



## **JOB DESCRIPTION**

### Director of Rugby

#### **GOAL**

- To increase individual development and create development pathways for players, coaches & managers by ensuring quality resources are available from u6 to Senior Rugby.
- To improve the rugby experience for all associated with Box Hill Rugby
- To develop a unique & innovative program to ensure Box Hill Rugby Club are at the forefront of development.

#### Desirable Attributes:

- Good Organisational Skills
- Good communication skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Ability to work flexible hours which may include some evening & weekend work
- Ability to work as part of a team and individually when required

#### **KEY RESPONSIBILITIES, TASKS AND ACTIVITIES**

- The role of the Director of Rugby is responsible for the management of all matters relating to rugby, and providing a gateway between the Board, the players and coaches.
- Provide advice to the Committee in their management of all matters relating to players and coaches
- Adhere to the Code of Conduct for Box Hill Rugby Club
- Liaise with the website administrator to update the coach/management contacts each year
- Provide to the Committee the coach education requirements and aspirations for coaching courses for approval and inclusion in the budget

Issue Date: 25/1/16

- Follow-up club email requests from members/committee
- Liaise and work with registrar/VRU/ARU to administer player lists, follow up on slow player membership payments in conjunction with the registrar, maintain a register of all members
- Deal with personnel matters
- Responsible for the coherent running of all technical and tactical activities supporting Premier Grade Rugby.
- Regularly schedule performance reviews/appraisals and provide feedback to the Committee
- To ensure the safety and welfare of all squad players and management group members in coaching and coach education sessions.
- Carry out duties to help support the Box Hill Rugby Union Club mission statement in line with the Club's core values
- Take responsibility for the recruitment and retention of players, coaches and management and developing and maintaining links with local schools and colleges.
- Provide Coach Development/Education opportunities for all appointed coaches including ARU accredited courses and Skill Development Seminars
- Coordinate & Manage the Elite Development Squad including a school aged program for talented players and a senior program who require accelerated development
- Coordinate & Conduct the Junior Grading process including the selection of players & coaches in conjunction with Director of Rugby and the Head Coach
- Oversee the Club Strength & Conditioning Program
- Develop E-resources for Junior Coaching program available for all coaches
- Assist in a Coaching Role with Box Hill Rugby sides
- Other duties as required by the Committee

#### 8. **Reporting**

- The Director of Rugby who in turn reports to the Board of the Box Hill Rugby Union Football Club

#### **Needed:**

- Internet access & Computer