

Cornwall Rugby Football Union Limited

Sub Rules

The Sub Rules are to be read in conjunction with the Rules of Cornwall Rugby Football Union Limited (Registered under the Industrial & Provident Societies Act 1965 – Register Number 30748R) and in the event of any real, or implied, contradictions, the Rules of Cornwall Rugby Football Union Limited take precedence.

Management Structure and Remit of Sub-Committees

- The Management Board has the power to determine the composition, powers and terms of reference of each sub-committee and will exercise this right to ensure that the sub-committees deliver the aims and objects of the CRFU

Club & County Responsibilities

- County Matches: Club Grounds, Stands, Enclosures, Changing Rooms, Club House, Car Parking Facilities which are not subject to additional rents, etc., should be placed at the disposal of the CB for County Trial, Inter-County or other matches without charge.
- Official Party at County Matches: Whilst the official party should consist of no more than 40 persons the Management Board has the discretion to vary the number. The Official party alone shall be entitled to travel at the expense of the CB but subject to financial conditions [of the CB] prevailing at any particular time as determined by the Management Board. Only legitimate expenses authorised by the CB shall be paid. All decisions [of the Management Board] shall be binding upon members of the Official party.
- County Teams – Disciplinary Panels: (Preliminary Hearings)
 - Cornwall Senior XVs including the Tamar Cup XV, Clubs XV and Women's XV the composition shall be; the Honorary Secretary of the CB (or his appointed deputy), the County Coach and a member of the Management Board.
 - U20XV the composition shall be; the U20 Secretary, the U20 Coach and a member of the Management Board.
 - Representative Age Grade Rugby is covered under Appendix 6 of RFU Regulation 19 – Discipline.

Wearing Apparel

- The colours of the Cornwall Rugby Football Union shall be “Black & Gold”.
- Cornwall RFU Ties, Blazer Badges, Buttons, Jerseys, Shorts and Stockings together with miscellaneous casual clothing shall be in designs approved by the Management Board

- Jerseys: In the CB colours, also shorts and stockings shall be provided by and be the property of the CB. They shall be kept by the Honorary Kit Master and shall be returned to him after each match.
- Players Ties:
 - [Senior XV] All players who play for Cornwall in one County Championship match or represent the County in five matches outside the County Championship competition shall be entitled to wear the Official County Players' Tie, the first of which shall be presented at the expense of the CB.
 - [U20 XV] All players who play for Cornwall Under 20 XV in one game in the U20 National Competition or in four friendly games shall be entitled to wear the Official County U20 XV Tie, the first of which shall be presented at the expense of the CB.
 - [Tamar Cup XV] All players who play for Cornwall in the Tamar Cup (as presented by David East) match against Devon RFU shall be entitled to wear the Official County Tamar Cup Tie, the first of which shall be presented at the cost of the CB.
 - [Cornwall Clubs' XV] All players who play for Cornwall Clubs XV in any three matches shall be entitled to wear the Official County Clubs XV Tie, the first of which shall be presented at the expense of the CB.
 - [U16 & U18 - Boys] All players shall be presented with a Youth Tie on the first occasion he represents Cornwall in a representative match against a recognised County or District side at U16 or U18 level, but thereafter he shall not be eligible to be presented with a further Youth Tie. **(For clarity please note** that a Youth Tie is issued only on the first occasion a player represents Cornwall at either U16 or U18 level and not on the first occasion they represent Cornwall at U16 and U18 level.) It is the responsibility of the Secretaries (or designated person) of the U16 and U18 Groups to maintain a record of all ties presented by the CB and a list sent to the Honorary Secretary of the Union at the end of each season. It is the responsibility of the Secretary (or designated person) of the U18 Group to liaise with the Honorary Secretary of the CB to ensure that "second" ties are not issued
 - [U15 & U17 - Boys] All players shall be presented with a Youth Development Tie on the first occasion he/she represents Cornwall in a representative match against a recognised County or District side at U15 or U17 level, but thereafter he shall not be eligible to be presented with a further Youth Development Tie. **(For clarity please note** that a Youth Tie is issued only on the first occasion a player represents Cornwall at either U16 or U18 level and not on the first occasion they represent Cornwall at U16 and U18 level.) It is the responsibility of the Secretaries (or designated person) of the U15 and U17 Groups to maintain a record of all ties presented by the CB and a list sent to the Honorary Secretary of the Union at the end of each season. It is the responsibility of the Secretary (or designated person) of the U17 Group to liaise with the Honorary Secretary of the CB to ensure that "second" ties are not issued.

