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| 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 LeagueU16 Head Coach and Assistant CoachSRL Development OfficerSRL ChairpersonSRL Operations Manager SRL Admin ManagerSRL Press OfficerSquad members and potential members | Outside Scotland Rugby LeagueOpposition U16 Team Managers |
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| Accountabilities |
| Agree with Head Coach who is responsible for whatLiaise 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. |

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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 youth 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: Carrie-ann Downs (Development Officer) | Date: 11/06/18 |
| Date of last revision: |  |