

LLANDAFF NORTH RUGBY, SPORTS AND SOCIAL CLUB LTD

Role Description – Director of Rugby (Board Director)

Role title: Director of Rugby

Type: Volunteer Board Director (company director)

1. Role summary

The Director of Rugby is the **lead for all rugby activity** at Llandaff North Rugby, Sports and Social Club and a high-profile ambassador for rugby within the club and wider community.

They are responsible for:

- Providing strategic leadership for rugby across all sections – senior, women & girls, youth, minis & juniors and formats such as walking rugby.
- Overseeing coaching, player development, team preparation and standards, in line with the club's rugby-first purpose and values.
- Ensuring rugby operations are well organised, safe, compliant and sustainable, working closely with the Safeguarding & Welfare Director and Health & Safety lead
- Leading and supporting key rugby volunteers, including the Club Fixture Secretary and Walking Rugby Lead/volunteers.
- Lead the club to address the on-pitch requirements of the WRU 'Club Investment Model' requirements for each stage of the accreditation.

The Director of Rugby is a company director and shares collective legal responsibility with all other Board members.

2. Key responsibilities

2.1 Rugby strategy and leadership

- Develop and lead a clear **rugby strategy** for the club, aligned with its overall purpose, values, facilities and resources.
- Work with the Board and Section Chairs (e.g. Minis & Juniors, Women & Girls) to set priorities for:
 - Participation and growth
 - Quality of coaching
 - Player development and retention

- Competitive performance and enjoyment
- Keep an eye on longer-term planning – pathways, coach pipeline, facilities needs and emerging formats (e.g. walking rugby, touch).
- Ensure rugby decisions support the whole club, not just one team or age group.

2.2 Coaching and rugby workforce

- Oversee the recruitment, support and coordination of coaches, assistant coaches and team managers across all sections.
- Help ensure rugby volunteers have:
 - Appropriate coaching qualifications or are working towards them
 - Access to relevant CPD and development
 - Clear expectations about role, conduct and communication
- Encourage sharing of good practice between teams and age groups.
- Work with the Safeguarding & Welfare Director to make sure all coaches and managers meet safeguarding and DBS requirements and follow club / WRU guidance.

2.3 Player development and pathways

- Develop and oversee player development pathways from minis and juniors through youth to senior rugby, and across men's and women's rugby.
- Ensure players have access to:
 - Appropriate, safe training and coaching.
 - Opportunities to develop skills, fitness and game understanding.
 - A positive environment that encourages enjoyment and retention.
- Identify and support talented players, signposting to representative or pathway rugby in line with governing body guidance.

2.4 Team performance and preparation

- Work with head coaches and captains to ensure each team has a clear seasonal plan (training structure, game plans, selection principles).
- Support coaches to design training that is age-appropriate, safe and effective.
- Promote consistency in selection, standards and behaviour while recognising the club's community nature.
- Encourage simple post-match review and learning, using match analysis where appropriate.

2.5 Rugby operations, fixtures and walking rugby

- Oversee the overall rugby operations calendar – pre-season, in-season, off-season – so training, fixtures and major events are aligned.
- Provide leadership and support to the Club Fixture Secretary, who is responsible for day-to-day fixtures administration:
 - Ensuring fixtures and results are kept up to date
 - Liaising with WRU teams, opposition clubs and internal contacts
 - Coordinating rearrangements and “free week” fixtures
 - Completing any required digital fixture tasks

- Ensure appropriate coordination with:
 - Section Chairs / Team Managers
 - Commercial & H&S Director (for pitch and facilities availability)
 - Club Secretary (for competition administration where relevant)
- Provide oversight for Walking Rugby:
 - Support the Walking Rugby Lead and volunteers in planning and promoting sessions
 - Ensure sessions are safe, inclusive and aligned with club values and any WRU guidance
 - Integrate walking rugby into wider club activity and pathways where appropriate

2.6 Safeguarding, welfare and culture

- Support the **Safeguarding & Welfare Director** in embedding a safe, respectful rugby culture, particularly for juniors and adults at risk.
- Model and promote the Club's codes of conduct (players, coaches, parents, spectators, social media) and tackle poor behaviour early.
- Ensure training, selection and matchday behaviours reflect governing body safety and welfare guidance (e.g. contact age grades, concussion, game-on principles).

2.7 Community and external relationships

- Build and maintain relationships with:
 - WRU and other relevant rugby bodies
 - Local schools, colleges and universities
 - Other clubs and community partners
- Represent the club at rugby forums, cluster meetings and development discussions, as agreed with the Board.
- Support initiatives to grow the game locally, including taster sessions, school links and community rugby events.

2.8 Finance and resources

- Work with the Treasurer and Board to plan and manage a realistic rugby budget (coaching courses, kit, equipment, essential travel, etc.).
- Help identify and support funding or sponsorship opportunities for rugby (e.g. youth development, women & girls, equipment).
- Ensure rugby ambitions are financially sustainable, balancing aspiration with what the club can afford.

2.9 Working with the Board

- Provide regular rugby updates to the Board – participation, coaching arrangements, key risks, success stories and priorities.
- Input into the Club's risk register for rugby-related risks (e.g. participation, discipline, safeguarding, coaching gaps, fixture disruption).

- Work closely with:
 - Minis & Juniors Chair / Youth / Women & Girls leads
 - Digital, Communications & Membership Director
 - Commercial & H&S Director and Bar/Clubhouse Director
 - Safeguarding & Welfare Directorto ensure rugby is fully joined up with membership, facilities, finances and community activity.

3. Person specification

Essential

- Strong personal commitment to community rugby and the club's rugby-first purpose and values.
- Significant experience in rugby coaching and/or rugby operations, ideally across different levels or age groups.
- Good understanding of player development, training design and team preparation.
- Proven ability to lead and support coaches and volunteers, with a collaborative and encouraging style.
- Strong communication and relationship-building skills, able to work with players, parents, coaches, officials, Board members and external partners.
- Good organisational skills, able to plan across the season and juggle multiple rugby priorities.
- Willing and eligible to act as a company director and to meet safeguarding and vetting requirements.

Desirable

- Recognised coaching qualifications (e.g. WRU / World Rugby awards) and willingness to maintain them.
- Experience in club or pathway rugby management (e.g. Head Coach, Age Grade Lead, Rugby Manager).
- Understanding of WRU competition structures, fixtures processes and systems, including how the Fixture Secretary role operates in practice.
- Experience developing women & girls rugby, walking rugby or other alternative formats.

4. Time commitment

- Preparation for and attendance at Board meetings (at least 3–4 per year) and key club meetings and events.
- Ongoing involvement in rugby planning, coach support, liaison with the Fixture Secretary and walking rugby volunteers, and communication across the

season – likely to average several hours per month, with peaks in pre-season and in-season.

Regular attendance at training and/or match days where possible, to remain visible and connected to the rugby environment.

5. Term and support

- Appointed in line with the Club's Articles and Club Rules (usually for a fixed term, e.g. three years, renewable).
- Supported by:
 - Club Fixture Secretary and other rugby admin volunteers
 - Section Chairs and coaches
 - The Chair and wider Board