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| Job Role: | Team Manager (Volunteer) |
| Group: | Women |
| Location: | Various. Home based. |
| Job Purpose | |
| Responsible for all training, in camp and in tournament logistical arrangements for the Scotland Rugby League Women’s Squad, working with the SRL Operations Director and Chair on an ongoing basis to ensure that appropriate plans are in place | |
| Within Scotland Rugby League  Head Coach and Assistant Coach  Head Physio  Head S&C  SRL Operations Director  SRL Chairperson  SRL Welfare Manager  SRL Media Manager  Squad members and potential members | Outside Scotland Rugby League  Opposition Team Managers |
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| Accountabilities | |
| Agree with Head Coach who is responsible for what  Liaise with other women’s team staff to confirm meeting and training schedules. Organise all elements required to run successful sessions.  Coordinate selection of squads with coaching team and confirm selection with all squad representatives.  With the coaching team ensure that a code of conduct is in place. Manage all communications with players and staff and external parties.  Work with the SRL Operations Director to ensure that all kit, medical and S&C supplies are 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.  Ensures that Scotland adheres to all requirements during a tournament including on match days  Prepare an annual report. | |

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| Knowledge, Skills and Experience | |
| High level of leadership  Exceptional organisational skills  Team player  Highly motivated  Leads by example  Sets and demands high standards  Gets to know players and staff  An very good understanding of the logistical challenges involved with managing a sports team | |
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| 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 | |
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| 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: Ollie Cruickshank, (Operations Director) | Date: 28.05.19 |
| Date of last revision: | 28.05.19 |