



Schedule 2

POSITION DESCRIPTION

TITLE:	TEAM MANAGER
INCUMBENT:	
REPORTS TO:	GENERAL MANAGER, PROFESSIONAL RUGBY
POSITION OBJECTIVES:	<p>TO MANAGE THE CRUSADERS SQUAD (INCLUDING SHORT TERM CONTRACTED AND REPLACEMENT PLAYERS), AND TO BE RESPONSIBLE FOR THE OVERALL OPERATIONS OF THE TEAM PROVIDING OVERALL SUPPORT AND GUIDANCE FOR OTHER OPEN GRADE REPRESENTATIVE TEAM MANAGERS' WITHIN THE CRUSADERS PARTNERSHIP.</p> <p>TO BE AN INTEGRAL MEMBER OF THE CRUSADER ORGANISATION AND TO MAINTAIN A WORKING KNOWLEDGE OF THE CRUSADERS GOALS AND OBJECTIVES AND CONTRIBUTE TO THE ACHIEVEMENT OF THESE TO THE BEST OF THEIR ABILITY.</p>
LAST REVIEWED:	AUGUST 2024
BY:	BSM AND GENERAL MANAGER, PROFESSIONAL RUGBY
<u>NB:</u>	THIS DOCUMENT IS SUBJECT TO REVIEW FROM TIME TO TIME, BUT NO LESS THAN ON AN ANNUAL BASIS.

Achievement of the position objective will be measured through the following key result areas.

1 Managing all aspects of the Crusaders squad (including short term contracted and replacement players)

EXPECTED RESULTS:

- High standards of behaviour and performance.

2 Provide leadership and direction in managing players in meeting their contractual obligations to the NZRU, the Crusaders and their respective Provincial Unions (in accordance with the players' collective agreement).

EXPECTED RESULTS:

- Contribute to team culture and morale through living and exemplifying Crusaders 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 Crusaders players as required

3 Establish and maintain a player profile and CV database for each member of the Crusaders squad.

EXPECTED RESULTS:

- Documented and up to date database.

4 In conjunction with the Head Coach establish appropriate policies and procedures for the Crusaders team to manage player and staff behaviour

EXPECTED RESULTS:

- All policies and procedures understood and being implemented.
- Ensure, or arrange with another member of team management to ensure, that all Crusaders 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 the NZR.

5 To manage and coordinate all specific squad activities for the Crusaders team including tour 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.

6 To coordinate and manage the day to day operational activities of Crusaders team management, during campaign

EXPECTED RESULTS:

- Crusaders team management well managed and coordinated.

7 The manager shall manage and co-ordinate all the team related off field communication (including social activities), communication back to the CEO and the Board, wider staff, the Referees, the Supporters Club, Crusaders partnership Provincial Unions and the wider rugby fraternity

EXPECTED RESULTS:

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

8 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.

9 To ensure there is a continued availability of complete sets of playing gear, practice gear, and formal and informal apparel, thus meeting the Crusaders' practical and sponsorship contractual requirements

EXPECTED RESULTS:

- All gear available on time.

10 To ensure the availability of all necessary equipment at all times that is used by the Crusaders squad fitness advisers, team doctors, physiotherapists, massage therapists and the coaching staff in general.

EXPECTED RESULTS:

- All medical and other equipment in place for use at all times.

11 Management responsibilities will include visits to hospitalised Crusaders squad players.

EXPECTED RESULTS:

- Continual communication.

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

EXPECTED RESULTS:

- Preparation, consultation.

13 To provide appropriate management, and ensure there is a full understanding, of Crusaders and NZRU policies, procedures and budgeted expectations that relate to Crusaders rugby and the Crusaders squad.

EXPECTED RESULTS:

- Communicate and manage through the team all policies and procedures.
- Prepare and manage the operational budget for the Crusaders in an accurate and timely fashion, ensuring expenditure adheres to budget limitations and savings are achieved where feasible.

14 To attend all CRFU, TRU, Crusaders, and NZRU meetings or forums as requested, and to ensure comprehensive reporting as required. The final season report should be made available to the Chief Executive Officer within four weeks of the final Crusaders game.

EXPECTED RESULTS:

- Fully documented and accountable reports that accurately reflect all aspects of the team's operation and on/off field performance.

15 To ensure regular feedback occurs with the Chief Executive Officer, and when appropriate the Crusaders Board, to ensure they are up to date with all major issues affecting the squad.

EXPECTED RESULTS:

- Regular and timely feedback.

16 Professional Development Programme

EXPECTED RESULTS:

- Support the Professional Development Manager (as required) in the delivery of the Professional Development Programme.

17 To respond to requests for assistance from other open grade team management personnel within the partnership, in particular from CRFU and TRU NPC Teams

EXPECTED RESULTS:

- Good relationships established.
- Requests for assistance fulfilled and needs met.

18 To offer support and guidance for representative team Managers from Mitre 10 Cup level down, including hosting developmental forums and, where requested, observation, and mentoring

EXPECTED RESULTS:

- All representative team manager equipped with skills and knowledge to fulfill their roles.

19 Logistical Arrangements for global fixtures

EXPECTED RESULTS:

- Implementation and confirmation of logistical arrangements for any global fixtures scheduled for the Crusaders, including travel, accommodation, facilities, dietary requirements, etc.

20 Continuous Improvement

EXPECTED RESULTS:

- Annually review systems and structures relating to management of the team for improvement opportunities.
- Research innovations and best practice in other sports teams and codes and different industries that may benefit the management of the Crusaders squad.

21 Support the International High-Performance Unit

EXPECTED RESULTS:

- To assist with the development and delivery of the CIA programme as required.

22 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

9 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

Staff: High Performance Administrator
Head of Physical Performance
Lead Physiotherapist
Team Doctor

Budget: Spending authority in line with delegated limits.

FUNCTIONAL RELATIONSHIPS

Internal: CEO
Chairman and Board of the Crusaders
Crusaders Coaches
Canterbury and Tasman NPC Coaches & other personnel
All other Crusaders partners
Representative Coaches & Managers
Canterbury NPC Team Manager
Marketing Manager
Sponsorship Relationship Manager

Commercial Manager
Finance & Administration Manager
Other Crusaders and CRFU Personnel

External: Crusaders and Team Canterbury Sponsors
NZ Rugby personnel, including All Black and other NZ Selectors, and rugby operations personnel.
SANZAR representatives and agents
Media

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