



## **JOB DESCRIPTION**

### Team Manager

The Team Coach is responsible for the administration and management of the team. Ensure the welfare of all team members at training and games. The Team Manager is directly responsible to the Committee and the members of the Box Hill Rugby Club.

#### **Job Description**

- Provide administrative assistance to the Coach.
- Ensuring all welfare and safety requirements for the team are met
- Ensure all players are registered and financial before play
- Keep records of team draws and players
- Attend some coaching sessions and all game days to record and submit results for each game
- Look after team ID requirements as per VRU regulations
- Manage team jerseys and collect at the end of each game
- Ensure water bottles are filled/available at each game
- Assist with handing out club notices
- Liaise with Committee, Team First Aider, players, parents Adhere to Box Hill Rugby Club Charter and Code of Conduct

#### **Knowledge and Skills Required**

- Can communicate effectively and has good interpersonal skills
- Is positive, enthusiastic and well organised
- Has a good working knowledge of the constitution
- Apply for a Working with Children Check at your local post office (where applicable)

#### **Estimated Time Commitment Required**

The estimated time commitment required as a Coach of Box Hill Rugby Club is Training night approx. 1-1.5 hours on occasion & Saturday Competition Day of 1.5 hours per week throughout the season.