**ABERDEEN TAEXALI RUGBY CLUB COMMITTEE**

**Team Manager**

# **Profile:**

Responsible for ensuring regular and appropriate match and competition opportunities for the Aberdeen Taexali Rugby Team including managing logistics of home and away games as required.

# **Duties / Responsibilities:**

* Building and managing relationships with local rugby teams and teams within the inclusive rugby network to encourage regular fixtures and friendly cooperation
* Liaise with governing bodies to enable team involvement in competitions and events e.g. SRU for Caledonian league participation and IGR for Bingham Cup, Union Cup etc.
* Organise logistics for fixtures e.g. match venue, match fees, post-match food, gifts (where appropriate), travel (where appropriate) and accommodation (where appropriate).
* Work closely with Team Captain and Team Coach to ensure enough available players to fulfil fixture commitments and address any shortfalls/issues in good time
* Support club chairman and wider committee in club tasks wherever possible.
* To liaise with the treasurer for funding and payments.

# **Qualities & Skills**

* Good organisational skills.
* Represent the club well.
* Good communication skills.
* Financial skills.
* Interpersonal skills
* Ensure decisions are taken and followed up
* Confident at speaking to external parties