

# HAMPSHIRE RUGBY FOOTBALL UNION LIMITED

## Terms of Reference 32

*Sponsor Club Hampshire Committee*

*Reviewed August 2019*

*Updated August 2020*



## CLUB HAMPSHIRE TEAM MANAGER

### 3201 Primary Purpose

The Age Group Team Manager will plan, coordinate and arrange all the non-coaching activities associated with the programme and together with the Lead Coach, will prepare the players in his/her squad to represent Hampshire

### 3202 Accountable to

Manager of Club Hampshire

### 3203 Roles and Responsibilities

- 3.1 To lead planning and delivery of all off-field activities associated with delivering the County Age group programme including (but not limited to):
- 3.2 Agree selection and appointment of Lead Coach with the Manager of Club Hampshire.
- 3.3 Work with Lead Coach to recruit additional coaching and physio staff as required.
- 3.4 Responsible for all communications to squad (players and parents as appropriate)
- 3.5 Ensure Safeguarding and child welfare standards are maintained and report any incidents or concerns according to HRFU Policy.
- 3.6 Ensure all activities only take place during the appointed County activity period.
- 3.7 Attend all trials, coaching sessions, matches and activities involved with the age group squad.
- 3.8 Follow Club Hampshire requirements as described in "Regulation, Advice and Guidance Notes (RAGS) 31,32 and 33".
- 3.9 Along with the Lead Coach, create an environment for all involved where the primary focus is not purely to win games, but is on player development, safety, and equal opportunity.
- 3.10 Manage the budget allocated to the age group for each season and approve all expenditure including travel expenses, according to protocols published by the County Office.
- 3.11 Liaise with London Irish DPP staff to identify talented players not already on the Player Development Pathway.
- 3.12 Liaise with external bodies (such as London & South East Division) as appropriate.
- 3.13 Work as part of a team of volunteers to deliver the planned program across the County.

### 3204 Skills and Qualities

- 4.1 Commitment and Enthusiasm; The role will require a large time commitment involving both evenings and weekends for training and matches.
- 4.2 Leadership; must have the skills to manage a team of volunteer coaches and off field support staff  
Communication; the Manager must be able to communicate effectively to all participants and ensure timely

and accurate information is communicated at all times using appropriate channels (email, WhatsApp, Website etc)

4.3 Planning and time management; the Manager will be involved in a large amount of planning for the program.

4.4 Effective time management is essential to run a successful program.

4.5 The Manager should have a sound understanding of all HRFU Regulations, especially relating to Safeguarding/Player welfare and Concussion protocols.

4.6 He/she will hold appropriate RFU DBS accreditation.