

## ROLE DESCRIPTION

<b>Role title:</b>	Age Grade Competitions Organiser
<b>Estimated time commitment:</b>	2-4 hours per month
<b>Length of tenure:</b>	2 Years
<b>Requirements:</b>	Proficient in communication and administration

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## POSITION IN HAMPSHIRE RFU

<b>Responsible to:</b>	Director of Youth Rugby
<b>Direct Reports:</b>	None

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## PART 1: ROLE SPECIFICATION

### MAIN PURPOSE OF ROLE

The main purpose of this role is to organise and deliver a well-run, compliant age grade rugby competitions for the assigned age groups. This includes coordinating fixtures, managing results and participation through the RFU Game Management System, and ensuring games take place smoothly and within budget.

The postholder will act as Age Grade Competitions Organiser for given age groups.

### KEY RESPONSIBILITIES

#### 1. Competition Provision & Delivery

- Designing and delivering a competition for assigned age group that is compliant with RFU Age Grade Rugby Regulations and the age grade calendar.
- Delivering the programme within the available budget
- Administering the competition within the RFU Game Management System (GMS)
- Managing the competition to ensure games are played. (3 hours activity in week preceding a competition start date).
- Receiving post-match reports, recording results, and overseeing player participation of registered players in the competition (approx. 1 hour per week).

## **2. Regulations, Governance & Compliance**

- Contributing to Hampshire RFU age grade competition rules and regulations
- Monitoring safeguarding, serious injuries, and discipline issues to ensure correct procedures are followed

## **3. Stakeholder Engagement & Issue Resolution**

- Participating in and contributing to the Youth Competitions Committee (1 x 2 hours mtg per season) and Forum (3 x 2 hours mtg per season)
- Mediating disputes between clubs in relation to the competition

## **4. Additional Optional Responsibilities**

- Raising additional funds for the programme (optional)
- Actively promote the competition and publicise the results utilising the HRFU media channels and following the HRFU comms and marketing guidelines.

## **PART 2: PERSON SPECIFICATION**

### **ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE**

- Good communication skills with managers, coaches, referees and Hampshire RFU officials
- Basic IT skills and confidence using email and online systems
- Ability to use or learn GMS and Electronic Match Cards (EMCs)
- Good organisation skills and attention to detail
- Reliable and able to respond to queries in a timely manner
- Ability to work as part of a team and support clubs and volunteers
- Interest in grassroots rugby and supporting competitions

### **DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE**

- Knowledge of local rugby competitions and formats
- Previous involvement in rugby as a age grade manager, player, coach, referee, parent or volunteer
- Experience helping to organise fixtures, festivals or sporting events
- Familiarity with RFU systems or competition administration
- Willingness to learn and develop within the role

### **ROLE DESCRIPTION APPROVAL AND SIGN OFF**

**Requesting Director(s):** Director of Youth Rugby

**Director of People:** Hannah Avoth

**Date:** 18/05/2026