



2014 National Women's 15 a-side (Wallaroos) Rugby Union Program

Team Management Positions

The Australian Rugby Union (ARU), the national body of rugby in Australia and home to the Qantas Wallabies, is currently seeking suitably qualified and experienced individuals for key management positions with the National Women's 15 a-side (Wallaroos) program to contest the 2014 iRB Women's World Cup.

The program will be managed within the ARU's Development Pathways department, reporting to the General Manager.

Management positions being offered are:

Head Coach

- Head coaching and selector role; required to be available for the 2013 National Championships

Assistant Coach

- Assistant coaching and selector role; required to be available for the 2013 National Championships

Team Manager

- On the ground logistics and team management

Medical Coordinator/Doctor

- Ongoing medical coordination and camp and tour duties

Physiotherapist

- Ongoing physio coordination and camp and tour duties

Strength & Conditioning Coach

- Ongoing S&C coordination and camp and tour duties

The national program will commence with the 2013 National Women's 15 a-side Championships being held 25-28th September 2013 in Sydney. Post the National Championships a series of national camps and possibly tours (approximately 2-3 activities in total) will be scheduled in the lead up to the 2014 iRB Women's World Cup to be played in France 1-17th August 2014.

Position descriptions for each position are attached. Minor changes to these position descriptions may be performed. Please read these carefully to ensure you qualify for the role before submitting an application.

To apply for any of the above listed management positions, applicants must submit a one page cover letter and a two page resume with at least three relevant referees via email to lina.caccamo@rugby.com.au

Applications for all management positions are due by **5.00pm on 10th July 2013**.

Please do not hesitate to contact Ben Whitaker on ben.whitaker@rugby.com.au if you have any questions regarding the positions, program or application process.

POSITION DESCRIPTION

Position:	Team Manager - National Women's 15 a-side Team
Reporting to:	Program Coordinator - National Women's 15 a-side Team
Major Interactions:	Head Coach - National Women's 15 a-side Team Medical Coordinator - National Women's 15 a-side Team

The Team Manager role is the key management position within the National Women's 15 a-side program and is responsible and accountable for the management of the team and program, as well as the setting of standards applicable to this high level team program. The Team Manager position is the major team communication and contact point within the team management structure.

Responsible for:

- Coordination of team logistics and operations including working with the Program Coordinator and Head Coach on all elements of planning and organisation
- Management of team welfare and discipline
- Providing leadership, communication and consultation with players, staff, partners, parents and other team management
- Close liaison with the Head Coach regarding daily and short term team schedules, which includes training, meetings, promotional, media, discipline, team standards and social activities
- Management of the team budget on tour and its acquittal on return
- Involvement in the preparation and distribution of team systems including diary pages and policy booklet
- Coordination of team and management meetings including arranging time, venue, agenda, recording of minutes and follow up action on decisions
- Coordination of training venues and schedules and transport of training equipment
- Tour coordination, including liaison with iRB, other Unions, and hotels in relation to accommodation, meal requirements and laundry whilst on tour
- Management of all travel schedules, passports and visas and liaison with the iRB and host Union in relation to all travel requirements
- Coordinate duty managers' timetable, responsibilities and duties daily
- Coordination of team and player appearances for charities, sponsors, official functions and media
- Advising the appropriate dress for team activities. Ensuring team members are outfitted as agreed by the Union, Laws of the Game and sponsors requirements
- Media Liaison as required. During assembly, liaise regularly with the ARU Media Division in relation to results, team selection and other significant activities
- Liaison with host Unions and tournament officials as required
- Coordination of player appearance and representation before any judiciary including sourcing representation if required
- Compilation of team statistics
- Coordination of team ticket allocation
- Coordination of memorabilia for team signing sessions
- Coordination of team photograph in conjunction with ARU
- Attend matches, training sessions on tour and in assembly as directed
- Perform team sideline duties at all matches
- Preparation of detailed reports including a financial balance sheet and Team Management and Logistics review and recommendations report



Key Dates:

25-28 th September 2013	National Women's 15 a-side Championships, Sydney
November 2013	National Training Squad – weekly training sessions
tbc	National Training Squad/Selection Camp
tbc	World Cup Squad Preparation Camp and/or Tour
tbc	World Cup Assembly Camp
1-17 th August 2014	iRB Women's World Cup, France

Requirements:

Availability for all key events and weekly training sessions
Elite team managerial experience; international level desirable
Proven leadership experience
Excellent, proven communication abilities
Excellent, proven organizational abilities

POSITION DESCRIPTION

Position:	Head Coach - National Women's 15 a-side Team
Reporting to:	General Manager, Development Pathways
Major Interactions:	Program Coordinator - National Women's 15 a-side Team Assistant Coach - National Women's 15 a-side Team Team Manager - National Women's 15 a-side Team Medical Coordinator - National Women's 15 a-side Team

The Head Coach role is the key leadership position within the National Women's 15 a-side program and is responsible and accountable for the leadership and delivery of the rugby program and the setting of standards applicable to this high level team program. The Head Coach position is the major decision making position within the team management structure.

