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| Job Role:  | Team Manager  |
| Group:  | Scotland Wheelchair |
| Location:  | Various. Home based.  |
| Job Purpose |
| Responsible for all logistical arrangements for Scotland Rugby League Wheelchair Squad including coordinating squad selection, budget planning and financial control, collecting payment from squad members, organisation of trial and practice sessions and ensuring that all is in place on match day.  |
| Within Scotland Rugby LeagueWheelchair Head Coach and Assistant CoachSWRL ChairpersonSWRL Board MembersSRL Operations Manager SRL Admin ManagerSRL Press OfficerSquad members and potential members | Outside Scotland Rugby LeagueOpposition Wheelchair Team Managers |
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| Accountabilities |
| Agree with Head Coach who is responsible for whatLiaise with Head Coach and Operations Manager to arrange annual trials in Scotland well ahead of tournaments. Organise all elements required to run successful trials. Prepare an annual budget for the SWRL Senior team covering training sessions and trials, plus tournaments such as the Celtic Cup, Home Nations, European Championships and Wheelchair World Cup that is signed off by the SWRL Board. Manage all costs to this budget and report on actual expenditure at the end of the tournament. Coordinate selection of representative squads with head coach and assistant coach and confirm selection and costs with all squad representatives. Ensure that all squad members have paid before the tournament starts.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. |

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| Knowledge, Skills and Experience |
| High level of leadershipTeam player Highly motivatedLeads by exampleSets and demands high standardsGets to know players and staffAn understanding of the logistical challenges involved with managing a disabled sports team |
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| Identifies exactly what the problem isAble to handle all aspects of the job with care and understandingTakes on board information from all involvedAssesses the problem and tries to offer resolutionsIsn’t afraid to make decisionsIf unsure, is not afraid to seek adviceKeeps calm and dignified at all times |
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| Personal Characteristics |
| Professional at all timesDisplays high levels of honesty and integrityConfident in mannerAble to delegateApproachableFlexibleAble to communicateGood Work ethic Sound business skillsAccountable for their actionsPlayer, team and squad centred |
| Created by: Stuart Gray | Date: 14.5.18 |
| Date of last revision: |  |