

Club Senior Teams Manager:

Role:

A Club Senior Teams Manager is responsible for the:

- administration and management of the teams and
- Welfare of all team members at training and competition

Please Note: This is an unpaid, Voluntary Position.

Responsibilities shall include:

- Liaising with all team members, coaches and officials (and parents where applicable), to ensure the players are appropriately dressed and informed of training, competition and Club functions
- Adjudicating any problems that may arise amongst team members, the coach and supporters (and parents/employers where applicable)
- Acting as liaison officer between the Club and the teams
- Liaising with the Equipment Officer, ensuring all equipment is safe, the first aid kit is ready for use and the players have their own drink bottle
- Ensuring the team sheets and any other rules/regulations of the competition are observed and carried out
- Ensuring all welfare and safety requirements for the team are met.
- Players under 18 years must be supervised at all times. It is extremely important that all team managers are aware of relevant policies and legislation in relation to:
 - Safeguarding of all Team Members
 - RFU and Club Codes of Conduct and expectations of behaviour.
- Ensuring all players remain together at the competition and support each other whilst they are representing the Club
- Receiving money from players for fees, uniforms, fundraising and any Club functions or team responsibilities. Providing a receipt for this money, issuing a receipt to the player or parent and handing the money to the treasurer as soon as possible
- Distributing to players and coaches all required information and updates

Reporting to:

The Club Team Manager is responsible to the Director of Rugby.

Knowledge, Skills, Experience and Requirements

Essential

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules/regulations of the competition
- DBS/CRB Clearance

Desirable

- Previous management of a Club team
- Current First Aid certificate

Estimated Time Commitment Required

The estimated time commitment required as the Team Manager is _____ hours per week during the season and _____ hours at pre-season.

The Senior Teams Manager is appointed for a period of 12 months by the Club Committee.