

# GUERNSEY RUGBY ACADEMY



## VOLUNTEERS: ROLES & RESPONSIBILITIES

### THE TEAM MANAGER

#### Role:

As a Team Manager you represent the team to the Academy Committee. Alongside the Lead Coach, you'll be a figure of respect and inspiration to your squad. You'll be responsible for the administration and management of the players in your age group and for keeping your players and their parents informed on Academy matters. Together with the Lead Coach you are responsible for the welfare of the players under your care.

#### Responsibilities shall include:

- Work with the Lead Coach to ensure that there is an adequate coaching team in place before the start of the season, and all subsequent training activities
- Ensure that all players are correctly registered on GMS and subscriptions have been paid
- Be available at regular training to keep an attendance record and record / monitor injuries & return to play protocols
- Ensure Injury reports are prepared and submitted in line with Academy guidelines
- Together with the Committee and Travel Coordinator, organise and manage fixtures
- Complete relevant team sheets / entry forms as required by relevant festival or fixture
- Receive and monitor payment of players' travel / match fees (prior to travel), providing same to Treasurer in a clear and timely manner with reconciled travel form
- Together with Committee, Lead Coach and GRUFC club manager organise and arrange home fixtures, including any catering requirements
- Ensuring all safeguarding, welfare and safety requirements for the team are met liaising with the Island Safeguarding Officer as required for guidance and/or reporting purposes. Including equipment used, a first aid kit is ready for use and players are wearing gum shields and correct kit
- Liaising, through e-mail / social media, with all players, coaches and parents to ensure the players are informed of training, competitions, updates and other Academy notices
- If social media is used (i.e. Age group Facebook) – ensure reasonable monitoring is undertaken to ensure positive messaging is maintained in line with safeguarding duties
- Ensuring match kit is returned, washed for next fixture (youth teams only)
- Ensuring a match report is provided for each fixture in line with Academy guidelines
- Representing your age group at Manager / Coach meetings (normally 2-3 times a season)
- Ensure Rugby Safe, Inclusion & Safeguarding Officers are made aware of any issues or concerns or applications for assistance
- Uphold the RFU's Core Values and Code of Conduct

#### The Team Manager will:

- Be well-organised, enthusiastic, a motivator and an effective communicator at all levels
- Knowledgeable on the rules / regulations of the RFU (in particular Regulations 9 & 15) and the relevant CB's competition rules
- Be DBS cleared, registered through GMS
- Have or will undertake the RFU Rugby Ready and Play it Safe courses
- Have or be working towards a relevant First Aid qualification

#### What you'll get out of it:

This role is perhaps the most hands-on way of being involved in the sport. The positive influence you have on your players makes it an extremely rewarding and stimulating role. There's no doubt that the more you put in to this role, the more you get out.

#### How much time it will take up:

Around 3-5 hours a week

**TEAMWORK | RESPECT | ENJOYMENT | DISCIPLINE | SPORTSMANSHIP**