Responsible for:

- A. RUGBY PROGRAM
 - Design of program schedule in consultation with key team management staff
 - Leadership and implementation of team philosophy and culture
 - Liaison with Program Coordinator
 - Performance and program review
- B. COACHING/TRAINING
 - Development and leadership of playing styles and systems
 - Development and leadership of game plans (including opposition review)
 - Coaching of specific team, unit and individual components; delegation of other components
 - Design of session outlines and session plans
 - Attendance at all match, trainings, assemblies and tours as outlined in program schedule
- C. SELECTION
 - Voting selector
 - Lead the design of selection criteria (ie position specific and team requirements)
 - Selection decision communication
- D. STAFF
 - Leadership and direction of staff
 - Carrying out staff communication schedule (including staff meetings)
 - Performing staff reviews
- E. PLAYERS
 - Carrying out player communication schedule (including team meetings)
 - Player reviews – pre, during and post program



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Requirements:

Availability for all key events and weekly training sessions
Level 2 Rugby Union Coach accreditation (pre-requisite); Level 3 Rugby Union Coach accreditation desirable
SmartRugby accredited
Proven high level coaching experience including selection
Proven high level leadership experience
Excellent, proven communication abilities

POSITION DESCRIPTION

Position: Assistant Coach - National Women's 15 a-side Team

Reporting to: Head Coach - National Women's 15 a-side Team

Major Interactions: Program Coordinator - National Women's 15 a-side Team
S&C Coach - National Women's 15 a-side Team

The Assistant Coach role is a key coaching position within the National Women's 15 a-side program and is responsible and accountable for supporting the Head Coach in the delivery of the rugby program; team performance and the setting of standards applicable to this high level team program.

Responsible for:

- A. PROGRAM
 - Assisting Head Coach with program development
 - Supporting Head Coach with implementation of team philosophy and culture
 - Assisting Head Coach with performance and program review
- B. COACHING/TRAINING
 - Assisting Head Coach with development of playing styles and systems
 - Assisting Head Coach with development of game plans (including opposition review)
 - Coaching of specific team, unit and individual components as directed by the Head Coach
 - Assisting Head Coach with design of session outlines and session plans
 - Coordination of all on-field training sessions
 - Attendance at all match, trainings, assemblies and tours as outlined in program schedule
- C. SELECTION
 - Duties as a voting selection panel member
 - Abiding by selection policy and process
 - Communication of decisions as directed
- D. STAFF
 - Assisting with team logistics and operations as required and requested
- E. PLAYERS
 - Carrying out player communication schedule as directed
 - Player reviews – pre, during and post program

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Requirements:

Availability for all key events and weekly training sessions
 Level 2 Rugby Union Coach accreditation (pre-requisite); Level 3 Rugby Union Coach accreditation desirable
 SmartRugby accredited
 Proven high level coaching experience including selection
 Proven leadership experience
 Excellent, proven communication abilities



POSITION DESCRIPTION

Position: Strength & Conditioning (S&C) Coach - National Women's 15 a-side Team

Reporting to: Head Coach - National Women's 15 a-side Team

Major Interactions: Program Coordinator - National Women's 15 a-side Team
Team Manager - National Women's 15 a-side Team
Medical Coordinator/Doctor - National Women's 15 a-side Team
Physiotherapist - National Women's 15 a-side Team

The Strength & Conditioning Coach role is an important athletic performance position within the National Women's 15 a-side program and is responsible and accountable for the management of the athletic performance program, as well as the setting of standards applicable to this high level team program.

Responsible for:

- Design, manage and coach all team and individual player strength and conditioning sessions as directed including but not limited to strength, speed, conditioning and flexibility
- Manage and coach all team and individual player warm up sessions (includes match day warm ups) as directed
- Design, manage and coach all team and individual recovery sessions as directed
- Prescribe and implement rehabilitation programs in the event of injury. This requires a close liaison and frequent consultation with the relevant medical staff, in particular the team Doctor and treating Physiotherapist
- Maintain all relevant physical and performance data
- Coordinate hydration and nutrition education and manage this area for the team and individuals throughout the schedule
- Attendance at all match, trainings, meetings, camps/assemblies and activities as outlined in program schedule
- Ground/change room set up for all matches
- Performing runner duties for all matches as directed
- Assisting with team logistics and operations as required and requested
- Carrying out player communication schedule as directed
- Assist the Head Coach with program schedule development
- Support the Head Coach with implementation of team philosophy and culture
- Assist the Head Coach with program review
- Assist the Head Coach with player reviews

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Requirements:

Appropriate qualifications
Availability for all key events
Elite team Strength & Conditioning Coach experience; international level desirable
Proven coaching abilities
Proven leadership experience
Excellent, proven communication abilities
Excellent, proven organizational abilities

POSITION DESCRIPTION

Position:	Medical Coordinator/Doctor - National Women's 15 a-side Team
Reporting to:	Program Coordinator - National Women's 15 a-side Team
Major Interactions:	Head Coach - National Women's 15 a-side Team Team Manager - National Women's 15 a-side Team S&C Coach - National Women's 15 a-side Team

The Medical Coordinator/Doctor role is the key medical position within the National Women's 15 a-side program and is responsible and accountable for the management of the medical program, as well as the setting of standards applicable to this high level team program. The Medical Coordinator/Doctor position is the major team communication and contact point within the team management structure for all medical issues.

