



## Schedule 2

### POSITION DESCRIPTION

<b>TITLE:</b>	CRUSADERS TASMAN ACADEMY MANAGER
<b>INCUMBENT:</b>	
<b>REPORTS TO:</b>	CRUSADERS ACADEMY MANAGER
<b>POSITION OBJECTIVES:</b>	<p>TO MANAGE AND COORDINATE THE TASMAN CRUSADERS RUGBY ACADEMY AND ASSIST WITH THE COORDINATION OF TALENT IDENTIFICATION AND YOUNG PLAYER DEVELOPMENT PROGRAMMES FOR THE CRUSADERS IN THE TASMAN REGION.</p> <p>THE TASMAN ACADEMY MANAGER IS AN INTEGRAL MEMBER OF THE CRUSADERS TEAM AND IS EXPECTED TO DEVELOP A WORKING KNOWLEDGE OF THE CRUSADERS, TASMAN AND CRFU GOALS AND OBJECTIVES AND CONTRIBUTE TO THE ACHIEVEMENT OF THESE TO THE BEST OF HIS OR HER ABILITY.</p>
<b>LAST REVIEWED:</b>	DECEMBER 2024
<b>BY:</b>	CRUSADERS GM & BSM
<b>NB:</b>	THIS DOCUMENT IS SUBJECT TO REVIEW FROM TIME TO TIME, BUT NO LESS THAN ON AN ANNUAL BASIS.

#### ACHIEVEMENT OF THE POSITION OBJECTIVES WILL BE MEASURED THROUGH THE FOLLOWING KEY RESULT AREAS

#### **1 To manage the day-to-day operations of the Crusaders Rugby Academy, Tasman site.**

##### **EXPECTED RESULTS:**

- Manage and coordinate contractors and specialist staff in partnership with Crusaders Academy Manager ensuring they are meeting their objectives and the goals of the organisation.
- Oversee fitness assessment and personalised fitness and conditioning programmes delivered by Academy S&C staff.
- Oversee and coordinate rehabilitation programme to enable players to return to full training programmes.
- Establish, grow, develop and coordinate a network of coaches for the provision of specific and non-specific rugby training.
- Coordinate a mentor programme matching current players with past players and/or other appropriate personnel. Ensure monitoring of this service to ensure a satisfactory level of mentoring is occurring.
- To liaise with senior, provincial coaches and various club management to ensure a positive relationship is maintained between the Academy and clubs.
- To oversee a reporting system from club coaches on players in the Academy to be passed on to mentors and other coaching staff.

- Develop relationships with the appropriate key people to develop a solid support structure for the Academy players.
- Provide, edit and coordinate video clippings and footage to be used by mentors and coaching staff.
- Continual development of a series of lectures for each Academy year group. These lectures are to further develop the individual and personal self. It is intended that the standard of these lectures will meet NZ Academy approval.
- Provide employment opportunities for players as appropriate in association with Tasman and Crusaders PDM.

**2 To ensure players are developing appropriate life skills outside of their rugby skills in partnership with Tasman and Crusaders PDM.**

**EXPECTED RESULTS:**

- Working with the Academy Manager, ensure a series of learning activities are developed and delivered.
- To oversee the introduction of the teaching of personal budgeting and teach the skills of effective personal budgeting.
- To introduce and implement time management plans that are regularly revised.
- To provide career and educational advice. In conjunction with this, investigate the possibility of forming educational programmes at the Crusaders, CRFU and TRU. If able, to help in ensuring these programmes are up and running.
- Provide a job placement programme in conjunction with support group and marketing department.
- Player study plans.

**3 Talent identification and development**

**EXPECTED RESULTS:**

- To work closely with other Crusaders, TRU and CRFU personnel and coaches to ensure that a comprehensive talent identification programme is in place.
- Liaise with the Crusaders, Canterbury and Tasman Bunnings Warehouse NPC coaches to ensure comprehensive succession planning where future needs are identified and players recruited to the Academy to ensure a constant supply of players to our elite teams.
- To contribute to the development of identified talent as required from time to time.

