



Role Description: Rugby Safe Manager

Job Purpose

To lead, promote, and oversee all aspects of player welfare, safety, and wellbeing across Leicestershire Rugby Union in line with RFU Rugby Safe standards. The Rugby Safe Manager ensures that clubs and representative programmes operate in a safe, supportive, and compliant environment, embedding best practice in player welfare, injury management, risk assessment, and training standards.

Reporting Line

Role Type: Volunteer (County Role)

Reports to: Chair of Leicestershire Rugby Union (LRU) / LRU Management Committee

Works closely with: RFU Rugby Safe Team, Club Rugby Safe Leads, Age-Grade Leads, Discipline, Safeguarding, County DoR. Competitions, Coaching & Refereeing Committees

Key Responsibilities

1. Strategic Leadership & Compliance

- Implement and monitor the RFU Rugby Safe programme across all Leicestershire clubs and representative teams.
- Ensure compliance with RFU guidance on player welfare, first aid, concussion management, and risk assessment.
- Support clubs in meeting minimum standards for First Aid Provision (FAP) and Immediate Care in Sport (ICIS) requirements.
- Maintain awareness of updates to RFU regulations, medical guidance, and safety frameworks, communicating changes promptly.
- To work within agreed budgets set by and in conjunction with the LRU Finance Committee

2. Club Support & Development

- Act as the primary point of contact for all club Rugby Safe Leads.
- Provide guidance, resources, and training opportunities to help clubs meet RFU Rugby Safe expectations.

- Support clubs in developing Rugby Safe Action Plans, including risk management, MEAP (Medical Emergency Action Plan) equipment checks, including acquisition and registering of AED and emergency action planning.
- Encourage best practice in injury prevention, safe training loads, and age-appropriate playing and coaching standards.

3. Education, Training & Workforce Development

- Coordinate delivery of approved First Aid courses, so encourage clubs to host First Aid Courses ICIS, Activate, and concussion awareness training across the county.
- Promote the RFU Activate Injury Prevention Programme to coaches and volunteers.
- Ensure all representative programme staff (coaches, managers, medics, volunteers) meet RFU welfare and safety requirements.

4. Injury Surveillance & Incident Management

- Promote the use of the Proactive app
- Support clubs in using the RFU Injury Reporting System and ensure timely submission of Serious Injury Reportable Injury Reports.
- Monitor injury trends across the county and provide feedback to clubs and the LRU Management Committee.
- Liaise with the RFU Player Welfare Team on serious injury follow-up, investigations, and learning outcomes.

5. Matchday & Representative Rugby Oversight

In conjunction with the LRU DoR

- **Promote the use of the Proactive app**
- Ensure all LRU representative squads have appropriate medical cover, emergency action plans, and risk assessments from hosting clubs
- Oversee pre-match safety checks, equipment standards, and venue compliance for county fixture, and competitions
- Support age-grade festivals and competitions to ensure safe formats, appropriate pitch layouts, and adherence to RFU Age Grade Codes of Practice and Player Welfare protocols especially First Aid provision.

6. Communication & Reporting

- Provide regular updates to the LRU Management Committee on welfare, safety, compliance, and training activity.
- Attend RFU RS catch up sessions, appropriate webinars and the annual RFU RS Conference
- Maintain strong communication channels with clubs, sharing RFU resources, guidance, and best practice.
- Contribute to county newsletters, websites, and social media to promote Rugby Safe initiatives.

Person Specification

Essential

- Strong understanding of RFU Rugby Safe principles and guidance, player welfare, and grassroots rugby environments.
- Excellent communication and relationship-building skills.
- Ability to interpret and apply safety guidance, risk assessments, and welfare policies.
- Organised, proactive, and able to coordinate multiple stakeholders.
- Awareness of the wider rugby networks
- Willingness to learn

Desirable

- Experience in sports medicine, first aid, coaching, refereeing, or club administration.
- Knowledge of risk assessments, injury prevention, concussion protocols, and emergency action planning.
- Experience delivering training or supporting volunteer development.

Additional Notes

- The Rugby Safe Manager may appoint or work with a small Rugby Safe Sub-Group to support delivery across the county.
- The role may require an enhanced DBS check and completion of RFU safeguarding training.
- The Rugby Safe Manager must uphold the RFU Core Values: Teamwork, Respect, Enjoyment, Discipline, Sportsmanship.