



Club Discipline Secretary

The Honorary Secretary:

- Has a fine reputation for complying with the Core Values of the Game
- Maintains high standards of discipline at all times, both on and off the field of play, by investigating and dealing with any allegations of foul play and misconduct fairly, consistently and expeditiously
- Has a suitably qualified person that has a thorough understanding of the RFU discipline regulations and the Laws of the Game

The role

Reporting to the Club Committee, the CB Disciplinary Secretary and the RFU Discipline Department, you will:

- Deal with any on or off field disciplinary incidents alleged to have been committed by members of your Club
- Arrange internal disciplinary hearings to deal with such incidents
- Take responsibility for all disciplinary investigations, seeking advice from the CB Disciplinary Secretary and/or the RFU where necessary
- Work closely with the Club Safeguarding Officer to educate members about preventing potential safeguarding incidents and investigating any complaints that have been made
- Share relevant information and co-operate with the CB Discipline Secretary, CB Safeguarding Manager, RFU Discipline and RFU Safeguarding when required
- Keep Club management and members informed of any changes to disciplinary regulations or procedure as notified by the CB or RFU
- Attend any CB or RFU Disciplinary hearings along with any Club members facing disciplinary proceedings

Ideally you will need to be

Fully conversant with the RFU discipline regulations and the Laws of the Game. You should also be an excellent communicator, pragmatic, fair, have good judgment and exercise common sense.

What you'll get out of it

This is a very important role within the Club in relation to its integrity and reputation and for the Game in general. It is also a rewarding and, at the same time, challenging role. You will have the full support of the CB Discipline Secretary and the RFU Discipline Department who are always on hand to offer advice and guidance.

How much time it will take up

This will really depend on how many members the Club has and how well behaved they are, so hopefully very little!