**TERMS OF REFERENCE**

**EXECUTIVE POSITIONS**

**VICE PRESIDENT OF JUNIOR DEVELOPMENT**  
The Vice President of Junior Development reports directly to the President of the Club.  
  
Prepares mission, goals and objectives for his/her portfolio, consistent with those of the Club.  
  
Ensures that players under their jurisdiction are aware of the above and that their actions are directed toward them.  
  
Attends all meetings of the Executive of the Club.  
  
Confirms all Fixtures and tournaments within their program in accordance with the Fixtures confirmation Checklist attached.  
  
The VPJ looks out for the best interest of players and their development.    
  
Coordinates all activities involving Junior Men and Women

Ensures consistency of coaching at all levels

Provides input to recruitment and recommendations of coaches

Oversees development of internal coaches by:

- providing opportunities to experience coaching situations

- supporting attendance at coaching courses

Interaction with Senior Players through the VP of Rugby Men and Women

Is actively involved in Player recruitment.

Maintains copies of all pertinent junior development documents. This includes police records checks and player profiles, and any other pertinent documentation.

Builds and maintains relationships with junior development officers of the EORU, ORU and FRQ.

Mentoring

Team building activities

Conducts an assessment of the needs of the junior programs players and equipment.        
  
Work in concert with the Vice President of Rugby Men and Women to:

Coordinate high school coaches

Ensure consistency of instruction and development of junior players.

Identify promising junior players to be moved up to senior levels

Prepare annual budgets for the junior program and ensure that the program remains with that budget throughout the year.  
  
With the Coaches and Team Captains find Team Managers to work with each team in accordance with the team Manager Roles and Duties attached.