



Club Structure

Management Committee

Heads up the Club's management and administrative structures, it meets regularly (monthly), takes decisions, makes recommendations, coordinates and delegates to sub-committees and plans ahead. It's expected this will comprise Club Chairperson, President, Treasurer, Secretary and Chairpersons (or nominees) of the key sub-committees. It may also co-opt members for specific purposes.

Sub-Committees

So that the Management Committee is not bogged down in the detail of the day to day running of the club, Sub-Committees will be formed. Each Sub-Committee will have a Chair and Secretary. Though not strictly necessary each Sub-Committee will have at least one nominated member from the Management Committee. However that being said it would be impossible for the Finance Sub-Committee to effectively function unless the Hon Treasurer was a member.

The Sub-Committees will meet on a monthly basis though a lesser frequency may be dictated by the nature of the business in hand. Each Sub-Committee will produce minutes and action points and forward these to the Honorary Secretary. Sub-Committees will have the added benefit of broadening the base of volunteer involvement and the empowerment of a greater number of club members.

Finance and Funding Sub-Committee

Has responsibility to oversee and ensure the organisation of all financial matters of the club including:

Monthly review of all club expenditure and income.

Provision of monthly financial reports to the Management Committee.

Ensure Club compliance with statutory and IRFU/Ulster Branch requirements.

Recommend action on financial matters to the Management Committee.

Explore and follow up on grant funding streams.

The provision of all necessary Insurance.

Organise the payment, receipt of membership subs, Sponsorship, Friends of Newry.

Preparation and provision of end-year accounts for our AGM.

Governance and Administration Sub-Committee

Will meet monthly to oversee the secretarial and administration of the Club including Child Welfare, Equality, Complaints procedures, Player registration & Subs payment, Correspondence (Both incoming and outgoing).

International Ticket Allocation Sub-Committee

The members of this sub-committee are appointed by the Committee. This group will meet as and when required in accordance with the Club Procedure on the allocation of international tickets.

Playing and Development Sub-Committee

The playing and development of rugby is the reason that the club exists. However it is recognised that whilst the game is central to all that we do, given the various age and gender groups, it is also a diverse subject. Therefore it may be difficult to form a sub-committee with sufficient homogeneity to operate as a single functioning body. For practicable purposes this sub-committee may actually consist of three separate groupings such as Adult, Youth and Ladies. However the concept of regular meetings, written reports to the Management Committee and representation on the Management Committee remain.

Facilities Sub-Committee

Meet as and when required. Areas that will be overseen and acted upon include.

The preparation of the playing fields, grass cutting and field marking.

Maintenance of club premises & housekeeping of club rooms, changing rooms, storage areas etc.

Housekeeping of club external areas. E.g. car park, backyard, grassed areas to front of club for signage, etc.

Health and Safety.

N.B. Whilst individual members may not be responsible for undertaking specific tasks the Sub-Committee is responsible for delegating such tasks in an organised manner.

Social/Bar Sub-Committee

Will meet monthly. Areas of responsibility will include.

The organisation and provision of bar captains & teams on an on-going weekly basis.

Ensure compliance with the club's bar procedure. This includes a weekly stock take (or on the rotation of a Bar Team) and the reconciliation of stock to actual takings.

Ensuring the bar is stocked including provision of bar ancillaries (Crisps, Ice etc.)

Housekeeping of bar areas and cool-room.

Housekeeping of kitchen and provision of cleaning equipment (Mops, buckets, etc.)

The arrangement and promotion of Social Functions.

The provision of the required support and resources to such functions.

The provision of food to visiting teams.

Promotion, PR and Communication Sub-Committee

Will meet as and when required. This group will interact with other functions of the club including weekly communication with playing sides, especially away teams, liaising with Social/Bar Sub-Committee and the CCRO will be key areas of activity.

Promoting the sport of rugby and in particular Newry Rugby Football Club through weekly articles in the local press, social media entries, posters in schools, local gyms, recreational areas and local radio are central to this role.