team will meet with the Directors, the CB President and the RFU area CB Officer, as a CB Management Board, mid-point between club forums to monitor performance, identify & correct emerging issues and plan future activity.

Presidential Team

Roles:

- President
- Immediate Past President
- President Elect.

Purpose:

To represent the CB within the wider rugby community. They will:

- *Promote* rugby union across the County in different forums and to different stakeholders
- *Provide* guidance, where requested, to the Chair and the Executive that enables informed decision-making
- *Perform* ceremonial duties such as cup presentations, speaking at club events and attending County fixtures
- *Function* as a link between the Executive and Life Members
- *Investigate* any formal concerns raised into the conduct of the Chair, referencing the RFU and Devon CB Codes of Conduct and the Sports England Principles.

The President will join the Executive and Directors in their Management Board meetings. In addition, the President will be the link between the Executive & Directors and the CBs Life Members.

Club Forums

Member Clubs in an area to send a Board Representative(s) to meet with the Executive and Directors (clubs in other areas welcome to attend with notice to the Secretary). The forum will:

- *Create* a space for open dialogue
- *Encourage* clubs to be a proactive partner with the CB
- *Enable* clubs to set agenda items that are important to them
- *Share* updates on RFU, CB and club initiatives
- *Agree* actions to be taken post meeting.

Meetings will rotate North, South, East and West and take place on the last Wednesday of October, January, April and July.

The Roles

Chair

Reports:

- Director of Finance
- RFU Council Member
- Secretary
- Directors.

Responsible for:

- *Providing* strategic leadership, governance oversight, and ensuring the effective operation of the CB.
- *Representing* the CB as its primary spokesperson, championing rugby union values and supporting its development across the county

- *Leading* the Executive Team and Directors.

Director of Finance

Reports:

- Commercial Lead

Responsible for:

- *Overseeing* the financial management and sustainability of the CB.
- *Ensuring* compliance with legal and regulatory financial requirements
- *Providing* strategic advice on financial matters and supports the CB in achieving its goals in alignment with its governance framework.

RFU Council Member

Responsibilities, to:

- *Acting* in what they consider to be in the best interests of the RFU and the game as a whole
- *Representing* Devon RFU and our Member Clubs to the RFU
- *Functioning* as an ambassador and advocate for RFU policies and regulations
- *Providing* regular reports and give guidance to the CB and clubs on all relevant RFU business
- *Consulting* with the CB and clubs on relevant matters for discussion within the RFU.

Secretary

Reports:

- Communications Lead
- 150th Anniversary Coordinator.

Responsible for:

- *Acting* as principal administrator
- *Overseeing* the general running of the CB
- *Acting* as the main communications link between internal and external stakeholders
- *Ensuring* information is kept up to date and contributes to the efficient running of the CB.

Director of Age-Grade Rugby

Reports:

- Secretary to Age-Grade Rugby
- Schools' Lead

- Colleges' Lead
- Girls' Lead
- Boys' Lead
- Competitions Lead.

Responsible for:

- Growth of the age-grade game
- Player Experience
- Schools
- Colleges
- Age-Grade Rep Rugby
- Competitions.

Director of Development

Reports:

- Coach Developer
- Club Facilities Coordinator
- Volunteer Coordinator.

Responsible for:

- Supporting and grow the community rugby game across all levels in Devon
- Developing the players, coaches and administrators that will ensure rugby remains successful in Devon
- Leading initiatives that develop rugby and its core values, ensuring infrastructure is in place
- Ensuring the sustainability and wellbeing of CB clubs, providing a safe environment.

Director of the Female Game

Reports:

- TBD

Response for:

- Growth/Widening Participation of the female game
- Retention
- Player Experience
- Player Welfare
- Competitions.

Director of Governance

Reports:

- CB Safeguarding Manager
- Data Officer
- Discipline Secretary
- Diversity and Inclusion Officer
- RugbySafe Coordinator.

Responsible for:

- Promoting and maintaining the highest standards of safeguarding practices across the County
- Managing and overseeing disciplinary matters within the CB
- Ensuring rugby is a support accessible to all
- Lead the work of the CB to support player welfare and make rugby as safe as possible.

Director of the Male Game

Reports:

- TBD

Responsible for:

- Growth/Widening Participation
- Retention
- Player Experience
- Player Welfare
- Competitions.

Director of Representative Rugby

Reports:

- Devon Men's Senior Team Manager
- Devon Womens Senior Team Manager
- Devon Under 20s Team Manager
- Deaf Rugby Team Manager.

Responsible for:

- *Developing and implementing* a comprehensive strategy for the Rep Rugby programme within the CB, including team selection, training, and development
- *Assisting* in the preparation of budgets for Rep Rugby activities, ensuring resources are used effectively

- *Collaborating* with coaches and selectors to create fair and transparent selection policies for all Senior Rep teams
- *Working* with CB clubs and other partners to establish clear pathways for player progression from grassroots through to Rep Rugby.

Life Members

Life Members will be appointed by Member Club at the CB AGM to formally recognise their achievements and commitment to rugby union and/or the work of the CB.

The CB President will be the link between the Life Members and the Executive Team/Directors.

Activities of Life Members:

1. An informal panel that meets with the President twice a year to provide guidance and support to the CB
2. Where appropriate join ad hoc groups to support the development of initiatives within the CB
3. Possible Mentors to new volunteers within the CB
4. Involved in County Cup Finals and Representative games
5. Act as Ambassadors for Devon RFU

The Secretary will provide updates such as Annual Report and minutes of meetings to Life Members.

Recruitment

Directors will collaborate with the Executive to structure their team and appoint appropriate skilled, knowledgeable and committed volunteers to roles. These individual's will be expected to align with the Mission and Objectives of the CB and follow our Code of Conduct whilst in role.

Vacant/new roles will be advertised. Interested parties will complete a letter of application, an interview process undertaken and references sought.

The recruitment of the Chair will be for three years which can be renewed for an additional three years. The interview panel will consist of the President, at least one club representative and at least one Director.

The recruitment of Directors or the Secretary will be undertaken by the Chair, at least one other Director and, where possible, a club representative.

The RFU Council Member will be elected for a three-year term by the Member Clubs. This can be renewed once in line with RFU guidelines.

All other posts will be recruited by the relevant Director and, at least, one other Director.

All posts must be agreed with the Executive Team.

Commitment

Commitment to roles within the CB should be for a maximum of 12 hours per month. If the role is taking more than 12 hours per month, the CB will look to create new roles to reduce the time commitment of an individual.

Concerns about an individual's behaviour will, in the first instance, be addressed informally where possible. If it is not possible to address the behaviour in this way or the behaviour is such that it requires a formal process, the Secretary (unless it is the conduct of the Secretary) will manage the situation through the CB Disciplinary Process (in the case of the Secretary, this will be managed by the Director of Governance).