

Role Profile: Team Manager (Mini & Youth Rugby)

Purpose of the Role

To provide essential organisational and administrative support to a specific team or age group, working closely with the Age-Grade Lead 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 boys' and girls' rugby, aligned with Scottish Rugby requirements and the MRFC code of conduct.

Reporting Line

- Reports to: Director of Youth Rugby
 - Works closely with:
 - Age-Grade Lead Coach (primary day-to-day relationship)
 - Mini Rugby Convenor (for mini teams)
 - Youth Development Officer / Transition Manager (as required)
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Scope of the Role

- Typically assigned to a single team or age group
- Covers:
 - Mini rugby (U6–U12) or Youth rugby (U13–U18)
 - Boys' teams and/or girls' teams (including developing girls' minis and other girls' youth 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
- Particularly important where:
 - Multiple teams exist within an age group
 - Girls' rugby is developing and requires additional coordination
- Helps reinforce a “one team, one club” culture
- Use of a team communication platform (e.g. SPOND)

- Development of a team handbook for parents
 - 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
 - Kit and equipment
 - Support the Lead Coach in planning weekly activities
 - Ensure smooth coordination of training and matchday arrangements
 - Ensure parents and players are aware and have signed player and parent charters
 - Ensure standing order payments and memberships are up to date
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2. Communication (Players & Parents)

- Act as the primary communication link between:
 - Coaches
 - Players
 - Parents/guardians
 - Distribute clear and timely information on:
 - Training times and venues
 - Matchday details
 - Events and festivals
 - Support a welcoming and inclusive environment for new families
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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
 - Kit and equipment should be appropriate and available
- Coordinate participation in:
 - Mini festivals
 - Youth fixtures and competitions
- Support the Lead Coach with team organisation on matchdays

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- 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 Union requirements
 - Maintain records of:
 - Emergency contacts
 - Medical information (as required and compliant)
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4. Safeguarding & Welfare Support

- Support the Child Protection Officer and coaches by:
 - Ensuring appropriate supervision at activities
 - Promoting a safe and respectful environment
 - 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 parent queries or concerns
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5. Support for Girls' Rugby Development

- Actively support the development of:
 - Girls' mini rugby participation
 - Girls' youth rugby participation
 - All dedicated girls teams (e.g U14)
 - Help create an inclusive environment by:
 - Supporting recruitment efforts
 - Ensuring clear communication with players and families
 - Assist with coordination where girls' teams may:
 - Combine age groups
 - Play in different competition structures
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6. Volunteer & Parent Engagement

- Encourage parent involvement in:
 - Supporting sessions and events
 - Volunteering roles

- Help build a strong team community and culture
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7. Coordination with Club Roles

- Work closely with:
 - Lead Coach (daily coordination)
 - Mini Rugby Convenor (mini section alignment)
 - Director of Youth Rugby (reporting line)
 - Transition Manager
 - Women's rugby coordinator
 - Youth Development Officer
 - Support communication between the team and the wider club structure
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8. Financial Support (Light Touch)

- Assist with basic team-related financial coordination, such as:
 - Collecting subs (if required)
 - Managing small team funds (e.g. festival entry fees)
 - Identifying any hardship / support requirements
 - Coordinate with the Treasurer where necessary
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9. Transition Support

- Support key transitions:
 - Mini → youth (U12 → U13)
 - Youth progression between age groups
 - Help ensure players and parents are informed and supported during transitions
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Key Skills & Experience

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

- Director of Youth Rugby (line manager)
 - Age-Grade Lead Coach (primary working relationship)
 - Mini Rugby Convenor
 - Youth Development Officer / Transition Manager
 - Women's rugby coordinator
 - Membership Secretary
 - Child Protection Officer
 - Parents/Guardians
 - Scottish Rugby (where relevant for fixtures/registration)
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Time Commitment

- Weekly during the season:
 - Training coordination
 - Matchdays/festivals
 - 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 and parents
 - High player attendance and engagement
 - 100% of player & coaches signed up to code of conduct / charters in all categories
 - Positive parent and player experience
 - Full compliance with Scottish Rugby requirements
 - Strong support for growth of girls' rugby (mini and U14)
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