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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 League  Wheelchair Head Coach and Assistant Coach  SWRL Chairperson  SWRL Board Members  SRL Operations Manager  SRL Admin Manager  SRL Press Officer  Squad members and potential members | Outside Scotland Rugby League  Opposition Wheelchair Team Managers |
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| Accountabilities | |
| Agree with Head Coach who is responsible for what  Liaise 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 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 disabled 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: Stuart Gray | Date: 14.5.18 |
| Date of last revision: |  |