

ROLE DESCRIPTION

Role title:	Adult Competitions Lead
Estimated time commitment:	9 - 12 hours per month
Length of tenure:	3 Years
Requirements:	Extensive knowledge of Competitions and related RFU and London Regulations

POSITION IN HAMPSHIRE RFU

Responsible to:	Director of Adult Rugby
Direct Reports:	None

PART 1: ROLE SPECIFICATION

MAIN PURPOSE OF ROLE

The primary purpose of the Competitions Sub Committee is to promote, arrange, organise and monitor competitions between adult teams in Member and Associate Clubs.

The Competition Lead will provide direction and support to each league secretary and knockout competition organiser to ensure that Competitions run smoothly and in accordance with Regulations.

The role will take counsel from clubs, players, referees and Director of Adult Rugby to ensure that the Competitions remain fit for purpose, providing rugby for those that want to play and supporting any recruitment and retention policies that the CB may have. Communication is a key component, providing transparency in structure and decision making.

Key components of success for the role are strong planning and organising skills to allow for implementation of all competitions. The role will also require strong ambassadorial skills, representing the CB, and its clubs, in a positive, professional manner at London Regional Organising Committee.

The post will also contribute to the delivery of Hampshire RFU's vision and mission and always demonstrate its core values & behaviours <https://hampshirerfu.com/strategy-2025-2028/>

KEY RESPONSIBILITIES

1. Provision of Competitions

- Liaise with Clubs via email, WhatsApp, and other platforms to support competition delivery, undertaking regular engagement to ensure that competitions remain fit for purpose
- To regulate admission to and administer all Hampshire County Competitions involving Adult teams in Clubs.
- Regularly review the effectiveness of County Competitions and implement changes where appropriate
- Provide guidance, mentoring and support to each league Secretary to ensure delivery of competitions. Lead recruitment on the replacement of League Secretaries.
- Represent the CB and London RoC meetings and forums, providing feedback to CB clubs as appropriate

2. Development and implementation of Regulations

- To devise policies, and draft regulations, for Hampshire County Competitions involving Adult teams in Clubs.
- Act as adjudicator for Competition Appeals process in accordance with RFU Regulations and local RoC Policies

3. Communications and Digital Presence

- Establish and maintain clear Competition Regulations on the Hampshire RFU website and social media platforms.
- Provide regular updates to clubs on relevant platforms, aligning with the County Office where required
- Attend each Hampshire RFU clubs meeting and update on Competition matters
- Drive Competition awareness with CB Clubs, encouraging participation

4. Data management and usage

- Use available tools to understand player participation and game completion to drive decision making
- Publish data to CB clubs on regular basis, demonstrating both positive and negative trends in participation and completion rates

PART 2: PERSON SPECIFICATION

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Communication: Excellent communication and stakeholder engagement skills.
- Leadership and Diplomacy: Ability to lead a committee and manage relationships between clubs, ensuring fair, transparent decision-making.
- Rugby Knowledge: A deep understanding of the local rugby landscape in the constituent body.
- Competition Regulations: Understanding of Competition Regulations and how to apply them to drive higher participation
- Organization: Strong administrative skills, including planning and implementing competitions.
- Ambassadorial Skills: Representing the CB in a positive, professional manner to member clubs, schools, and the RFU.
- Strong IT Skills – Ability to produce and use data to drive decisions on appropriate competitions to meet local rugby landscape

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE

- Familiarity with Hampshire rugby clubs and community landscape.
- In-depth knowledge of Competition Regulations

ROLE DESCRIPTION APPROVAL AND SIGN OFF

Requesting Director(s): Director of Adult Rugby

Director of People: Hannah Avoth

Date: 06/05/2026