



Role Description: AGR Festivals Manager

(AGR U7–U11s)

Job Purpose

To lead, coordinate and develop Age Grade Rugby festivals in a safe, player-centred and development-driven environment. The postholder will ensure that all activity is planned and delivered in line with current RFU Age Grade Rugby regulations, festivals (competition) frameworks, safeguarding requirements and best-practice guidance, with a specific focus on AGR rugby only.

Reporting Line

Appointment: Volunteer role

Reports to: AGR Chairperson

Works closely with: Club leaders, safeguarding and disciplinary leads, volunteers, match officials, RFU staff and community partner

Key Responsibilities

- Plan, organise and oversee Age Grade Rugby festivals and fixtures in line with RFU Regulation 15 and the relevant playing calendar.
- Ensure all festivals are structured around player welfare, enjoyment, retention and long-term development, reflecting the principles of player-centred rugby.
- Coordinate season schedules, event formats, entries, communications, risk planning and delivery timelines for AGR rugby activity.
- Work with clubs, volunteers, coaches, match officials and Constituent Bodies to ensure festivals are well organised, inclusive and appropriately administered.
- Ensure all competitive activity, festivals, camps or tours requiring approval are signposted through the correct LRU and RFU approval processes within required timescales.
- Monitor compliance with age banding, playing-up or combining requirements, registration expectations and any event-specific eligibility rules, in accordance with Regulation 15.
- Ensure event formats, match durations, playing schedules and activity levels are appropriate to the relevant age grade and aligned to RFU rules and guidance.

- Maintain accurate records relating to entries, approvals, registrations, risk controls, safeguarding checks, communications and post-event reviews.
- Work within agreed budgets set by and in conjunction with the LRU Finance Committee.
- Review festivals regularly, using feedback and participation data to improve quality, safety, accessibility and player experience.

RFU Compliance and Accountability

- Deliver all Age Grade Rugby activity in accordance with RFU Regulation 15, including the rules governing age grade participation, festivals activity and event approvals.
- Apply the RFU Age Grade Codes of Practice to support a holistic, player-centred approach to training and competition.
- Ensure all Age Grade players involved in club-based activity are appropriately registered within RFU requirements.
- Ensure that all playing activity follows the relevant laws, law variations and age-grade rules of play for the applicable age band.
- Work in line with RFU safeguarding requirements, policies and procedures, including escalation of concerns and safer event delivery practices.
- Support compliance with match duration limits, activity limits and player welfare expectations.
- Liaise with safeguarding leads, competition administrators and Constituent Body representatives to ensure compliance issues are identified and addressed promptly.

Person Specification

Essential

- Experience of coordinating rugby festivals, fixtures, competitions or sporting events.
- Sound understanding of Age Grade Rugby and the principles of safe, player-centred competition.
- Knowledge of RFU Age Grade Rugby regulations, including competition requirements, player welfare considerations and safeguarding expectations.
- Strong organisational and administrative skills, with the ability to manage multiple events and competing deadlines.
- Ability to build effective working relationships with clubs, schools, volunteers, officials and governing body representatives.
- Clear written and verbal communication skills.
- Ability to maintain accurate records and manage compliance documentation.
- Commitment to inclusion, safeguarding and positive experiences for young players.

Desirable

- Experience of working with Age Grade Rugby in a club, school, college or Constituent Body environment.
- Knowledge of competition administration systems, event risk management and stakeholder reporting.
- Relevant safeguarding, first aid or rugby administration qualifications.
- Experience of reviewing participation data and using feedback to improve programme design and delivery.

Key Relationships

- Age Grade players, parents and carers
- Club and school age grade leads
- Coaches, team managers and volunteers
- Match officials and event staff
- Club safeguarding officers and welfare leads
- Constituent Body representatives and competition administrators
- RFU development and governance contacts, where appropriate

Success Measures

- Festivals are delivered safely on time and in line with RFU requirements.
- Participation opportunities are well managed, inclusive and developmentally appropriate for all AGR players involved.
- Required approvals, registrations and compliance processes are completed accurately and on time.
- Stakeholders report high levels of confidence in event organisation, communication and player welfare standards.
- Festival structures support positive experiences, retention and ongoing engagement in Age Grade Rugby.

Additional Notes

- The role may require an enhanced DBS check and completion of RFU safeguarding training.
- The AGR Festivals Manager must uphold the RFU Core Values: Teamwork, Respect, Enjoyment, Discipline, Sportsmanship.