

Riwaka Rugby Football Club Inc.

Job Description: Senior 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 Captain
3. Club President/Vice President

Functional Relationships

1. Team Coach
2. Club Captain
3. Club President/Vice President
4. Club Treasurer

Primary Objectives

1. To develop a successful rugby team.
2. To develop team discipline and team spirit.
3. To organise the team through clear communication.
4. To encourage the team to have pride in themselves, their Club and their sponsors.

Pre-Season

1. Meet with the Club Captain and Team Coach to go over your team requirements:
 - Agree on training days and time and organise accordingly
 - Set team dress standards
 - Organise team and player expenses
 - Ensure all players are registered and transfer papers completed
 - Organise and communicate team travel arrangements and/or other requirements
2. Prepare a list of players and management, with their phone numbers and email addresses.
3. Distribute this list to the team management, Club Captain, and Club Secretary.
4. Arrange for practice gear and medical kit from the Club Captain.
5. Along with the coach, set team standards for behaviour and expectations.
7. Communicate with the Club Captain relative to your team and confirm their requirements.
8. Be familiar with the TRU Code of Ethics. (Located on our website)

During Season

1. Attend all trainings to provide information of upcoming events and assist when required by the Coach.
2. Ensure team travel arrangements are made.
3. Ensure playing gear is organised.
4. Ensure team has necessary medical supplies.

5. Organise the collection and laundry of gear.
6. Organise and pay team expenses.
7. Collect player subscriptions and pass funds and details of payments to the Club Treasurer.
8. Manage and populate the team's website page. (for help with this if required contact admin@riwkakarugbyclub.nz)

Match Day

1. Arrive early to the match to ensure that:
 - Field, changing room facilities are as expected.
 - Organise playing strip, reserves gear, ice, balls, spare sprigs, drinks etc.
2. Organise injury treatment.
3. Account for all jerseys.
4. Ensure dress standard.
5. Attend after match functions. Have presentation ready for captains if applicable.
6. Complete team sheet and ask the referee to sign at the end of the game. Email the team sheet to jo.maclean@tasmanrugby.co.nz . (Located on our website)
7. Text your senior scores by 5.00 pm Saturday evening to Jo MacLean 0273 404505.
8. If serious injury occurs complete Serious Injury Forms and return to steve.mitchell@tasmanrugby.co.nz . (Located on website)
9. Support sponsors where appropriate.

End of Season

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