

Role Profile: Transition Manager (Mini → Youth → Adult Rugby)

Purpose of the Role

To design, coordinate, and oversee all key player transition stages within the club pathway—specifically:

- Entry into Mini Rugby (U6–U12)
- Mini → Youth transition (U12 → U13)
- Youth → Adult rugby transition (U18 → senior teams)

The role ensures players across boys' and girls' sections are retained, supported, and successfully integrated at each stage, aligned with Scottish Rugby Union development principles.

Scope of the Role

- Mini Rugby (U6–U12)
 - Youth Rugby (U13–U18 – boys' teams at all age levels)
 - Girls' Rugby (mini and youth)
 - Senior Rugby (Men's & Women's – transition interface)
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Key Responsibilities

1. Transition Strategy & Planning

- Develop and implement a structured transition framework across all key stages:
 - New entrants → mini rugby
 - U12 → U13 (mini to youth)
 - U18 → adult rugby
- Align transition processes with Scottish Rugby Union player pathway models
- Identify and prioritise high-risk drop-off points
- Critical role in **reducing dropout**, especially in teenage years
- Helps unify:
 - Mini, youth, and senior sections
- Particularly important for:
 - Sustaining adult teams long-term

- Growing the girls' and women's pathway
 - [Ensure on boarding process is done, with relevant forms \(incl charters\) signed and information gathered](#)
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2. Mini to Youth Transition (U12 → U13)

- Lead planning and delivery of the U12 → U13 transition programme
 - Coordinate:
 - Joint training sessions between minis and youth teams
 - Familiarisation with youth rugby formats and expectations
 - Support players and parents in understanding:
 - Changes in game structure (e.g. 15-a-side progression)
 - Increased training and commitment levels
 - Work to maximise retention at this critical stage
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3. Youth to Adult Transition (U18 → Senior Rugby)

- Develop clear pathways into:
 - Men's senior teams
 - Women's senior teams
 - Coordinate with senior coaches to:
 - Introduce youth players into adult training environments
 - Provide phased integration opportunities
 - Support players with:
 - Physical and social transition
 - Confidence and readiness
 - Introduce player mentoring schemes (e.g. senior players supporting youth)
 - Track and support players post-transition to ensure retention
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4. Girls' Rugby Transition Pathways

- Ensure clear and supported transitions for girls:
 - Mini → youth girls' rugby
 - Youth → women's rugby
 - Address specific challenges in:
 - Retention during teenage years
 - Availability of appropriate competition structures
 - Promote visibility of female rugby pathways within the club
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5. New Player Onboarding (All Ages)

- Support entry pathways for:
 - New mini players and families
 - Late entrants into youth rugby
 - Ensure a welcoming and structured onboarding experience [including relevant documentation](#)
 - Work with Membership Secretary and coaches to:
 - Integrate new players quickly into squads
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6. Retention & Player Tracking

- Monitor retention rates at key transition stages
 - Identify players at risk of dropping out and implement targeted interventions
 - Maintain records of:
 - Players transitioning between sections
 - Outcomes (retained, lost, re-engaged)
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7. Communication & Engagement

- Act as a key liaison between:
 - Mini and youth sections
 - Youth and senior sections
 - Coaches, players, and parents
 - Provide clear communication on:
 - Transition timelines
 - Expectations at each stage
 - Support parent education, particularly at U12 → U13 stage
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8. Coordination with Club Roles

- Work closely with:
 - Director of Youth Rugby
 - Youth Development Officer
 - Mini Convenor
 - Youth Coaches & Team Managers
 - Senior (Men's & Women's) Coaches
 - Ensure alignment across all sections to deliver a joined-up pathway
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9. Programme Delivery

- Organise and deliver structured initiatives such as:
 - Transition training sessions
 - “Step-up” festivals or fixtures
 - Senior team integration events
 - Support club events that reinforce pathway visibility
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10. Monitoring & Reporting

- Provide regular reports to the Director of Youth Rugby on:
 - Transition success rates
 - Retention data at key stages
 - Identified risks and recommended actions
 - Use data to continuously improve transition processes
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Key Skills & Experience

- Strong understanding of player development pathways in rugby
 - Experience in coaching or youth/senior rugby environments
 - Ability to manage cross-sectional coordination
 - Excellent communication and relationship-building skills
 - Analytical approach to retention and participation data
 - Knowledge of Scottish Rugby Union frameworks (desirable)
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Key Relationships

- Director of Youth Rugby (line manager)
 - Youth Development Officer
 - Mini Convenor
 - Youth Coaches & Team Managers
 - Girls’ Rugby Leads
 - Senior Men’s & Women’s Coaches
 - Membership Secretary (player tracking)
 - Parents/Guardians
 - Scottish Rugby Union development staff
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Time Commitment

- Seasonal role with key peaks:
 - End of mini season / start of youth rugby
 - End of youth season (U18 transition period)
 - Ongoing coordination throughout the year
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Success Measures

- High retention rates at:
 - U12 → U13 transition
 - U18 → adult rugby transition
 - Increased number of youth players progressing into senior teams
 - Positive player and parent experience during transitions
 - Clear and visible player pathways across the club
 - Strong alignment with Scottish Rugby Union development principles
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