# Youth Co-Ordinator

He/she will:

* Acts as link between the Club Executive and Age-Grade section
* Attends meetings on behalf of the Club Age-Grade Rugby
* Ensures that all information relevant to all Age-Grade rugby is circulated to volunteers, clubs and Branch
* Ensures all information circulated is correct and reaches the relevant people.
* Ensures awareness of all Union, Branch and Club policies and that these are adhered to
* Ensures that all volunteers and Age-grade players are aware of all procedures and adhere to the procedures
* Reports to Area Youth Committee on all matters regarding the Age-Grade rugby in the club
* Should not make decisions without consultation with Club Welfare Officer and, in specific circumstance, the Youth Committee and/or Club Executive

In relation to youth fixtures he/she will:

* Ensures that the fixtures are completed on time and in a fair manner
* Identifies trends and areas of concern regarding completion of fixtures
* Acts as point of reference on matters regarding the fixtures/competitions of the teams.
* Reports to the club and teams regarding fixtures and competitions
* Liaises with teams, coaches and managers involved, regarding details e.g. date, venue and kick-off of fixture(s)
* Liaises with Branch Youth Committee regarding fixtures and competitions
* Ensures that protocols regarding fixtures and competitions are adhered to
* Liaises with Club Management Committee regarding fixtures and other requirements to host matches
* Liaises with Branch Referees Association for match officials.
* Informs match officials and Branch Referees’ Association of cancellations and
* or postponements
* Informs Branch Fixture Secretary of results, cancellations or postponements.
* Collects all the results for matches and informs Club Management Committees of developments

Note: It is quite possible to split this work between a youth coordinator and youth fixture coordinator.