



POSITION DESCRIPTION

Canterbury Rugby League Representative

TEAM MANAGER



JOB TITLE:	Team Manager
REPORTS TO:	Head Coach & CRL Operations Manager
PERIOD OF APPOINTMENT:	One Year
HOURS OF WORK:	One or two evening per week (voluntary position) 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.
AVAILABLE POSITIONS:	Women's, 19s, 17s, 15s, 14s, 13s, 12s, 11s & 10s

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 CRL, SZRL 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 CRL 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 players 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 CRL 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 CRL 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 CRL requirements
- Stay with the team and manage players when over night camps take place.
- Communicate pertinent issues in all aspects of CRL 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 are 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 CRL, SZRL and NZRL values – Leadership, Courage, Integrity, Respect and Passion

PLANNING AND REPORTING:

- Make recommendations for improvement and success
- Provide CRL 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