- **Players Pin Badges (Women & Girls)**
 - All players who represent Cornwall in a Senior Ladies XV shall be entitled to wear the Official County Players' Pin Badge, the first of which shall be presented at the expense of the CB.
 - All players shall be presented with a Youth Players' Pin Badge on the first occasion she represents Cornwall in a representative match against a recognised County or District side at U15 or U18 level, but thereafter she shall not be eligible to be presented with a further Youth Players Pin Badge. **(For clarity please note** that a Youth Players' Pin Badge is issued only on the first occasion a player represents Cornwall at either U15 or U18 level and not on the first occasion they represent Cornwall at U15 and U18 level.) It is the responsibility of the Secretaries (or designated person) of the U15 and U18 Groups to maintain a record of all Players' Pin Badges presented by the CB and a list sent to the Honorary Secretary of the Union at the end of each season. It is the responsibility of the Secretary (or designated person) of the U18 Group to liaise with the Honorary Treasurer of the CB to ensure that "second" Pin Badges are not issued

- **County Caps (Men):** All players who play for Cornwall in seven County Championship Matches shall be presented with a County Cap at the expense of the CB.
- **County Scarves (Ladies):** All players who play for Cornwall in seven County Championship shall be presented with a County Scarf at the expense of the CB.
- **Official Ties:** The President, Officers, members of the Management Board shall be entitled to wear the County Officials Tie, the first of which shall be presented at the cost of the CB
- **Bow Ties:** The President, Players, Officers, members of the Management Board and Sub Committees, shall be entitled to wear the CRFU Bow Tie but shall provide them at their own expense.
- **Vice Presidents' Ties:** The Vice Presidents shall be entitled to wear the official Vice Presidents Tie, but shall provide them at their own expense.
- **Blazer Pocket Badges & Buttons:** (To be worn only on Black blazers)
 - All players who play in twelve County Championship Matches or any twenty-five matches shall be presented with a Blazer Pocket Badge and Buttons at the expense of the CB.
 - The President and Officers shall be entitled to wear the Blazer Pocket Badge and Buttons the first of which shall be presented at the expense of the CB.
 - Members of the Management Board who have served for five years shall be entitled to wear the Blazer Pocket Badge and Buttons the first of which shall be presented at the expense of the CB.
 - Club Representative to the CRFU [actively] serving on a Sub-Committee(s), members of the Selection Sub-Committee and co-opted members of any/all sub-committees who have [actively] served 5 years

shall be entitled to wear the Blazer Pocket Badge and Buttons the first of which shall be presented at the expense of the CB.

- The Management Board has the power to award Blazer Pocket Badges and Buttons in special cases.

- Shields:
 - All players who play for Cornwall in fifty (50) County Matches shall be presented with a Heraldic Shield bearing the CB's Crest and Motto.
 - The Management Board has the power to award Shields in special cases.

Definitions:

CB (Constituent Body)
CRFU
RFU

Cornwall Rugby Football Union Limited
Cornwall Rugby Football Union Limited
Rugby Football Union

APPENDIX

Management Structure & Committee Remits

Management Structure

Player Development

Overarching responsibility for the retention and Development of existing players and recruitment of new players.

Sub Committees that report to this committee

Representative Rugby- Chair Colin Hatch
Competitions – Chair Chris Jewel
Women & Girls

Youth & Education Committee

Overarching responsibility for all rugby played to the age of 18years.

Sub Committees that report to this committee

Mini Junior's – Chair Tony Knightsbridge
U16s Schools – Chair Mark Withecombe
U18s Clubs – Chair Tony Knightsbridge

Governance Committee

To act on behalf of and inform the Management Board on all matters:-
Financial
Safeguarding
Communications/Marketing
Nominations

Game Development

Overarching responsibility for the retention and development of existing coaches and referees plus the recruitment of new coaches and referees. Additionally, Clubs Medical resources including the running of First Aid courses

Disciplinary Committee

Chair – Graham Pauncefort

Management Board

President –John Grindle
Chairman – Denis Preece
Hon;Sec – Roger Watson
Hon;Treasurer – Richard Simeon
Clubs Rep on Council – Dave Martin

Chair Game Development – To be Appointed
Chair Player Development – Maggie Notman
Chair Club Development – John Grindle
Chair Governance – John Sumnall
Chair Youth & Education – Dave Saunter

The five committees Chairs report directly to the Management Board.

