

Role Profile: Team Manager (Senior Women)

Purpose of the Role

To provide essential organisational and administrative support to a specific team, working closely with the Coach to ensure the smooth running of all rugby and non-rugby activities.

The Team Manager enables coaches to focus on coaching by managing communication, logistics, compliance, and matchday operations, ensuring a positive experience for players and parents across senior men's rugby, aligned with Scottish Rugby requirements and the MRFC code of conduct.

Reporting Line

- Reports to: Director of Rugby
 - Works closely with:
 - Lead Coach (primary day-to-day relationship)
 - Players and player leadership
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Scope of the Role

- Typically assigned to a single team
 - Covers:
 - Senior women's teams
 - Acts as the key administrative contact for players and parents within that group
 - Role is critical in:
 - Reducing administrative burden on coaches
 - Maintaining strong communication in large squads
 - Helps reinforce a "one team, one club" culture
 - Use of a team communication platform (e.g. SPOND)
 - Creation of a season calendar
 - Introduction of simple attendance and availability tracking
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Key Responsibilities

1. Team Administration & Organisation

- Manage all administrative aspects of the team, including:
 - Player lists and attendance tracking
 - Fixture schedules and logistics incl kit and equipment
 - Support the Lead Coach in planning weekly activities
 - Ensure smooth coordination of training and matchday arrangements
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2. Communication

Act as the primary communication link between:

- Coaches
 - Players
 - Distribute clear and timely information on:
 - Training times and venues
 - Matchday details
 - Events and festivals
 - Support a welcoming and inclusive environment for new players
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3. Matchday & Festival Coordination

- Organise and manage matchday logistics, including:
 - Confirming fixtures and opposition
 - Player availability
 - Kick-off times and venues
 - Ensuring kit and equipment is in place
 - Coordinate participation in:
 - 7's tournaments
 - Support the Lead Coach with team organisation on matchdays
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4. Player Registration & Compliance

- Work with the Membership Secretary to ensure:
 - All players are registered appropriately
 - Records are accurate and up to date
- 100% of player & coaches signed up to code of conduct / charters in all categories
- Support compliance with Scottish Rugby requirements

- Maintain records of:
 - Emergency contacts
 - Medical information (as required and compliant) including injury reports and status
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5. Safeguarding & Welfare Support

- Follow the Club code of conduct at all times and help to ensure that other members do the same.
 - Act as a point of contact for queries or concerns
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6. Coordination with Club Roles

- Work closely with:
 - Lead Coach (daily coordination)
 - Director of Rugby (reporting line)
 - Women's rugby convenor
 - Support communication between the team and the wider club structure
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7. Financial Support (Light Touch)

- Assist with basic team-related financial coordination, such as:
 - Collecting subs (if required)
- Coordinate with the Treasurer where necessary

Key Skills & Experience

- Strong organisational and administrative skills
 - Excellent communication and interpersonal skills
 - Ability to work closely with coaches
 - Reliable and well-organised
 - Understanding of Scottish Rugby structures (desirable)
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Key Relationships

- Director of Rugby (line manager)
- Lead Coach (primary working relationship)
- Women's rugby convenor

- Senior players
 - Transition Manager
 - Membership Secretary
 - Scottish Rugby (where relevant for fixtures/registration)
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Time Commitment

- Weekly during the season:
 - Training coordination
 - Matchdays
 - Additional time for:
 - Communication and planning
 - Occasional meetings
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Success Measures

- Well-organised and smoothly run team operations
 - Clear, timely communication with players
 - High player attendance and engagement
 - 100% of player & coaches signed up to code of conduct
 - Positive player experience
 - Full compliance with Scottish Rugby requirements
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