**SENIOR GRADES MANAGER ROLE DESCRIPTION**

**Date: Season 2024 – DRAFT FOR FEEDBACK**

1. **OVERVIEW**

The role exists to facilitate the smooth running of the team, both on and off the pitch – they are the oil that keeps the engine running and enables high performance. They are deeply appreciated at Souths; we simply cannot operate without them. This role enables the coach to coach and the players to play.

The role aligns with, and furthers, ARU, QRU, Club and Rugby strategies whilst upholding and promoting Souths Club member values into our community.



1. **ACCREDIATION**

All managers are required to have a current accreditation in the following:

**QRU Accreditation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Accreditation | Order | Method | Duration | Cost |
| Manager | Smart Rugby | 1 | on-line | 1 | free |
|  | Rugby Explorer Team Management Program | 2 | on-line | 1 | free |
|  | Concussion and Serious Injury | 2 | on-line | 1 | free |
|  | Code of Conduct | 2 | on-line | 1 | free |

*The following duties build relationships and assist coaches and players with the management of on and off field activities during the season. It includes but is not limited to:*

**Attend training and games** as per scheduling to assist coaches and players with organisation and logistics (water, equipment, uniform etc)

**Connect with players** and have a finger on the pulse of the playing group, both individually, and as a whole. Identifying opportunities for our community to support individuals if necessary.

**Complete Souths Way Induction including** Club Handbook, ARU Integrity, Child & Youth Safety and policies on Privacy, social media, communication, reporting, and the Souths Rugby Programme

1. **RESPONSIBILITIES**
	1. **RELATIONSHIPS**

**Souths Ruby Union Club is built on Great Relationships:**

The role has an inherent responsibility to promote harmony and positivity in interactions with all involved in the Club. Any potential conflict should be addressed quickly using an agreed shared goal. “We both want XXXX, therefore how do we achieve that?

**Essential:** Coaches, Players, Club Manager, Competition and Game officials, volunteers,

**Secondary:** Committee representatives, Director of Rugby, sponsors, and Club members.

* 1. **GENERAL**
* Understand and role model Souths Club Values through promotion of The Souths Way. Support players in understanding and upholding Club Values always.
* Organising necessary team support to ensure the smooth running of the team.
* Support the coach in matters relating to a player’s welfare: using PEMS model (Physical, Emotional, Mental, Spiritual).
* Set up and manage an appropriate communication channel for the team – for example, What’s Ap
* Communicate club news and information especially responsibilities to attend up-coming functions.
* Induct players new to the club – providing relevant information on club and team requirements and processes.
* Registrations
	+ Ensure all players are registered.
	+ Assisting the Registrar or Rugby Manager in specific matters relating to player registration and insurance.
	+ Understanding and assisting players with completing the club player registration & fee payment processes.
* Ensure the team performs any scheduled home game volunteer duties. i.e., support to Juniors, team competition support, raffles, BBQ’s, canteen, etc. (? Team roster – discuss with Club Captains)
* Active participation in team or club management meetings.
* Compiling and submitting team lists for team management, competition management and social media including maintaining contact list using template.
* Compiling the team report for the Annual Report in a timely manner.
* Player eligibility for finals – check and confirm player eligibility on the Souths eligibility tracking sheet. Ensure coaching staff are aware of player eligibility.
* Promoting club events, ensuring that all players attend the end of season Presentation Night.
* Using appropriate measures and processes to ensure security of team equipment and\or club equipment. (jerseys, bibs, radios, balls, water bottles, hit shields, cones). Including completing equipment audit as per Club schedule.
* Acting as point of contact for the team on organisational elements eg video/Hudl, social media/fundraising opportunities
* Maintain awareness of competition rules to support the coach to operate within them.
	1. **PRE-GAME \ PRE-TRAINING**
* Advising coaches if any players are known to be unavailable for training or game.
* Ensuring players are aware of game day/time and location.
* Submitting team list via Rugby Xplorer for competition management. (After training each Thursday)
	1. **GAME DAY**
* For game days it is a requirement to enter the Team Sheets for club into Rugby Xplorer. Please ensure:
	+ The Players are recorded in the correct jersey numbers.
	+ Full names and correct spelling are used.
	+ All reserves are recorded.
	+ All sin bins and send offs for both teams are recorded. The reason for the red and yellow cards violations are required to be entered into team sheets for both clubs.
	+ All blood bin, injuries are to be recorded to the club manager after the game.
	+ All club best and fairest points (3,2,1) and Referees points (1st Grade and colts only) are recorded on the team sheets.
	+ All team sheets to be signed off by the referee, the opposition manager (or a representative) and club Manager (or representative).
* Ensuring equipment requirements are available and ready, inc jerseys, balls, water bottles, hit shields, marker ​cones, etc.
* Provide strapping tape to the trainer before the game.
* Organising sideline or bench players to run water out and assistant referee duties.
* Manage Teams Use of Playing Enclosure:
	+ Ensure players follow competition rules and code of conduct.
	+ Ensure that the area is clean and tidy after conclusion of game.
* Manage Teams use of Dressing Rooms:
	+ Manage teams use of facility considering the preceding and following teams’ requirements for use of facility.
	+ Ensure team personal items are stowed so as not to impact on other teams’ usage of the facility.
	+ Ensure that the facility is in a clean and tidy state when it is vacated by the team.
	1. **POST-GAME \ POST-TRAINING**
* Premier Team:
	+ Manage QRU game day reporting for all halftime, fulltime and post-game requirements.
	+ Ensure all players complete the requited integrity training.
	+ Ensure all players complete the Stan player biographic information form.
	+ Manage the process of washing the training jerseys.
* Collect all team jerseys from players and return to ***Souths Visitors Change Room*** by Sunday following the game for washing.
* Collection and storage of all team equipment including jerseys, balls, water bottles, hit shields, marker cones, etc.
* To put the safety and welfare of players first particularly around:
	+ - Concussion protocols are followed including assistance in “Recognise, Remove, Record and Refer” including provision of the Head Injury Factsheet as well as adherence to mandatory requirements including off field medical processes, with Graduated Return to Play process followed and completion of Referral and Return forms.
		- Attend to any injured player and ensuring that injured players receive the best possible and most appropriate treatment.
		- For seriously injured player following to ensure safe transportation to further treatment and\or home.
* Contact all injured players in the following week to confirm status and advise coach of serious injuries.

***“ It's Family:****For me, Souths is family, and family has the ability to wrap arms around those who need extra support, tell someone to pull their head in if necessary, grow together, with open and honest communication, show tough love if needed, lift each other up during a down moment and joyously celebrate as one. That’s my vision for our players, coaches, managers and community.”*

*Garrick Morgan, Director of Rugby*