Club Development

To manage the facilities programme including reviewing Club facilities and encouraging programmes of improvement/development
Also to support club Leadership/Management & Volunteers

Remit: Full County Committee (Special Meeting per Rules of Cornwall Rugby Football Union Limited 9.1.)

Frequency of Meetings:

- Four per season as notified in the County Handbook.

Composition:

- Members of the Management Board
- Club Representatives
- Chairs of the following sub committees:
 - Competitions
 - Representative Rugby Committee
- Representatives of the following sub groups:
 - Mini Juniors
 - U16s
 - U18s
 - Women & Girls
 - CRRS
 - Coaching

NB: Only Club Representatives are entitled to vote

- ❖ Past Presidents and Life Members are also welcome to attend Full County Committee Meetings (Special Meetings) as set out in the County Handbook although taking part in discussions will be at the discretion of the Chair.

Remit:

Generally to overview the workings of the Management Board and Committees to ensure that the affairs of the CRFU are conducted in an effective and efficient manner and specifically to:

- Receive Minutes from:
 - Management Board
 - Youth & Education Committee
 - Player Development Committee
 - Game Development Committee
 - Club Development Committee
 - Governance Committee
- Receive verbal reports from Chair of CRFU/Committee Chairs and Sub Committee Chairs on matters of:
 - Particular interest/gravity/urgency
 - Performance in line with PFR
- Question Chair of CRFU/ Committee Chairs and Sub Committee Chairs on matters relating to Management Board/Committee/Sub Committee work

- Receive details of up to date balances from the Honorary Treasure together with any matters which the Treasurer considers appropriate to be raised at a particular meeting and to have the ability to question the Honorary Treasurer.
- To raise matters for discussion subject to sufficient notice being given to the Honorary Secretary – a minimum of 7 clear days - to enable information/papers to be passed to all members of the [Full County] Committee

For information the AGM will be held in June each year with the Financial AGM held in October each year.

Remits for:

- **Management Board**
- **Disciplinary Committee**
- **Youth and Education Committee**
- **Committees and Sub Committees populated by Club Representatives**

Management Board

Composition:

Officers as elected at the AGM:

- Chairman
- Honorary Secretary
- Honorary Treasurer

Chairs of following committees (elected at the AGM):

- Youth & Education Committee
- Player Development Committee
- Game Development Committee
- Club Development Committee
- Governance Committee

Others:

- President – Ex Officio
- CRFU Representative on RFU Council
- Assistant Secretary & Assistant Treasurer (if elected at AGM – Rule 13.1.5)
- Co-opted Members per Rule 11.2

Remit:

- To administer all the powers of Cornwall Rugby Football Union Limited expressed in Rule 4 and without limiting the generality thereof to operate per Rule 11.1 through to Rule 11.5.
- To oversee all the business of CRFU Ltd notwithstanding that certain powers may/will be delegated to sub-committees.
- To receive written Reports directly from the Disciplinary Committee

- To receive written Reports from the Chairs [of Committees] on the Management Board and to seek further information as appropriate. Such Reports will include reports from sub-committees as appropriate
- To receive a written report from the Honorary Treasurer detailing up to date balances and covering information not reported to the Governance Committee together with the ability to question the Treasurer on financial matters.
- To receive recommendations from Committees
- To appoint holders of the following offices and who will be recommended by the Governance Committee:
 - Two Representatives to the South Western Division Rugby Football Mutual Benefit Fund
 - Two Representatives (plus Reserve) on The South West Counties Group
 - Cornwall League Secretary and Deputy League Secretary
 - Vice Presidents Secretary
 - Child Protection Officer and Assistant Child Protection Officers
 - Facilities Manager
 - Handbook Editor
- To appoint holders of the following Offices and who will be recommended by the Representative Rugby Committee
 - Four Selectors to cover Men's Rugby at U20 level and above
 - Team Managers of the following Representative XVs
 - County Championship & Tamar Cup XV
 - U20 XV
 - Clubs XV
 - Women's XV
 - Coaches of the following Representative XVs
 - County Championship & Tamar Cup XV
 - U20 XV
 - Clubs XV
 - Women's XV
 - Qualified (Honorary) Medical Staff to cover the following teams
 - County Championship & Tamar Cup XV
 - U20 XV
 - Clubs XV
 - Women's XV

To appoint holders of the following Offices and who will be recommended by the Youth and Education Committee

- Team Managers of the following Representative XVs
 - U15 (Boys)
 - U15 (Girls)
 - U16 (Boys)
 - U17 (Boys)
 - U18 (Boys)

