



SUOMEN RUGBYLIITTO

FINNISH RUGBY FEDERATION

Member of World Rugby

Member of Rugby Europe

Member of Finnish Olympic Committee (NOC)

Job Title:

Team Manager MNT 7's

Responds to:

Head Coach MNT 7's

Contract Period: The initial appointment period for a team manager position will be for two (2) years with an option of a further two (2) years following review.

Job Purpose

To manage and prepare the Men's NT 7's for international competition.

Role

To plan, control and implement the activities set down by the Men's NT 7's Head Coach with due regard to Suomen Rugbyliitto ry (SRL) policies and procedure.

Responsible to

1. Technical director In the absence of a Technical Director, you are to report to the SRL Chairperson or their delegate.

Functional Relationships

1. Team Coach Whilst the coach is fully in charge of the players during training and game preparation, the Team Manager may be asked to assist in the selection process and ensure the availability of the team. The Team Manager ensures that the proper spirit and commitment from players and supporting staff alike are displayed while on training or game preparation.
2. The SRL Treasurer The Team Manager will provide a budget for the team activities before the start of the new season and will regularly update the Treasurer regarding past, ongoing and future spending. The timing and the form of such reporting should be agreed with the Treasurer.



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3. The SRL Board The board and the Technical Director are available upon request from the Team Manager to provide assistance and support with matters related to the organisation of international games, matters related to internal organisation and/or any matter the Team Manager wishes to open with the Board and/or the Technical Director.

Primary Responsibilities

1. To manage thoroughly the organisation and preparation of training sessions, camps and international games (friendly and official). This includes adequate and timely communication to all stakeholders (not exclusive to World Rugby, Rugby Europe, Anti-Doping Agencies, Technical Director, SRL Board, Players, Coaching Team and any sponsors or partners).
2. To ensure that adequate discipline and team spirit are observed during training and game preparation.
3. To facilitate the recruitment, presence at training and the appropriate preparation of eligible players to the Men's 7's National Team.
4. To ensure the team has pride in themselves, their Federation and their sponsors. The team adheres to the SRL Code of Conduct at all moments when it applies.

Typical tasks to be executed during the Pre-Season

1. Prepare, after consultation with the coach, an itinerary, which contains:
 - a. All dates of competition with the known venues
 - b. All dates of training with the known venues
 - c. A list of management and players with their phone numbers & email
2. All games must have permission sought from the SRL Chairperson, Secretary and Technical Director. No match can be arranged without prior agreement being obtained. This applies to home and foreign fixtures. Ensure all arrangements regarding the fixture are taken care of in a timely fashion.
3. Communicate the team itinerary to management, players, Team Captain and sponsors if required.



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4. Create the relevant invoices for players using the guidelines set out.
5. Arrange for practice gear and medical kit.
6. Organise team medical personnel.
7. Along with the coach, set team standards. Whilst this includes team dress, behaviour and expectations, further standards may be communicated from time to time. Ensure the Code of Conduct is understood and approved.

Typical tasks to be executed during the Season

1. Attend training sessions and camps to provide information of upcoming events and assist when required by the Coach.
2. Ensure medical assistants have the necessary medical supplies.
3. Prior to the first match, arrange for sponsors to be at the distribution of sponsored clothing and product if applicable.
4. Liaise with the sponsor after each match if applicable.
5. Ensure that laundry is taken care of (team playing kit and other critical garments).

Typical tasks to be executed during the Match Day

1. Fill the team sheet with all necessary information and documents.
2. Arrive early to the match to ensure that:
 - a. Field, changing room facilities are as expected
 - b. Organise playing kit, reserves gear, ice, balls, drinks etc.
3. Lay out gear so that it is accessible.
4. Control access to the team changing room at all times.
5. Organise after match fluid replacement.



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6. Organise injury treatment.
7. Account for all jerseys, shorts and socks. Subsequent jerseys, shorts and socks will be charged to the player.
8. Ensure that the dress code is appropriate.
9. Ensure that the results are communicated timely to the SRL Boards, the sponsors and the Technical Director. Wider communication should be coordinated with the Technical Director.
10. Attend after match functions.

Typical tasks to be executed at the End of Season

1. Ensure coach / management submits a comprehensive report to the Board.
2. Submit to the SRL board and the Technical Director a written acknowledgement at the intention of the sponsors who have assisted during the season. Handle acknowledgement towards clubs and individuals who have provided assistance.
3. Ensure appropriate team players are nominated for Suomen Rugbyliitto development.
4. Prepare the team budget for the following year and submit it to the SRL Treasurer before September 30th.

Knowledge and Skills:

1. Good writing and communication skills in English (Finnish is a plus)
2. At ease with budgeting and financial reporting
3. Solid organizational skills
4. Good understanding of sport competition in general and rugby in particular
5. Capable of initiative and reactivity towards improvement within the rugby community in general and the MNT 7's in particular



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Suomen Rugbyliitto ry offers a professional work environment

This is a volunteer position, nevertheless upon resignation a transition period will be agreed between the Board and the Team Manager to allow for the transfer and handling of all ongoing matters. This period cannot be less than 2 weeks.

Expenses will be paid on the submission of receipts. Every expense must be agreed in advance with the SRL Treasurer and the Head Coach of the team.

Please send your applications to info@finland.rugby. The position will be filled when a suitable applicant is found.

If you have any questions about what the position entails, feel free to contact the SRL Chairperson (chairperson@finland.rugby) or the Technical Director (technicaldirector@finland.rugby) for more information.