

University Rugby League – Committee Check List

- **Coach**
 - o **Do you have a qualified coach**
 - o **If you have an external coach do you hold regular meetings to set goals for the season so that everyone can buy into the team and the direction for the season.**
 - o **How can the RFL help you get a coach or help your coach become qualified**

- **Community / Pro Clubs**
 - o **Do you have any relationships with professional / community clubs**
 - o **Are there any clubs near you that you could forge a link with?**
 - o **This could assist with getting players game time, progression into the professional game or could assist you with getting a coach.**

	Club Commitments	AU/SU Commitments	RFL Commitments
ONGOING THEMES	RECRUITMENT <ul style="list-style-type: none"> - How to continually recruit for your club Committee Meetings <ul style="list-style-type: none"> - Meet Regularly to keep on top of actions 	Meetings <ul style="list-style-type: none"> - Regular meetings with AU / SU officers are essential - A good relationship is key to gaining support for your club - All committee meetings organised by the AU / SU need to be attended by your club 	Regular contact with Regional Education Officer <ul style="list-style-type: none"> - Up to date contact details - Issues / Concerns / Good Practice Attendance at Steering Groups <ul style="list-style-type: none"> - Imperative that you attend the steering group meetings - Important updates and information
Early May	Handover from old committee to new committee <ul style="list-style-type: none"> - Roles and Responsibilities of Committee Members. Every new committee member should have a clear understanding of what their role entails and how they need to engage with the key partners - Weekly to do list Committee to be elected through AGM before the current committee leave the university <ul style="list-style-type: none"> - If this is done correctly the newly appointed committee can work with 	Introduction Meeting with AU / SU Officer <ul style="list-style-type: none"> - Handover from Old to New Committee - Ensure AU/SU have all the correct contact details for the new committee members Memberships <ul style="list-style-type: none"> - Check if current players can renew their memberships to ensure this is done well in advance of the new season - Are all your players registered members with your university - Check procedure with AU / SU Officer Club Development Plans <ul style="list-style-type: none"> - Does your institution require you to complete a Club Development Plan? If so get this completed 	Club Development Plans <ul style="list-style-type: none"> - We are not trying to duplicate any development plans that your AU or SU require you to fill in. We are looking to provide a document to focus your clubs development

the outgoing committee to ensure they fully understand their role

Club Playing Audit –

- How many players leave, stay, placements etc... strategy for keeping current players engaged during the summer months
- This can have a massive impact on the number of teams you will enter into BUCS
- Rugby League 9's – Development Festivals can become an outlet to 'blood' new players to the game

and meet with your AU to discuss as they may be able to help you achieve your goals

- If your university doesn't have a club development plan look at completing the RFL's and be proactive at engaging with your union officer
- Engage with big events fresher's fair / re fresher's fair to drive recruitment
- Early communication can be key in securing a prime location for your stand
- Essential that you portray your club in the best way possible with the Union, University and potential new players
- Promote that the extra opportunities you can offer – Development 9's, touch rugby, social aspect to your club.
- Promote your success – Playing, Representative, University awards etc...

Mid – Late May

Timeline for season and major events

- Fresher's Fair
- Season
- Exam Periods - that could impact on player availability
- Placement Dates - that could impact on player availability

Training and Game Facilities booked well in advance

- Ensure that you meet with the right people within the AU / SU or training facility to confirm the block bookings for training and games
- Any problems with any dates within your playing season can be

Sponsorships

- Are the AU / SU tied into kit supply deals so you have to get your kit through them?
- Is there a sponsorship deal with a nightclub / company that could have an impact on any independent deals you would look at as a club?
- Any Restrictions on Sponsors

highlighted as soon as possible and fixtures on these weeks can be moved to an alternative venue of reversed – BE PROACTIVE

Wet Weather facility – options?

- Are there any 4G facilities near you that would be available for you to use in case of bad weather?
- Send the information of these to your Regional Education Officer

Sponsorship

- Have you got any existing sponsorship deals that you need to be aware of
- Can you extend current sponsorship deals – meet with current sponsors
- When approaching new potential sponsors do not over promise things you cannot commit to or deliver.
- Make sure any Sponsorship deals are not in direct competition with university wide sponsorship deals

Kit and Equipment

- Ensure that a full audit of playing kit is carried out
- Ensure that a full audit of equipment is carried out

Request a good location for Fresher's Fair

Fresher's Fair

- Order Material
- Portal or Education Officer

June