



Maidstone Football Club

Role Description

Role: 1st XV Manager

As 1st XV Manager, you represent the team to the club management, including the Director of Rugby, the Fixture Secretary and Coaching Team. It's up to you to keep the team up to date on club requirements as the key administrative figure, ensuring the smooth running of team affairs.

Role Outline

To represent the 1st XV in relation to team management activities

Key Responsibilities:

General:

- Ensure all senior squad players are correctly registered and eligible to play in RFU League and Cup fixtures.
 - Manage on-line registration (and de-registration) using the RFU RugbyFirst game-wide database.
 - Maintain an up to date list of players contact details with “effective registration” for the purposes of RFU League and Cup competitions.
 - Ensure the safe keeping of all Player Registration Forms (for potential scrutiny by the RFU).
- Make regular communication with players (in conjunction with the instructions of the Director of Rugby/Head Coach).
- Keep accurate and up-to-date records of player training attendance and match availability.
- Responsible for all club kit given to the team and ensuring its prompt return at the end of the season including the monitoring/ordering of stock items.
- Represent the team at club meetings if required.
- Keep up-to-date with and disseminate London and SE Rugby information/notices.

Pre-match:

- Make sure players know where they're playing and training each week.
- Liaise with the Director of Rugby/Head Coach regarding confirmation of selection and any issues that may arise.
- Make sure that a touch judge and any 'ball boys' are confirmed for each game.
- Responsible for ensuring that support staff (physiotherapist, touch judge) are appropriately briefed on details of each week's fixtures.
- Ensure that all players are registered and recorded on an up-to-date print out of Player Registrations.
- Register player arrival at the Ground.

- Complete team sheets, match cards and other relevant forms before matches (*Note: the Match Card must be given to the referee before the match commences*).
- Make sure the team turns out properly dressed for matches, mouth guards and safety studs.
- Prepare directions and collate player lists for Club meets (Away games only)
- Arrange transport as appropriate (Away games only)
- Ensure appropriate Team Strip is available for use.
- Ensure the availability of balls, team training equipment and ancillaries (water bottles, kicking tee, hi-vis vests, sub suits, etc) prior to each fixture.

During the Match:

- Ensure the following duties are covered during the match:
 - Record the key events and time of occurrence during the game (tries, subs, sin bin, etc).
 - Ensure arrangements are in place to video the match.

Post Match:

- Phone in league results by the time specified (Home games only).
- Collect the signed Match Card from the Referee and post it by the specified time.
- Ensure that all playing/training equipment used is collated and returned immediately following the match.
- Take player availability (3 weeks in advance) and communicate this to the Director of Rugby/Head Coach at the beginning of each week
- Arrange for team jerseys to be washed each week and available for the next match.
- Ensure that all players are appropriately dressed post match.
- Represent the team at club meetings if required.

Attributes:

- Well organised and methodical.
- Enthusiastic & Motivating
- A good listener and easy to approach
- A good timekeeper
- IT Literate