

DARTMOUTH PIGDOGS RFC
SUMMARY OF ROLES & RESPONSIBILITIES FOR OFFICIALS

TEAM/CLUB OFFICIAL POSITION DEFINITIONS

The following positions are appointed for a one-year (calendar) term by the Club President. These positions do not have a vote during executive decisions, but their feedback will be requested, as appropriate.

Any board member can hold one of these positions in conjunction with their elected duties, as the member appointed is who the executive feel is best suited to complete these duties. In the event an officer cannot continue with their duties, the President will appoint someone else to complete the term.

SECRETARY

The Secretary will attend board meetings to take minutes, and will distribute detailed minutes to the board in a timely manner. S/he will document changes to club operations, and ensure that all documentation/information regarding club operations is accessible in the event of a change in executive.

S/he will prepare communication to the club, including managing the club email, social media posts, and website updates. S/he will assist other board members with these duties as requested.

This will require working closely with the Webmaster to ensure all information is shared concurrently.

WEBMASTER

The Webmaster is responsible for maintaining the club website. They will be provided information from the executive, and will update the website with game schedule, tournament information, player information, and social events. They may also be asked to assist with social media updates.

S/he may be asked to attend board meetings as appropriate.

FIXTURES/EQUIPMENT REPRESENTATIVE

The Fixtures/Equipment Representative is responsible for ensuring the storage of club equipment, including field gear (post pads, flags, rope) and practice gear (balls, cones, tackle pads). The Fixtures rep will ensure that the field is set up appropriately for all

home games, and will advise the President or VPs in advance if they are unable to arrange set up.

The Fixtures/Equipment Representative will advise the board of any replacement gear required, or additional gear requested.

S/he may be asked to attend board meetings as appropriate.

HEAD COACH

The head coach is a volunteer role, and is approved by the executive. The coach may develop a coaching staff as they require, including assistant coaches or junior coaches, and selects captain(s) for the team.

The head coach is responsible for the team's development and competitiveness. S/he schedules and plans practices, chooses the roster for each game from the list of eligible players, and promotes play in the spirit of PigDog rugby.

The head coach may be asked to participate in incident reports and disciplinary hearings (if required by RNS). S/he may be asked to attend board meetings or Rugby NS meetings, as appropriate, to provide feedback from the coach/player's perspectives.

TEAM CAPTAIN

The team captain is selected by the coach, with consideration to which player is respected and seen as a leader on the field. There may be multiple captains, including forward captain and back captain, or co-captains. The captains may change throughout the season at the coaching staff's discretion.

The team captain is responsible for leading the team during games, and may be asked to run practices in the event a coach is unable to attend. The team captain will assist with coordinating players for games, tournaments, and exhibition matches. The VP can provide the captain with a list of eligible players if required.

The team captain should encourage all players to play with intensity and to the best of their abilities. The captain should model good sportsmanship.

The team captain may be asked to attend board meetings or Rugby NS meetings, as appropriate, to provide feedback from the player's perspectives.