Responsible for:

MEDICAL COORDINATOR

- Management and coordination of the medical staff
- Preparation of a full medical report to the Head Coach as requested in consultation with Physiotherapist. Report should include details on all injuries after receiving relevant information from the medical staff
- Manage and work with the Physiotherapist to collect/ and record injury information as required.
- Direct the management of player injuries during games and manage players' recovery following substitution
- Manage and liaise with Physiotherapist to collect information for presentation at coaches meetings related to player treatment program
- Present player medical and training status reports at Coaches/Management meetings
- Submit reports on player treatment progress
- Screen with Physiotherapist all nominated players and provide appropriate reassessment reports
- Develop with Physiotherapist active prehabilitation programs to meet individual player needs.
- Meetings with medical staff as required

DOCTOR

- Coordination of all medical care
- Treatment of any medical, injury and illness problems at all assemblies, training sessions, camps, matches and tours, in conjunction with the Physiotherapist
- Coordination of nutritional needs of the team in consultation with the S&C coach
- Manage and monitor all drug testing
- Liaise and cooperate with the requests of the Drug Testing Authority
- Keeping abreast of the latest developments regarding sports nutrition and dietary supplements. Educate all staff and players on such information
- Lead and manage the supplementation program
- Ensuring vaccinations are completed as required
- Providing assistance with massage and strapping where appropriate
- Support the collection, recording and analysis of all injury data
- Attend all team meetings and report through the Physiotherapist on injury data status of rehabilitation.
- Coordination of medical screening
- Lead decision making regarding player fitness to participate
- Provide advice to the Head Coach regarding minimization of deleterious effects of travel, possible environmental hazards such as altitude, heat, playing surfaces, all matters pertaining to player safety
- Provide input into planning of rehabilitation, training and nutritional programs
- Attend all games, training sessions, tours and assemblies (as agreed)
- Monitoring the progress of injured players in liaison with the Physiotherapist
- Liaise with the Provincial Union's Team Doctors to update the injury status of players on tour and upon return.
- Consult with Match Officials and appointed Medical Officer at all matches and tournaments
- Assess local available medical facilities
- Provide a full medical report at the conclusion of the tour including player profiles



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Requirements:

- Appropriate qualifications
- Availability for all key events
- Elite team medical coordination experience; international level desirable
- Proven leadership experience
- Excellent, proven communication abilities
- Excellent, proven organizational abilities

POSITION DESCRIPTION

Position:	Physiotherapist - National Women's 15 a-side Team
Reporting to:	Medical Coordinator/Doctor - National Women's 15 a-side Team
Major Interactions:	Head Coach - National Women's 15 a-side Team Team Manager - National Women's 15 a-side Team S&C Coach - National Women's 15 a-side Team

The Physiotherapist role is an important medical position within the National Women's 15 a-side program and is responsible and accountable for the management of the physiotherapy program, as well as the setting of standards applicable to this high level team program.

Responsible for:

- Coordination and delivery of the physio-related activities of the medical team
- Assembly of complete physiotherapy "kit" as required for team assembly and tour as well as implement stock control and ordering systems as required by the team
- Attendance at all assemblies/ team meetings/ training sessions/ games as required
- Assist Team Management in all team transfers/ setups.
- Ensure suitable times are available during team assemblies/ tours for treatment of player injuries.
- Implement a booking system
- Ensure physiotherapy services provided remain "current" and meet all players and team requirements.
- Provide written treatment/ rehabilitation programs and monitor/ update programs as required.
- Development and implementation of team stretch and prehabilitation sessions.
- Assist the Medical Coordinator to present player medical and training status reports at Coaches/Management meetings
- Submit reports on player treatment progress.
- Screen with Medical Coordinator all nominated players and provide appropriate assessment reports
- Develop with Medical Coordinator active prehabilitation programs to meet individual player needs.
- Attend meetings coordinated by Medical Coordinator as considered necessary.
- Assist the Medical Coordinator in the management of player injuries during games and manage players' recovery following substitution.
- Liaise with Medical Coordinator with respect to prehabilitation, rehabilitation programs in the development/ implementation of strength and conditioning programs.

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Requirements:

Appropriate qualifications
 Availability for all key events
 Elite team physiotherapist experience; international level desirable
 Proven leadership experience
 Excellent, proven communication abilities
 Excellent, proven organizational abilities