

**TEAM MANAGER, NATIONAL WOMEN'S SEVENS
RUGBY DEPARTMENT
JOB DESCRIPTION**

Title: Team Manager, National Women's Sevens

Type of Position: Full Time

Location: Canadian Rugby Centre of Excellence – Langford, British Columbia

Application Closing Date: April 6th

Rugby Canada (RC) is the national sport organization committed to the domestic development and international success of Rugby for Canada.

OBJECTIVE OF TEAM MANAGER, NATIONAL WOMEN'S SEVENS

The Manager, National Women's Sevens (NW7s) has a primary role, under the guidance of the Director, Rugby Sevens Operations and National Senior Women's Sevens (NSW7s) Head Coach, to ensure the optimum environment is in place for the National Senior Women's Sevens Team to prepare and succeed on the World Stage (World Rugby Women's Sevens Series, World Cup, Olympics, Pan Am Games, etc).

ROLE OF TEAM MANAGER, NATIONAL WOMEN'S SEVENS

The Team Manager, National Women's Sevens will be required to support the NSW7s Head Coach and Rugby Canada Leadership team with all team activity planning (camps / training), administrative and touring requirements associated with NSW7s and age-grade sevens programs. This person acts as National Team Manager for events, camps and tours and works to support academies and the age-grade sevens programs.

CORE RESPONSIBILITIES AND PRIORITIES

The Team Manager, National Women's Sevens will be responsible for performing the following roles and/or delivering the following outcomes for the NSW7s team.

- Program Administration & Logistics
- Tour Management Activities
- Age-grade planning and management

Key Activities

1. Program Administration & Logistics

- Assist the High Performance Coaches by supplying administrative support on day to day operations for the NSW7s;
- Coordinate all program logistics with regards to scheduled events, tours, selection processes and camps;
- Lead and manage all required administration for the Centralized Program at the Canadian Rugby Centre of Excellence;
- Work within the parameters of established policy guidelines (*Rugby Canada Team Manager's Manual*) and in accordance with domestic and overseas tour agreements;
- Deliver operational budgets in accordance with planning guidelines, budget limitations and tour agreements;

- Assist the Director, Rugby Sevens Operations with maintaining all documentation associated with Sport Canada Athlete Assistance Program and documentation related to World Rugby Anti-Doping expectations of the players;
- Ensure that all Rugby Canada Athlete data entry pertaining to squad members is updated frequently by the relevant coaching and medical staff
- Manage player rosters based upon team selection.
- Manage the communication of information pertaining to training camps and tour details with all named players;
- Lead the process of coordinating and booking all flights, accommodation, ground transport, training facilities, gymnasiums, etc. Ensure that all bookings are in accordance with budget guidelines;
- Manage the process of tour itineraries.
- Manage and monitor the proper registration and insurance for all squad members: both players and team staff;
- Manage all documentation that is required by Rugby Canada, World Rugby, national unions, national authorities, airport authorities, border officers, travel agencies and Rugby Canada's insurance program;
- Manage the entire process of kit and equipment preparation in accordance with budget allocation and order policy.
- Manage all medical support requirements in conjunction with the Medical Manager (COE) and Insurance Administrator (Toronto office);
- Manage all Integrated Support Team requirements for the NSW7s in conjunction with the High Performance Manager.
- Facilitate and support a Professional Development program for the National Carded Athletes at the Centre of Excellence.
- Support the Belmont Academy and other age-grade programs
- Support age-grade sevens tour preparation and planning

2. Tour Management Activities

- Act as Team Manager for all NSW7s team tours, matches, publicity functions and training camps as required;
- Work with all Assistant (Volunteer) Managers for all non NSW7s tours, should one be required / appointed;
- Identify, train and support volunteers who will on occasions act as Assistant (Volunteer) Team Managers and/or Team Managers for programs Canada Maple Leafs / COE / Age Grade);
- Coordinate all daily/weekly schedules and agendas, connecting day to day operations with the tour itinerary;
- Coordinate all ground transportation to and from hotels, airports, training, venues, etc.;
- Manage all accommodation from check-in to check-out (assign room lists, meeting rooms, team rooms, etc.);
- Monitor all hotel expenses to ensure a separation of Rugby Canada expenses from personal expenses of squad members;
- Liaise with all key hotel staff, including Hotel Manager and Kitchen Staff, to coordinate use of services and facilities as well as food and beverage requirements;
- Ensure all training facilities and equipment has been booked and is available for scheduled sessions;
- Act as liaison between the team and the Host Union and / or World Rugby when on tour;
- Coordinate all media/press requirements under advice from Rugby Canada Communications department with approval from the Head Coach. Liaise with team Press Officer if one has been

