

### **Statutory positions elected by members**

- President
- Secretary
- Treasurer

### **Director Positions elected by members**

- Director, Rugby Operations
- Director, At Large
- Director, Grounds
- Director, Socials & Hosting

### **Appointed by Executive**

- Bar Manager
- Asst. Bar Manager
- Head Coach / Coaching Coordinator
- 1<sup>st</sup> XV Coach
- 2<sup>nd</sup> XV Coach
- Womens Coach
- Juniors Coach
- Juniors Manager
- Groundskeeper
- Media Liaison
- Strip Manager
- Tour Coordinator

### **Elected by Male Players**

- 2 player reps

### **Elected by Female Players**

- 1 player rep

**KAMLOOPS RUGBY CLUB**  
**Elected and Appointed Positions to KRC Executive Committee**

**DUTIES**

<b>President</b>	<ul style="list-style-type: none"> <li>- Ensures club is run according to constitution</li> <li>- Oversees all aspects of club operations</li> <li>- BCRU / FVRU Liason</li> <li>- Future Planning</li> <li>- Enforcement of policy (dues etc)</li> </ul>
<b>Past President</b>	<ul style="list-style-type: none"> <li>- Takes over for president in his absence. Ensures continuity between executives</li> <li>- Liaises with Kamloops Indian Band, KDKC (Dog Club), City of Kamloops</li> <li>- Booking Field &amp; Clubhouse Rentals</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>- Meeting minutes</li> <li>- Assisting other executives, working with committees</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>- Responsible for the collection of all revenue and payment of bills</li> <li>- Prepares financial statements</li> <li>- Collects player dues</li> </ul>
<b>Director, Rugby Operations</b>	<ul style="list-style-type: none"> <li>- Finalizes schedule with FVRU / BCRU</li> <li>- Organizes travel for road trips</li> <li>- Organizes match officials for league games</li> <li>- Confirmation of all Game start times with visiting teams, and for road trips</li> <li>- Other duties such as working with high schools to plan seasonal use of KRC</li> </ul>
<b>Director at Large</b>	<ul style="list-style-type: none"> <li>- Assume responsibilities for executive and administrative duties not covered by elected or appointed members of the executive</li> <li>- Assisting other directors and executive</li> </ul>
<b>Director, Grounds</b>	<ul style="list-style-type: none"> <li>- Recruit, train, and coordinate activities of groundskeeper</li> <li>- Ensure field equipment is repaired and winterized as required</li> <li>- Organizing field repair workbees as needed</li> <li>- Ensuring all fields are maintained at a high level of quality</li> </ul>
<b>Director, Socials &amp; Hosting</b>	<ul style="list-style-type: none"> <li>- Responsible for provisioning for ALL home-game hosting, touring side hosting, and other hosting arrangements, including food purchase, organizing bbq/cooking crew, and working with bar manager on bar schedule</li> <li>- Arranges socials as fundraisers, including tickets sales and money collection</li> <li>- Coordinates all socials with Bar Manager and executive</li> </ul>
<b>Bar / Clubhouse Manager</b>	<ul style="list-style-type: none"> <li>- Stocking bar for all practices, games, socials and other club events requiring bar service. This includes beer, hard liquor, coolers etc, as well as potato chips and other snack items</li> <li>- Ensures clubhouse and washrooms are kept clean, including garbage removal and empties returns</li> <li>- Coordinates repairs to clubhouse</li> <li>- Organizes workbees (twice per year)</li> <li>- Assist past president with clubhouse booking</li> <li>- Appointing assistant bar manager</li> </ul>
<b>Head Coach / Coaching Coordinator</b>	<ul style="list-style-type: none"> <li>- Oversight of all coaches involved with KRC club sides</li> <li>- Recruitment of other coaches for mens 1<sup>st</sup> and 2<sup>nd</sup> div, womens, juniors, and minis</li> <li>- Establish coaching curriculum</li> <li>- Ensure all coaches are working on certification (minimum level 1 /CBET A required for all coaches)</li> <li>- Working with other coaches to determine player awards, and ensuring trophies are engraved prior to banquet</li> </ul>
<b>Juniors Manager</b>	<ul style="list-style-type: none"> <li>- Player registration, including distribution / collection of forms and money</li> <li>- Confirming scheduling of league and exhibition matches</li> <li>- Juniors uniforms</li> <li>- Juniors awards banquet, including trophies</li> </ul>
<b>Groundskeeper</b>	<ul style="list-style-type: none"> <li>- Watering and cutting of all playing surfaces</li> <li>- Top dress and fertilize as required</li> <li>- Ensure equipment is repaired as soon as possible</li> </ul>
<b>Media Liaison</b>	<ul style="list-style-type: none"> <li>- Prepare game reports following each game</li> <li>- Phone in Game scores to media, FVRU, BCRU</li> <li>- Sends out schedule and updates media on changes</li> <li>- Ensure media coverage for all rugby events at the club, including Mini Rugby, off-season tour matches, league play, playoffs etc, using formats outlined KRC Media Guide.</li> </ul>
<b>Strip Manager</b>	<ul style="list-style-type: none"> <li>- Designing and ordering all club merchandise (jerseys, shirts, track suits, hats etc), including items for juniors and minis</li> <li>- Taking orders from membership, collection of payments, submitting money collected and invoices to treasurer for payment</li> </ul>
<b>Player Representative(s)</b>	<ul style="list-style-type: none"> <li>- Represent players at executive meetings to bring forward concerns and relay information back to membership</li> <li>- Assist in registration, collection of dues</li> <li>- Ensure changerooms are kept clean, and are locked after practices &amp; games</li> <li>- Organizes the Adopt-A-Road program and semi-annual workbees</li> <li>- Organizes field setup for all home games</li> <li>- Coordinates change room schedule as needed when multiple teams are playing</li> </ul>
<b>Tour Coordinator</b> (appointed as needed)	<ul style="list-style-type: none"> <li>- Coordinates all incoming tours / events to ensure field setup, billets etc</li> <li>- Ensures all incoming / outgoing tours are sanctioned by FVRU, BCRU</li> <li>- Work with bar manager / clubhouse manager to ensure all tours / events are booked</li> <li>- Reports to executive on tour status</li> </ul>