



## POSITION DESCRIPTION

### Rugby League Northland Representative

#### TEAM MANAGER

<b>JOB TITLE:</b>	Team Manager
<b>REPORTS TO:</b>	Head Coach & RLN Development Manager
<b>PERIOD OF APPOINTMENT:</b>	One Year
<b>HOURS OF WORK:</b>	Depending on what grade you are involved in; you may be required on the weekends. Training sessions and dates are to be determined by the respective Head Coach.
<b>AVAILABLE POSITIONS:</b>	17's, 15's Boys and Girls & 13's Boys and Girls

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#### GENERAL DESCRIPTION:

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the players at training and competition games. The team manager provides support to team staff by attending to all administration matters relating to the team and its players.

#### RESPONSIBILITIES AND DUTIES:

- Provide support to team staff by attending
- Maintain accurate and current team data base (contact details) and required team registration papers as per RLN and NZRL requirements.
- Communicate with all team members, parents, coaches and officials to ensure the players are appropriately dressed and informed of training, competition and team activities/functions/photos.
- Act as the first point of contact to the players for 'off-field' matters.
- Adjudicate any problems that may arise amongst team members, parents, the coach and supporters. Encourage the team to abide by the rules at all times and the respect the RLN values.
- Acts as the communication link between the Team, the District, and the Zone.



- Provide and assist with the pastoral care of players and staff. Work with Head Coach and Trainer to monitor and manages player's welfare.
- Ensures all rules and regulations of the competition are followed and adhered to.
- Ensure all welfare and safety requirements for the team are met.
- Receive, account for and maintain records of money from all players for fees, uniform, fundraising, and any team functions/photos.
- Provide receipts money received, issuing receipts to the player or parent and handing the money to RLN office as soon as possible.
- Work with the other members of the management team in providing a detailed weekly itinerary of pre and post-game timetable, and ensure all players and team staff have a copy.
- Account for any and all team expenditure to the RLN Operations Manager.
- Keep a detailed inventory of equipment and uniforms and account for their return at the end of the season.
- Submit team and travelling lists on time as per RLN requirements
- Stay with the team and manage players when overnight camps take place.
- Communicate pertinent issues in all aspects of RLN development programmes relevant to the NZRL national pathway.

#### **KNOWLEDGE AND SKILLS:**

- Appropriate qualifications as required by NZRL or working towards accreditation (NZRL Managers Level 1 Accreditation, please check when available course is run).
- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and families (as appropriate)
- Strong organizational skills
- Sound knowledge of the competition rules and regulations
- Understands and lives the RLN and NZRL values – Leadership, Courage, Integrity, Respect and Passion

#### **PLANNING AND REPORTING:**

- Make recommendations for improvement and success



- Provide RLN with an end of tournament/competition report.

**PERSONAL ATTRIBUTES:**

- High level of planning
- Shows initiative and drive
- Highly motivated and determined
- Flexible and understanding of different cultures and backgrounds when dealing with people
- Process orientated

**KEY DATES:**

**Northern Swords Premiers:**

TBC

**Northern Swords 17's:**

Northern Swords Tournament July TBC

Swords vs Akarana game September TBC

National Tournament 6th – 12th October - Rotorua

**Northern Swords 15 Boys:**

Northern Swords Tournament July TBC

Swords vs Akarana game September TBC

National Tournament 6th – 12th October - Rotorua

**Northern Swords 15 Girls:**

North Island Districts Tournament July TBC – Tauranga or Rotorua

**Northern Swords 13 Boys and Girls**

North Island Districts Tournament July TBC – Tauranga or Rotorua