



INFORMATION PAGE

Week of October 8th, 2004

Returning to the theme of Rugby Club administration...

Clubs are essential to the future of our Game. We have inherited a Rugby Club culture that is special, and distinctive, and the envy of other sports.

It is a remarkable fact that the world over, Rugby Clubs have the same essential character and atmosphere. The buildings differ, and so do the faces, but the people are the same.

It is vital that we, our generation, be custodians of this legacy, and pass it on in a healthy condition to the Rugby people of tomorrow.

So we need to ensure that our clubs are properly administered. Clubs are people. So people are needed to perform the various required tasks. Experience has shown that recruitment is improved if it can be shown/explained to potential volunteers exactly what is involved. So job descriptions are needed.

Rugby Canada has recently circulated models of good practice for the following:

Treasurer	Sponsorship Officer
Child welfare Officer	Volunteer Coordinator
Coaching Coordinator	Secretary
Fixture Secretary	Event Coordinator
Press Officer	

I think you will find the attachments most helpful. My thanks to Martin Gallagher, Rugby Canada's Director of Development, for sending these to me.

Best wishes to all.

A handwritten signature in black ink that reads 'Tom Jones'.

Tom Jones
Regional Development Manager