assigned and/or Rugby Canada's Communications Officer with regards to media releases, updates, match reports, etc.;

- Lead and support any emergency issues that require management;
- Manage player and team conduct in closed and public settings. Deal with discipline on an *as needed* basis;
- Manage the needs and protocols established by the Medical and Strength & Conditioning staff;
- Organize and lead management meetings on a daily basis in order to maintain communication and organization within the team;
- Manage all Game Day operations; including preparing the Game Day Run Sheet, completing Team Sheets and coordinating scheduled Post-Match functions;
- Organize social activities with input from the team. Manage and coordinate the logistics around such activities;
- Act as an ambassador for Rugby Canada to engage full support from National Team Staff and athletes in relation to any community in-reach / outreach / and sponsor / partner events;
- Submit continuing progress tour reports to the Head Coach and Manager, High Performance on an agreed upon basis;

LEVEL OF AUTHORITY

A. Structure

Reports to: Director, Rugby Sevens Operations and the Head Coach, National Women's Program

Number of Direct Reports: N/A

Works closely with internal support staff including: Athletes, Head Coach (s) of the Senior Women's 7's, Assistant Coaches, Competition Coaches, National Team Manager, Director, Marketing / Communication and Sponsorship related staff, Manager Community Programs, Manager Events;

Works closely with external partners including: Provincial Unions / World Rugby / PISE / Canadian Sports Centers / City Center Park / Sponsors / other National Rugby Unions;

B. Decision Making Authority

The Manager, National Women's Sevens has sufficient authority to take measures that are necessary in relation to the day to day management of the NSW7s Team in accordance with budgetary limitations, program plans and Rugby Canada policies and procedures.

Beyond these limits, decisions must be approved by the Head Coach and/or Director.

DESIRED QUALIFICATIONS / SKILLS

Personal Attributes / Values

The Manager, National Women's Sevens will be a person who has:

- An ability to work independently without supervision but in accordance with documented policy and procedure guidelines;
- A record of working as a team member, as well as a history of performing in situations that require self leadership and initiative;

- An ability to balance team / athletes needs and goals with those of the administration of Rugby Canada;
- A background that displays people management and people leadership skills and attributes;
- A background that displays excellent stakeholder relations and workplace co-operation;

Key Competencies

The Manager, National Women's Sevens will demonstrate a high level of Knowledge, Skills and Abilities in the following areas:

- Knowledge and/or experience of National / International sport that may have been gained from a playing or administrative background or some other involvement within the game that has required the individual to understand the needs of athletes, coaches, performance environments, etc.;
- A comprehensive understanding of team management would be highly desirable;
- Excellent organizational and planning skills;
- Computer literacy especially with internet, player tracking systems, spreadsheets, word processing and power point presentations;
- Knowledge and understanding of marketing, communications and public relations;
- Ability to speak French will be considered as a significant asset to the position.

Education and Experience

The Manager, National Women's Sevens has developed a foundation for this position through:

- A post-secondary degree in a management discipline and/or sports management
- Proven experience and success at managerial functions

APPLICATION PROCESS

All requests are to be made to the contact below.

Interested applicants should submit their resume and cover letter, in confidence, (in one PDF document) to:

Meaghan Howat
 Director, Rugby Sevens Operations
Mhowat@rugby.ca

Applicant resume and cover letter must be submitted by April 6th.

SUBJECT: Manager, National Women's Sevens The selection review process will commence immediately after this date. No phone calls please.

SALARY

Starting at \$45,000 and will commensurate with experience.