

POSITION DESCRIPTION

TITLE:	TEAM MANAGER – MATATŪ
INCUMBENT:	VACANT
REPORTS TO:	GM MATATŪ AND MATATŪ HEAD OF RUGBY
POSITION OBJECTIVES:	TO MANAGE MATATŪ SQUAD AND TO BE RESPONSIBLE FOR THE OVERALL OPERATIONS OF THE TEAM. TO BE AN INTEGRAL MEMBER OF MATATŪ AND THE CRUSADERS ORGANISATION AND WORK IN PARTNERSHIP TO MAINTAIN A WORKING KNOWLEDGE OF THE TEAMS' AND CRUSADERS GOALS AND OBJECTIVES AND TO CONTRIBUTE TO THE ACHIEVEMENT OF THESE TO THE BEST OF THEIR ABILITY.
LAST REVIEWED:	OCTOBER 2025
BY:	GM MATATŪ
<u>NB:</u>	THIS DOCUMENT IS SUBJECT TO REVIEW FROM TIME TO TIME, BUT NO LESS THAN ON AN ANNUAL BASIS.

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

- 1 Provide support in managing players in meeting their contractual obligations to the NZRU, Matatū and their respective Provincial Unions (in accordance with the players' collective agreement).**

EXPECTED RESULTS:

- Contribute to team culture and morale through living and exemplifying the organisation's values.
- Contract compliance.
- Ensure all players have completed all aspects of the compulsory induction program before they take the field of play.
- Liaise with Testing Agent appointed by the NZR under the illicit Drugs Regulations and arranging testing of players as required.

- 2 Induct each player to environment, arrange necessary travel and accommodation (for out of town based players), maintain a player profile and CV database for each member of Matatū in conjunction with NZR.**

EXPECTED RESULTS:

- Documented and up to date database.
- Coordinate travel and accommodation for players based out of town to relocate to home training base.

- 3 In conjunction with the Head Coach establish appropriate policies and procedures for the team so as to manage the team's behaviour and**

EXPECTED RESULTS:

- All policies and procedures understood and being implemented.

- Ensure, or arrange with another member of team management to ensure, that all Team functions comply with the NZR Team Function Protocol
- Ensure that NZR policies and protocols (and any team or organisational policies and protocols) are available to players and team management.
- Ensure the team management and the CEO are aware of and sign off on any team protocols determined by the playing group.
- Ensure any potential misconduct in the team environment is reported to General Manager and Head of Rugby.

- 4 To manage and coordinate all specific squad activities for the team including travel itineraries, travel to and from games and training, pre and post-game responsibilities and commitments, by ensuring full attendance and involvement from all squad members.**

EXPECTED RESULTS:

- Well managed timetables and involvement from all squad members.

- 5 To coordinate and manage the day to day operational activities of Matatū team management, during campaign.**

EXPECTED RESULTS:

- Team management well managed and coordinated.
- A campaign calendar is created in conjunction with Head coach and team management that continues to be managed and maintained accurately across the campaign.

- 6 The manager shall manage and co-ordinate all the team related communication(including social activities) to players.**

EXPECTED RESULTS:

- Up to the minute open, effective, and professional communication with all players.

- 7 To coordinate between Head of Rugby and Commercial team to set player promotional activities during campaign.**

EXPECTED RESULTS:

- Clear and up to date calendar of promotions with players and team management well briefed and prepared for activities during campaign.

- 8 To manage game day logistics to a high standard to ensure operations and output for team performance.**

EXPECTED RESULTS:

- Logistics for the competition run to a high standard with all parties aware and up to date with upcoming activities across the campaign.

- 9 To ensure the squad, as a whole and as individuals, develop a community responsive profile by applying high ethical standards and behaviour which are not only widely acceptable to the**

community, but ensure both the squad and individual players time and appearances are in demand from the community.

EXPECTED RESULTS:

- Positive feedback from community. Positive media profile for the team and high levels of demand for team and individual appearances.

- 10 To work alongside the Team Manager Assistant to ensure there is a continued availability of complete sets of playing gear, practice gear, and formal and informal apparel, thus meeting any practical and sponsorship contractual requirements.**

EXPECTED RESULTS:

- All gear available on time.

- 11 To ensure the availability of all necessary equipment at all times and access to key facilities that is required by the squad fitness advisers, team doctors, physiotherapists, massage therapists and the coaching staff in general.**

EXPECTED RESULTS:

- All training facilities, medical and other equipment is in place and accessible for use at the appropriate times.

- 12 Management responsibilities will include visits to hospitalised squad players.**

EXPECTED RESULTS:

- Continual communication to family and key stakeholders as agreed with medical staff.

- 13 The Manager shall provide direction and assistance to squad members in preparing for and attending any judicial hearings and, if necessary, attend judicial hearings with players.**

EXPECTED RESULTS:

- Preparation, consultation.

- 14 To provide appropriate management, and ensure there is a full understanding, of Matatū and NZRU policies, procedures and budgeted expectations that relate to the Crusaders' organisation.**

EXPECTED RESULTS:

- Communicate and manage through the team all policies and procedures.

- 15 Prepare and manage the operational budget for the Matatū squad in an accurate and timely fashion, ensuring expenditure adheres to budget limitations and savings are achieved where feasible.**

EXPECTED RESULTS:

- Manage the budget set for the team operations during campaign and ensure it is kept in line with

anticipated spending.

- 16 To attend Matatū, and NZRU meetings or forums as requested, and to ensure comprehensive reporting as required. To provide input into the final season report for review.**

EXPECTED RESULTS:

- Fully documented and accountable reports that accurately reflect the team's operations and on/offfield performance in conjunction with the GM Women's Professional Rugby.

- 17 To ensure regular feedback occurs to the GM Matatū and Head of Rugby to ensure they are up to date with all major issues affecting the squad, and to support escalation to CEO when and if required.**

EXPECTED RESULTS:

- Regular and timely feedback.

- 18 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

- 19 Undertake any other duties as directed or required at any given time.**

EXPECTED RESULTS:

- Such duties are carried out in a timely, professional, accurate manner
- Participates in training and development related to the position as required.
- Actively participates in the annual performance review process.

KEY AREAS OF AUTHORITY

Budget: Spending authority in line with delegated limits.

FUNCTIONAL RELATIONSHIPS

Internal:

- CEO
- Chairman and Board of the Crusaders
- Coaches

External

- Sponsors

- NZ Rugby and Black Ferns personnel, including Black Fern and other NZ Selectors, and rugby operations personnel

PERSON SPECIFICATION

Skills and Abilities

- High levels of rugby literacy – understands the game and the demands it places on modern athletes.
- Background in sport administration is desirable.
- Proven experience in High Performance Teams.
- Relevant sports management qualification is desirable.
- Excellent communication and relationship management skills.
- Strong organisational and planning skills with the ability to respond flexibly when required.
- Solution focussed problem solving skills.