**4 To identify and retain talented rugby players from within the Crusaders region**

**EXPECTED RESULTS:**

- Establish a group of talent scouts in the Tasman region who will be familiar with all players from Secondary School 1st XVs up to Senior club rugby.
- Assist with the selection of players to join the Crusaders' Academy.

**5 To identify and recruit talented rugby players from outside the Crusaders region**

**EXPECTED RESULTS:**

- Establish and maintain contact with agents and talent scouts throughout New Zealand and when appropriate overseas.
- Identify areas of weakness in consultation with Crusaders, TRU and CRFU coaching personnel and notify above network of specific needs.

- 6 Develop and establish relationships with support networks for Academy players**  
**EXPECTED RESULTS:**
- Identify the appropriate key people and ensure that relationships are developed, providing a solid support structure for the Academy player including but not limited to liaising with family, parents, coaches, schools, mentors, agents, medical staff and CRFU if required.
- 7 To ensure players, their partners and family are well settled and happy in the Crusaders, Tasman and Canterbury Rugby family**  
**EXPECTED RESULTS:**
- All players recruited from outside the area are assisted to move and settle in Nelson or Christchurch.
  - All players' partners and wives are happy to be associated with the Crusaders, Tasman rugby and/or Canterbury.
- 8 Maintain close liaison with representative and club coaches and managers**  
**EXPECTED RESULTS:**
- Participate in regular forums to ensure a consistent approach to representative selection and style of play and coaching.
- 9 NZRU**  
**EXPECTED RESULTS:**
- Liaise with NZRU on player performance at national level.
  - Report on players to national administrators.
  - Work with NZRU ensuring continuity and development of a strong relationship.
- 10 Player welfare programme**  
**EXPECTED RESULTS:**
- Working closely with the Player Development Manager to deliver a comprehensive player welfare programme for academy members that is consistent with the programme provided to the professional players.
- 11 Crusaders International Academy (CIA)**  
**EXPECTED RESULTS:**
- Support all CIA coach, player and support staff development programmes as reasonably requested.
- 12 Health and Safety**  
**EXPECTED RESULTS:**
- Complies with the health and safety systems and emergency procedures in place throughout the business
  - Encourages staff participation in the business's health and safety system
  - Demonstrates a commitment to continuous health and safety improvement
  - Promptly and accurately reports all hazards, accidents and incidents
  - Attends health and safety update training sessions as required
  - Ensure that Academy staff and contractors comply with their health and safety obligations, ensuring that anyone engaged by the organisation within the Academy complete the appropriate health and safety induction and understand their obligations

and know where to find all health and safety information including the manual, hazards, evacuation procedures etc.

### **13 University and Tertiary Scholarship Programmes**

#### **EXPECTED RESULTS:**

- Manage all aspects of the TRU NMIT scholarship programme.
- Develop a strong relationship with NMIT personnel and personnel from other tertiary institutions.

### **14 Undertake any Additional Project Requirements as Mutually Agreed with Academy Manager**

#### **EXPECTED RESULTS:**

- Such duties are carried out in a timely, professional, accurate manner.

## **FUNCTIONAL RELATIONSHIPS**

- Internal:**
- Crusaders Academy Manager
  - Chief Executive Crusaders
  - Chairman and Board
  - Tasman Community Rugby Manager
  - CEO Tasman
  - Chief Financial Officer
  - GM Commercial
  - Marketing Manager
  - Crusaders coaching and High-Performance personnel
  - CRFU coaching and High-Performance personnel
  - Tasman NPC Coaches
  - Tasman NPC contracted staff
  - Other Crusaders personnel
  - Other CRFU personnel
  - Other Tasman RU personnel
  - All Representative Coaches and Managers
- External:**
- NZRU personnel including All Black and other New Zealand Selectors and High Performance staff
  - High potential young rugby players
  - Parents
  - Schools and Coaches
  - Canterbury and Tasman Rugby Referees Associations
  - Crusaders Sponsors
  - Tertiary Institutions in Canterbury and Tasman