- U18 (Girls)
- Coaches of the following Representative XV's
 - U15 (Boys)
 - U15 (Girls)
 - U16 (Boys)
 - U17 (Boys)
 - U18 (Boys)
 - U18 (Girls)
- Qualified (Honorary) Medical Staff to cover the following teams
 - U15 (Boys)
 - U15 (Girls)
 - U16 (Boys)
 - U17 (Boys)
 - U18 (Boys)
 - U18 (Girls)

Disciplinary Committee

Composition of Committee

- The Committee shall consist of a maximum of 5 members and a minimum of three plus a Secretary who is not a member of the Disciplinary Panel.
- A Disciplinary Panel shall consist of no more than three members of the Disciplinary Committee although exceptionally the hearing may proceed with a panel of two if directed by the chairperson. The Secretary of the Disciplinary Committee will attend Panel Hearings but is not a member of the Panel.
- The Chairperson, who must be accredited, will be nominated by the Governance Committee and elected at the AGM.
- Members of the Disciplinary Panel and Disciplinary Committee Secretary will be nominated by the Governance Committee and elected at the AGM.
- (Subject to Governance Committee nomination members of the Disciplinary Committee and Secretary can be co-opted by the Management Board to fill vacancies occurring during the year.)

Remit of the Disciplinary Committee/Panels

The Panel will operate under RFU Regulation 19 and Appendices with particular reference to Regulations 19.1.10 through to 19.1.15 (General Provisions - Constituent Body Disciplinary Panels), 19.2.1 through to 19.2.8 (Composition of Disciplinary and Appeal Panels – Constituent Body Disciplinary Panels) and 19.2.7 through to 19.2.8 (Composition of Disciplinary and Appeal Panels – Constituent Body and RFU Disciplinary Panel Appeals).

Reporting to the Management Board

A monthly written report shall be submitted via the CRFU Honorary Secretary providing statistics of cases heard, clubs involved together with details of teams – i.e. 1st XV, 2nd

XV, 3rd XV, Colts XV, Women's XV, offences and sanctions. The Chair can direct additional information to be passed to the Board either generally or specifically whilst the Management Board have the right to seek additional information, including written judgements.

Remits for Management Committees

Youth & Education Committee

Composition of Committee:

Chairs of following sub committees:

- Mini Junior Group
- 16 Group
- 18 Group

Representatives from:

- Girls U15 & U18 Rugby
- Tertiary Colleges
- Schools' 6th Form
- Manager Developing Player and Cornwall Youth Development Programmes

Others

- Co-opted Members (As confirmed by the Management Board in terms of Rule 11.2)

Chair of the Youth & Education Committee to be elected (at the AGM) [ideally] from chairs of sub committees plus Girls U15/U18 representative.

Remit:

- Overarching responsibility for all rugby played to the age of 18 years.
- To submit written Reports to the Management Board (via Honorary Secretary) within 21 days of the meeting being held
- All [representative] coaches encouraged to gain RFU qualifications to a minimum standard of Level 2
- Support coaches at Club level to gain qualifications
- Support Clubs to increase number of qualified referees including young players as well as adults (parents).
- Ensure that coaching techniques across all representative sides is standardised so that player transition across the age groups is seamless.
- Arrange Representative Coaching Conferences in conjunction with Coaching Sub Committee.
- Promote attendance at CRFU Coaching functions.
- Review number of players at various age groups to ensure that there is no drop off

- To Receive Reports from:
 - Mini Junior Group
 - 16 Group
 - 18 Group
 - Girls U15 & U18 Rugby
 - Manager Developing Player and Cornwall Youth Development Programmes

- Supporting the Player Development Officer (PDO), Rugby Development Officer (RDO) and Community Rugby Coaches (CRCs) with the implementation of Playing Development courses across the CB. (e.g. New Rules of Play workshops for all eligible age groups/Kids First Rugby workshops)
- Make use of RFU personnel to drive forward standards – i.e. Player Development Officer, Rugby Development Officer,
- Ensure that each Group responsible for arranging Representative rugby matches meets the conditions laid down in RFU Regulation 9.2 (Player Safety)
- To recommend to the Management Board persons suitable to fill the following posts:
 - Team Managers for the following Representative XV's:
 - U15 (Boys)
 - U15 (Girls)
 - U16 (Boys)
 - U17 (Boys)
 - U18 (Boys)
 - U18 (Girls)

 - Coaches for the following Representative XV's
 - U15 (Boys)
 - U15 (Girls)
 - U16 (Boys)
 - U17 (Boys)
 - U18 (Boys)
 - U18 (Girls)

