



Please note all role descriptions are for guidance only. Please adapt/add to this basic information to ensure it is relevant to your club's requirements.

Club Discipline Secretary

Purpose

To ensure the club maintains high standards of discipline at all times, both on and off the field and preserve a fine reputation for compliance with the Core Values of the Game.

Key aspects of the role

1. Lead on any disciplinary incidents

Deal with any on or off field disciplinary incidents by a member of the club, arranging and attendance at internal disciplinary hearings and taking responsibility for all investigations, working with the CB and/or RFU.

2. Implement education about the Club Rules

Working closely with the Club Safeguarding Officer to educate members about preventing potential safeguarding incidents and investigating any complaints that have been made. Work with the Mini/Junior Chair to implement Values of the Game education to new players and parents. Ensure that club management and members are kept informed of any changes to disciplinary regulations or procedures.

3. Report to the Club Committee, the CB Disciplinary Secretary and the RFU Discipline Department

Share relevant information and co-operate with the Club Committee, CB Discipline Secretary, CB Safeguarding Manager, RFU Discipline and RFU Safeguarding when required.

Is this role for you?

If you are an excellent communicator with good, fair and pragmatic judgment and fully conversant with the RFU discipline regulations and the Laws of the Game, you could hold an important, rewarding and challenging role, being fully supported by the CB Discipline Secretary and the RFU Discipline Department.