



Role - Berkshire U18s Girls Team Manager – Volunteer.

The Team Manager is essential and central to the successful operation of the girls U18 team. They will liaise with the CB Girls Youth Chair and, more importantly, will be the conduit between the coaching team, players and parents. The role is interpersonal as well as an information sharing one. Being the 'go to' person for the team is at the heart of the role along with ensuring everyone involved in the team receives appropriate and timely information regarding training sessions and matches etc.

Reports to: Berkshire Girls Youth Chair

Key Relationships: U18 Coaching team, Berkshire Clubs, Medical provision, opposition manager (for matches), Clubs for training sessions to ensure facilities are available etc.

Nature and Scope of the Role: Lead the U18 team ensuring it is resourced adequately to cover coaching, playing, selection and medical roles.

PRINCIPAL RESPONSIBILITIES:

- Ensure the County's objectives are achieved by enabling a player centred programme for players.
- Manage the delivery of the selection process in conjunction with coaching team and CB Youth Chair.
- Manage the delivery of the CB playing programme including match preparation, medical support and implementation of appropriate Codes of Conduct.
- Ensure that the coaching and playing squad present themselves as ambassadors for Berkshire Rugby Football Union and act within accordance of the Core Values of the sport of Rugby Union.

KNOWLEDGE, SKILLS AND QUALITIES

- Will complete or already have completed the RFU Headcase online learning before or upon appointment.
- Be RFU enhanced DBS checked or obtain this within 2 weeks of appointment.
- Has an understanding of Data Privacy regulations or will complete GDPR training within 2 weeks of appointment.
- Is self-motivated, committed and enthusiastic towards player development and Rugby Union in general.
- Is able to lead & manage people with ability to create a positive environment for players, parents, management and volunteers.
- Punctual, reliable and personally well organised.
- Ability to communicate with a range of people via a multitude of media.
- Management experience of rugby teams at school, club or county levels (preferred but not essential)
- Sets high standards of personal accountability and responsibility for the players and management team.

What kind of person should you be?

- 1. A good organiser** – Organising information is key to the role; from distributing match details to keeping emergency contact numbers.
- 2. Approachable** – you will be the first point of contact for parents to discuss all rugby matters.
- 3. A good communicator** – central to your role will be engaging and communicating with parents, and the coaching team on a face-to-face basis, by phone, e-mail or social media.
- 4. A team player** – you will need to work in tandem with the coaching team, the players and their parents as well as liaising with the Berkshire Youth Chair.

The core responsibilities of the role

1. Managing the relationship between the team, the parents and the players.
2. Ensure parents / players are aware of match and training arrangements.
3. Liaise with opposition (when appropriate) to ensure the smooth running of the team, addressing queries and issues in a positive manner.
4. Manage parental behaviour during training / matches to create a positive rugby environment.
5. Maintain a database of player contact details, medical information and emergency contact details and make it available as and when necessary (subject to GDPR constraints)
6. Ensure players have playing kit, first aid cover, water bottles etc for each match or training session.
7. Manage availability of players and run the SPOND app for training and matches/ keep a register of attendance for training.

What do you get out of it?

Being a team manager is a central role which contributes to the development and organisation of the team. It is an opportunity for you to contribute to Berkshire County and create a positive environment for the players and their parents so that they enjoy their playing and training experience with Berkshire RFU. We want our players to continue their rugby journey having had a great experience of Berkshire County rugby, whether they progress on to bigger and greater things, or continue with their clubs as valued players.

Next Steps

If you are interested in this exciting role or want to discuss further, please contact Nicola Brooks, Berkshire Girls Youth Chair nicola_j_brooks@hotmail.co.uk or Ian Wilson, Berkshire Chair wilson_ian2@sky.com

All applicants will have to complete the Berkshire RFU Safer Recruitment Application Form.