 - Qualified (Honorary) Medical Staff for the following Representative XV's
 - U15 (Boys)
 - U15 (Girls)
 - U16 (Boys)
 - U17 (Boys)
 - U18 (Boys)
 - U18 (Girls)

Player Development Committee

Composition of Committee:

- 6 x Club Representatives

Chairs of following sub committees:

- Competitions Committee
- Representative Rugby Committee

Others:

- RFU Area Player Development Officer
- RFU Universities Rugby Development Officer
- Co-opted Members (As confirmed by the Management Board in terms of Rule 11.2)

Chair of the Player Development Committee to be elected (at the AGM) [ideally] from one of the Club Representatives appointed to the Committee

Remit:

- Overarching responsibility for the Retention and Development of existing players and recruitment of new players.
- To submit written Reports to the Management Board (via Honorary Secretary) within 21 days of the meeting being held
- Review Club statistics for players to ensure that numbers are increasing and to identify adverse trends across the CB or in localised areas
- Promoting the RFU Player Development Model as the means of planning and implementing a player development plan in clubs and across the CB.
- Review all competition across the CB in order that it supports the retention, re-engagement and recruitment of players to the game in clubs.
- Liaising with the Player Development Officer to produce an Innovation Fund plan to help bring back 16 to 24 year olds back to the game.
- Consulting with playing groups to establish wants and needs and coordinating this information with the Player Development Officer to support the retention of players within clubs
- To receive Reports from
 - Competitions Sub- Committee
 - Representative Rugby Committee

Game Development Committee

Composition of Committee:

- 6 x Club Representatives

Representatives from:

- Cornwall Rugby Referees Society
- CRFU Coaching Association

Others:

- RFU Rugby Development Officer
- RFU Area Training Manager
- RFU Community Rugby Coaches
- Co-opted Members (As confirmed by the Management Board in terms of Rule 11.2)

Chair of the Game Development Committee to be elected (at the AGM) [ideally] from one of the Club Representatives appointed to the Committee

Remit:

- Overarching responsibility for the retention and development of existing coaches and referees and the recruitment of new coaches and referees.
- To submit written Reports to the Management Board (via Honorary Secretary) within 21 days of the meeting being held
- Liaising with the RFU Area Training Manager and RFU Area Training Officer
- Identify and appoint coaches to CB player development squads and representative teams.
- Promoting & encouraging the involvement of coaches in the RFU's Coach Licensing Scheme.
- Work with CRRS in the development and recruitment of referees
- Work with the CRFU Coaching Association in the recruitment and development of coaches covering a three year period with particular reference to ensuring that each Club has adequate coaches.
- Review Club coaching numbers/abilities, introducing CRSs where appropriate to supplement existing coaches.
- Develop 3 year plan for the development/recruitment of referees with indication of costs to be fed into Governance Committee.
- To review Player Safety under RFU Regulation 9 and:
 - Ensure that all Representative games and training sessions are conducted under the terms of RFU Regulation 9.2
 - Be responsible for compliance with RFU Regulation 9.3

Club Development Committee

Composition of Committee:

- 6 x Club Representatives

Others:

- CRFU Facilities Manager
- RFU Area Facilities Manager
- CRFU Honorary Treasurer

- Co-opted Members (As confirmed by the Management Board in terms of Rule 11.2)

Chair of the Club Development Committee [ideally] to be the CRFU Facilities Manager and will be elected at the AGM

Remit:

- To manage the facilities programme including reviewing Club facilities and encouraging programmes of improvement/development.
- To submit written Reports to the Management Board (via Honorary Secretary) within 21 days of the meeting being held
- To work with Clubs in terms of Club Leadership and Commercial Management.
- To develop a rolling programme within Clubs and the CB to recruit and develop volunteers and especially in terms of having adequate succession planning for the management roles of Chair/Secretary/Treasurer

Governance Committee

Composition of Committee:

- 6 x Club Representatives

Others:

- CRFU Honorary Treasurer
- CRFU Safeguarding Manager
- Handbook Editor/Website Manager
- Co-opted Members (As confirmed by the Management Board in terms of Rule 11.2)

Chair of the Club Development Committee to be elected (at the AGM) [ideally] from one of the Club Representatives appointed to the Committee

Remit:

