

## Wales Rugby League – National Governing Body

**Job Title:** Wales Rugby League – National Pathways – Team Managers

**Responsible For:** Assisting in the delivery of the representative programme

**Location:** Home-based volunteer

**Reports to:** Program Lead (Head Coach)

**Published:** February 2021

**Length of Contract:** Annual



### PURPOSE OF THE JOB

As part of the Wales Rugby League strategic plan and working with Sport Wales 'Vision for Sport', an exciting opportunity has arisen at the Wales Rugby League, the national governing body for rugby league in Wales. We are seeking to appoint a number of team managers. This position will require International travel and all applicants must hold a full valid passport, driving licence and have access to a vehicle.

### BENEFITS

In return for your efforts, we offer agreed expenses, and benefits which include:

- Free entry to all WRL games.
- Free international tickets for all Wales home games.
- Wales Rugby League training and leisure kit.
- A chance to create a positive legacy as part of an exciting organisation.
- Appointment will be made subject to a DBS check.

### PRINCIPLE RESPONSIBILITIES

- To plan, control and implement all activities set down by the national coach and CEO in relation to your national pathway.
- Liaise with all key stake holders and other team managers.

### PRIMARY OBJECTIVES

- To develop team discipline and team spirit to provide a good base for coaches to coach the team.
- To ensure the team is organised, through clear communication.
- To ensure the team has pride in themselves, their team and their sponsors.

### ORGANISE AND MANAGE

- Dates, training venues, times.
- Dates, venue, travel and times of matches.
- A list of management and players with their phone numbers and distribute this to CEO, management and players.
- Arrange for training equipment, practice gear and medical kit to be present at all training sessions and matches.
- Organise appropriate medical cover for training and matches.
- Communicate and organise travel arrangements.
- Working alongside the head coach - set the team standards in regards to team dress, behaviour and expectations.
- Work closely with the team captain and senior players group to feed back the observations, concerns and requirements to national coach and CEO.

### DURING THE SEASON

- Attend all training sessions to provide information of upcoming events and assist when required by the National Coach.

- Liaise with management and players prior to each match regarding travel arrangements, accommodation, transport, after match presentations, playing gear and timings.
- On away games, communicate with liaison officers, relative travel agencies and hotels to introduce yourself and make them aware of the various teams' requirements. (e.g. room lists and food requirements).
- Ensure medical assistants have the necessary medical supplies.
- Deliver laundry to the appropriate person (gear custodian).
- Compile and maintain full match statistics.
- Provide WRL media team with all team sheets and other information.

#### **MATCH DAY**

- Organise team sheet.
- Manage all operational team elements.
- Field, changing room facilities, warm up areas.
- Organise playing kit, replacement and blood kit, ice, balls, spare studs, pre-match drinks etc.
- Dress changing room and lay out gear so that it is accessible.
- Control access to team changing room.
- Organise after match fluid replacement and food for home games.
- Organise injury treatment with medical staff.
- Account for all jersey, socks, shorts and training equipment.
- Ensure dress code is correct.
- Communicate results to the WRL media team.

#### **POST-MATCH**

- Attend after match functions and speak if required. Have presentation ready for captains and opposition officials.
- Organise and pay own accounts.
- Make sure players pay bar and room service accounts (if travelling).
- The team manager is the last person to leave team hotel after all bills have been settled, this can also be done by National Coach.

#### **END OF SEASON**

- Ensure coach submits a comprehensive report to CEO.
- Organise End of season dinner with national Coach and CEO.

#### **IN ORDER TO BE SUCCESSFUL, YOU WILL NEED TO HAVE**

- Excellent spoken and written English. It is desirable, although not essential, to also be able to communicate in Welsh.
- Ability to operate in a remote management environment with first class administration skills.
- Proven leadership ability with an effective team management.
- Proven excellence in communication skills in a multi-cultural environment.
- Experience of establishing, building and maintaining effective relationships with a wide range of external groups, organisations and to identify potential sponsorship opportunities for the WRL.
- The ability to operate in a structured manner with maintenance of excellent record keeping.
- Knowledge of the international sporting landscape.
- A positive attitude to Information Technology in carrying out the responsibilities of the post with working knowledge of Microsoft Word, PowerPoint, Excel and Email.

**This is a volunteer position. To apply, please send CV and covering letter to [gareth.kear@walesrugbyleague.co.uk](mailto:gareth.kear@walesrugbyleague.co.uk) by 5pm, Wednesday 10<sup>th</sup> February 2021.**

If you are an applicant with disability who meets the essential requirements of the job, we will interview you. The Wales Rugby League welcomes applications from all suitably qualified persons regardless of age, sex, race, disability, pregnancy, marital/ civil partnership status, sexual orientation, gender reassignment or religious background.

**The WRL is committed to equality through diversity and inclusion.**