

Rangiora High School

Te Kura Tuarua o Rangiora

"Each and every learner will thrive in a centre of learning excellence"



Rugby Administrator in Schools (RAIS)

Role Description

Purpose of the role

The purpose of this role is to:

- Carry out administration duties, as required, to effect the smooth running of rugby in the school.
- Foster teenage rugby through inclusion, quality experiences, and connections.

Role description

Tenure: Part-time, fixed term

Reporting to: Director of Sport

Professional relationships and engagement

The Canterbury Rugby Football Union (CRFU) provides ongoing support to the Rugby Administrator to assist with the growth of the game in the community.

Functional Relationships with:
(external) RAIS Administration Co-ordinator
CRFU Manager, Amateur Rugby
CRFU Coach Development Personnel
CRFU Referee Education Officer

(internal) RHS Rugby Committee
RHS Rugby Team Managers

Rugby Administrator Role Description

Focus Areas / Tasks	Outcomes
1.0 Develop/implement/maintain a Rugby Programme within the school	
Develop / update an annual activity plan	<ul style="list-style-type: none"> a. Support the implementation of RHS rugby club initiatives and strategic plan. b. Completion of an annual activity plan including reports and templates. c. Identify key personnel within the school environment to assist with coaching, management and parent liaison. d. Ensure all coaches are registered/accredited in accordance with the CRFU timelines. e. Complete post-season reports as required by the CRFU.
Player recruitment & retention	<ul style="list-style-type: none"> a. Work under the direction of and assist the Director of Sport to develop and implement a rugby programme within the school. b. Promote and instigate initiatives that will increase recruitment, retention and development of rugby players, coaches, and administrators in the school. c. Promote rugby refereeing within the school, working with the CRFU Referee Education Officer. d. Ensure that the school has access to 'sporty' and the appropriate users within your school can enter teams into team builder (set team sheets) and utilise CRFU app for live scoring. e. Recruitment of at least one coach per team and preferably a manager. f. In conjunction with the Director of Sport, identify coaches that require upskilling and ensure that they attend the appropriate CRFU coaching courses. g. Maintain active links with former players. h. Day to day management of RHS Rugby Club communications, including Facebook, etc.
Stakeholder relationships	<ul style="list-style-type: none"> a. Maintain a close liaison with CRFU Secondary Schools CDP & REO. b. Attend provincial union meetings as required. c. Meet with senior club(s) officials on a regular basis and develop a formal school-club(s) link. d. Develop links with feeder Primary/Intermediate Schools where appropriate. e. Engage in networking opportunities with other Rugby Administrators.

Rugby Administrator Role Description

2.0 Rugby Administration	
General administration	<ul style="list-style-type: none">a. Ensure school acknowledges volunteers involved in rugby via a Volunteer Appreciation Plan.b. Coordinate and complete player registrations.c. Carry out administration duties to ensure the smooth running of rugby in the school.d. Obtain sponsorship and manage the day to day relationship with sponsors.e. Access funding needs and facilitate access to identified funding streams – sponsorship & grants.
Financial administration	<ul style="list-style-type: none">a. Once the post-season evaluation has been completed, liaise with the Executive Office ensure the CRFU are invoiced for the total amount of funding available for the year.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	