- To submit written Reports to the Management Board (via Honorary Secretary) within 21 days of the meeting being held
- Financial
 - To develop the 4 year PFR document and annual delivery plan.
 - To monitor income/expenditure to ensure that it runs in line with the PFR document
 - To provide budgets to appropriate committees – i.e. Representative Rugby Committee
 - To set up a sub- committee devoted to securing sponsorship and advertising revenue
- Communications/Marketing
 - To assist the Handbook Editor in the production of the Handbook

- Review the Website (with the Website Manager) to ensure that the content is appropriate and accurately reflects the CRFU and the work undertaken in promoting the game.
- Overview all aspects of marketing including Representative Rugby Matches
- **Safeguarding**
 - Reports to be submitted at each meeting by the CRFU Safeguarding Manager and appropriate action taken
 - Ensure that appropriate courses are run and Club Safeguarding Officers attend as necessary
- **Nominations/Recommendations to the Management Board**
 - To nominate (in accordance with RFU Regulation 19)
 - Members of the Disciplinary Panel
 - An accredited person for the Role of Chair of the Disciplinary Committee
 - A Disciplinary Secretary.
 - A Youth Disciplinary Secretary
 - To recommend to the Management Board persons' suitable to hold the following posts:
 - Two Representatives to the South Western Division Rugby Football Mutual Benefit Fund
 - Two Representatives (plus Reserve) on The South West Counties Group
 - Cornwall League Secretary and Deputy League Secretary
 - Vice Presidents Secretary
 - Child Protection Officer and Assistant Child Protection Officers
 - Facilities Manager
 - Honorary Handbook Editor

Remit of Sub Committees:

Competitions [Sub] Committee

Composition of Committee

5 x Club Representatives

Others

- Co-opted Members (As confirmed by the Management Board in terms of Rule 11.2)

Chair to be elected to be elected [ideally] from one of the Club Representatives appointed to the Committee and will have a seat on the Player Development Committee.

Remit:

- To submit written Reports to the Player Development Committee within 21 days of the meeting being held

- To organise and promote all rugby competitions (apart from age related competitions and festivals organised by the Youth and Education Committee). Such competitions to include those currently existing – i.e.:
 - Cornwall Leagues.
 - 2nd XV League
 - Cup Competitions
- To develop other (non-traditional) forms of competitions to include
 - 7s Festivals
 - Beach Rugby Tournaments
- Continually review all competition across the CB in order that it supports the retention, re-engagement and recruitment of players to the game in clubs.

Representative Rugby [Sub] Committee

Composition of Committee

- 5 x Club Representatives
- Team Manager County Championship XV (including Tamar Cup)
- Team Manager U20 XV
- Team Manager Clubs' XV
- Team Manager Women's XV
- Representative of U18 XV
- 2 x County Selectors
- Representative Coaches as and when appropriate

Others

- Co-opted Members (As confirmed by the Management Board in terms of Rule 11.2)

Chair to be elected to be elected [ideally] from one of the Club Representatives appointed to the Committee and will have a seat on the Player Development Committee.

Remit:

- Overarching responsibility for all representative rugby played at U20 age group and above.
- To submit written Reports to the Player Development Committee within 21 days of the meeting being held.
- To ensure that players representing Cornwall at U18 level are tracked post secondary/tertiary education so that they are not lost to County rugby at age U20 and beyond.
- Each Team Manager::
 - To be responsible for the arrangements for both Home and Away Matches, working within budgets set by the Governance Committee. Such

- arrangements to include all travel and hotel bookings plus hospitality at home games.
- To ensure that all Representative games and training sessions are conducted in compliance with RFU Regulation 9.2 (Player Safety)
 - To ensure that the needs (Playing Shirts, Shorts and Socks) of the teams are reviewed at the end of each season so that orders can be placed (subject to budget restraints and/or sponsorship deals). (Leisure kit will be subject to separate arrangements).
 - To take a lead in the promotion of all County Matches including printing of programmes and obtaining advertising revenue.
 - To work with the Honorary Medical Staff (First Aiders/Physiotherapists) to ensure that suitable medical stock is held and available for each Representative Rugby match
 - To recommend to the Management Board suitable candidates for the following posts:
 - Five Selectors to cover Men's Rugby at U20 level and above
 - Team Managers of the following Representative XVs
 - County Championship & Tamar Cup XV
 - U20 XV
 - Clubs XV
 - Women's XV
 - Coaches – maximum of three per team - of the following Representative XVs
 - County Championship & Tamar Cup XV
 - U20 XV
 - Clubs XV
 - Women's XV
 - Qualified (Honorary) Medical Staff to cover the following teams
 - County Championship & Tamar Cup XV
 - U20 XV
 - Clubs XV
 - Women's XV