

HAMPSHIRE RUGBY FOOTBALL UNION LIMITED

Terms of Reference 40

Sponsor Management Board

Created 5 December 2015

Updated May 2020



CLUB DEVELOPMENT COMMITTEE

4001 Purpose

The purpose of the Club Development Committee is to support the strengthening of Clubs by helping to develop their facilities to maximize efficient and effective use of resources. It also supports clubs in growing the game in their communities by improving recruitment and retention of volunteers, standards of club management and administration

– To fulfill the HRFU Vision and Mission statements.

4002 Composition of Committee and Frequency of Meetings

2.1 The Club Development Committee shall consist of a Chairman elected at the AGM; a Secretary; the Volunteer Coordinator; the Facilities Advisor and one of the Club Representatives elected at the AGM and nominated by the Board; the Executive Director and representatives of Hampshire County Council, HRR and the Rugby Development Officers.

2.2 The Committee normally meets in *September, January and March*. Minutes will normally be issued within two weeks of the Meeting. The quorum for a Committee Meeting is *four* members of the Committee. The Club Development Chairman is entitled to exercise a second or casting vote. These meetings can be held Virtually if holding a group meeting is not possible. (Online over a meetings platform)

4003 Accountable to

The Management Board for overseeing all matters which will assist Clubs to improve their management and facilities and for advising the Clubs and the Board thereon.

4004 Authorised to

- 4.1 commit expenditure to meet the purposes within the budget approved by the Board
- 4.2 appoint the Facilities Advisor.
- 4.3 appoint the Volunteer Coordinator.
- 4.4. Liaise with RDOs and their managers in the RFU with regard to pitch improvement

4005 Tasks

5.1 Core Activities

- 1 develop the Objectives set by the Strategic Plan (Local Rugby Plan – LRP)
- 2 assist the Finance Chairman in the preparation of the annual budget
- 3 ensure that all activities are completed within the annual budget approved by the Board
- 4 provide advice and support to the Executive Director
- 5 provide advice and support to the Rugby Development Officers
- 6 examine current Succession Planning to ensure exemplary people are appointed to all committee positions
- 7 undertake such other duties and responsibilities as the Board may determine from time to time

5.2 LRP – Volunteers - Recruit, retain and develop volunteers

Objective: to assist Clubs and their volunteers to achieve their highest potential by

- 1 improving recruitment
- 2 supporting training
- 2 providing recognition

5.3 LRP - Facilities - Achieve effective and efficient facilities

Objective: to assist Clubs to achieve a better rugby environment by

- 1 supporting Club facility development plans
- 2 delivering local funding for equipment and Clubhouse improvement projects

5.3 LRP - Core – Manage

Objective: to assist Clubs to achieve exemplary standards by

- 1 maintaining sustainable Clubs

5.4 LRP – Recruit / Retain / Comps / Volunteers / Innovation– Achieve integration with local communities

Objective: to assist Clubs to spread the ethos by

- 1 delivering more effective links with other community organisations
- 2 participating in County Sports Partnership led events
- 3 encouraging Clubs to form better relationships in the community