|  |  |
| --- | --- |
| Job Role: | Team Manager (Volunteer) |
| Group: | Scotland U16 Development |
| Location: | Various. Home based. |
| Job Purpose | |
| Responsible for all logistical arrangements for Scotland Rugby League U16 Squad including coordinating squad selection, organisation of trial and practice sessions and ensuring that all is in place on match day. | |
| Within Scotland Rugby League  U16 Head Coach and Assistant Coach  SRL Development Officer  SRL Chairperson  SRL Operations Manager  SRL Admin Manager  SRL Press Officer  Squad members and potential members | Outside Scotland Rugby League  Opposition U16 Team Managers |
|  | |
| Accountabilities | |
| Agree with Head Coach who is responsible for what  Liaise with Head Coach and Development Officer to arrange training sessions in Scotland. Organise all elements required to run successful sessions.  Coordinate selection of representative squads with head coach and assistant coach and confirm selection and costs with all squad representatives.  With the coaching team ensure that a code of conduct is in place.  With the SRL Operations Manager ensure that all kit is ordered in time and to budget.  Coordinate all elements of the squad being on tour/ in camp, including transport, accommodation, training facilities, dietary requirements, media, social events, flights (if required), check ins, visas (if required), insurance, passports, match day arrangements, kit, liaison with game officials, liaison with opposition management, financial management, discipline, coordination of team meetings.  Prepare an annual report. | |

|  |  |
| --- | --- |
| Knowledge, Skills and Experience | |
| High level of leadership  Team player  Highly motivated  Leads by example  Sets and demands high standards  Gets to know players and staff  An understanding of the logistical challenges involved with managing a youth sports team | |
|  | |
| Identifies exactly what the problem is  Able to handle all aspects of the job with care and understanding  Takes on board information from all involved  Assesses the problem and tries to offer resolutions  Isn’t afraid to make decisions  If unsure, is not afraid to seek advice  Keeps calm and dignified at all times | |
|  | |
|  | |
| Personal Characteristics | |
| Professional at all times  Displays high levels of honesty and integrity  Confident in manner  Able to delegate  Approachable  Flexible  Able to communicate  Good Work ethic  Sound business skills  Accountable for their actions  Player, team and squad centred | |
| Created by: Carrie-ann Downs (Development Officer) | Date: 11/06/18 |
| Date of last revision: |  |