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To: All Coaches & Managers  
From: Aaron Takel – Rugby Alberta  
Subject: Rugby Alberta Provincial Team Staff Applications 2012  
Date: November 1, 2011  
CC:

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Coaches & Managers,

Rugby Alberta is planning for the 2012 season and looking to fill the team staff positions for the numerous Alberta age groups. Rugby Alberta will be looking for the following per team:

- 1 Head Coach
- 1 Assistant Coach
- 1 Team Manager/Chaperone

Rugby Alberta will be fielding 7 Provincial representative teams in 2012 for various games and competitions. The age groups will be as follows:

- U14 Boys (Possible touring team)
- U16 Girls (Tentative)
- U16 Boys
- U18 Girls
- U18 Boys
- U20 Women
- Senior Women

### **COACHES**

The Head Coach will be solely responsible for the entire aspect of his/her team including the activities and conduct of his/her team staff.

It is the Head Coach's responsibility to ensure that all staff members and parents observe the Rugby Alberta rules, policies and by-laws.

Team Alberta coaches will be expected to work co-operatively with the other coaches and staff assigned to the same team and with the rest of the representative coaches, to develop program continuity, an age-appropriate player skills continuum, common coaching philosophies, practice and game strategies and tactical concepts.

Team Alberta coaches are expected to have strong technical expertise, excellent teaching abilities and exemplary inter-personal and communications skills.

Team Alberta coaches are expected to fully commit to a schedule that includes participation in the Rugby Canada / Rugby Alberta High Performance Program which focuses on off-season player development (January to March), early identification and recruitment of potential representative players (April to early May) and ID camps and trial games in May/June through to the conclusion of the program post competition. .

Coaches will need to submit electronically a coaching resume and cover letter. They will need to produce the following documents:

- Evidence of NCCP Education;
- Evidence of IRB Rugby Ready Course;
- Evidence of experience in 15's;
- Two contactable references;
- A desire to work with and assist Rugby Alberta staff and programs to become and elite rugby province within the set guidelines;
- An outline of your coaching philosophy;
- Police background check (If working with players 18 years old or younger).

Target ability / experience for coaches will be NCCP Comp Intro Certified or equivalent;

- Sound knowledge of 15's technically and tactically;
- 2 years coaching at the appropriate or higher stages of the LTRD;
- A desire to progress in high performance 15's

### **MANAGER/CHAPERONE**

Off-field areas of responsibility for manager/chaperone include registration of players at tryouts including collection of all try-out fees, preparation of team roster spread sheets, distribution of team apparel, on-going communications with players and parents using phone calls and e mail, information management for player fund-raising efforts, notification of coming events and collection of sponsorship money.

Liaison with the Rugby Alberta staff and working within a budget will be required. Strong computer skills, excellent inter-personal skills and organizational skills are essential.

On-field duties for managers mostly involve organization of game day needs such as water for players, assisting coaches with equipment and preparation of game sheets.

- Operating within the budget
- Registration of players
- Collection of player fees
- Distribution of written material
- Clear communication with the coaching staff and players
- Clear communication with the parent / guardian
- Computer skills
- Training day duties – defined within the coaching environment
- Game day duties – defined within the coaching environment

- Liaison with the Rugby Alberta Staff

Managers/chaperones will need to submit electronically a management resume and cover letter. They will need to produce the following documents:

- Evidence of NCCP education (Preferred but not essential);
- Evidence of IRB Rugby Ready Course (Preferred but not essential);
- Evidence of work within a rugby environment if possible;
- Previous knowledge of understanding a budget and working with finances;
- Two contactable references;
- Police background check (If working with players 18 years old or younger).

If a head coach shows a desire to work with a specific individual who meets the above criteria then this will be assessed on a case by case basis.

Coaches and manager/chaperones will receive an honorarium in place of a "fee for service" to assist with covering their expenses in this voluntary position. In addition team staff will receive:

- Rugby Alberta clothing
- Paid travel, meals and accommodations to season competitions eg. National Festival, Canada Games, Western Canada Games
- Professional development grant (providing contractual items are met)
- Free invitation to the Rugby Alberta coaching conference 2012
- Access to a large amount of coaching and management resources

<b>APPLICATION START DATE:</b>	<b>TUESDAY NOVEMBER 8, 2011</b>
<b>APPLICATION END DATE:</b>	<b>THURSDAY DECEMBER 1, 2011</b>
<b>ANNOUNCEMENT OF TEAM STAFF:</b>	<b>SATURDAY DECEMBER 3, 2011 (RA AGM)</b>

For complete details on various positions and duties please refer to the Rugby Alberta website ([www.rugbyalberta.com](http://www.rugbyalberta.com)) under **Job Postings/Rep Team Staff**.

Aaron Takel

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Rugby Alberta