

Riwaka Rugby Football Club Inc.

Job Description: JAB Team Manager

Purpose:

To plan, implement and control the activities set down by the committee. Be aware of your responsibilities, who you are accountable too, and your objectives.

Responsible to:

1. Team Coach
2. Club JAB Administrator
3. Club Captain

Functional Relationships:

1. Team Coach. The coach has full control of players at training and during the game preparation.
2. Club JAB Administrator
3. Club Captain
4. Club President/Vice President

Primary Objectives

1. To develop a successful rugby team.
2. To develop team discipline, team spirit, and to provide a good base for coaches to coach the team.
3. To organise the team through clear communication.
4. To ensure the team has pride in themselves, and their Club.

Pre-Season

1. Meet with the Club JAB Administrator and Team Coach to go over your team requirements:
 - Team Sheets
 - Training times and venue
 - Parents orange roster
 - Parents jersey washing roster
2. Arrange for practice gear and medical kit from the JAB Administrator.
3. Along with the coach, set team standards for team behaviour and expectations.

During Season

1. Attend all trainings to provide information of upcoming events, organise necessary travel arrangements and assist when required by the Coach.
2. Ensure the team has the necessary medical supplies.
3. Deliver laundry to the appropriate person if applicable.
4. Compile and maintain full match statistics.

5. Manage and populate the team's website page. (for help with this if required contact admin@riwakarugbyclub.nz)

Match Day

1. Organise team sheet.
2. Arrive early to the match to ensure that the field, changing room facilities are as expected.
3. Organise injury treatment.
4. Account for all jerseys
5. Communicate results to the Club JAB Administrator.

End of Season

1. Ensure coach submits a season report to the Club Committee.
2. Write or pass on acknowledgement to those people, who have assisted during the season.