



Age Grade Provincial Rugby Team Manager U17

Location: Alberta

Reports To: Manager, Rugby Operations

Contract Type: 1 year Volunteer

Start Date: March 2026

Position Summary

The Age Grade Provincial Rugby Team Manager plays a key role in ensuring the smooth operation of the provincial age-grade team. This position oversees the day-to-day logistics, communications, and administrative support required to deliver a high-quality representative program. The Team Manager works closely with the Head Coach, support staff, athletes, and families to maintain a well-organized, athlete-centred environment.

The manager is required to attend:

- June 27 – 28 to attend the Alberta Regional Championships (ARCs) for selections, if required by coach to assist
- July 10 – July 12 Top 40 Camp, in Olds, Alberta
- Additional training dates to be confirmed
- End August for potential competition in Ontario

Key Responsibilities

Team Operations & Logistics

- Coordinate training sessions, matches, travel, accommodations, and team meals.
- Manage team equipment, kit distribution, and inventory tracking.
- Liaise with host venues, transportation providers, hotels, and catering services as needed.
- Ensures the team fees are collected before travel in consultation with the Rugby Alberta treasurer.

Communication & Administration

- Act as the primary point of contact for players, parents/guardians, and support staff.
- Distribute schedules, itineraries, and important team updates.
- Maintain accurate records of player attendance, emergency contacts, medical forms, and waivers.
- Assist with reporting injuries and ensuring adherence to concussion and safeguarding protocols.

Event & Match Day Support

- Organize and manage logistics for matches, including registration, check-in, and venue setup.
- Ensure all players have required gear and are aware of schedules and expectations.
- Support team and staff on-site with coordination and troubleshooting.



Compliance & Risk Management

- Ensure compliance with provincial union policies, including safeguarding, travel guidelines, and medical protocols.
- Secure and manage all necessary documentation (e.g., player registration, travel consents).
- Assist in maintaining a safe, inclusive, and respectful environment for all athletes.

Key Qualifications & Experience

Essential:

- Strong organizational skills and attention to detail.
- Experience working with youth or in team management, administration, or logistics.
- Excellent interpersonal and communication skills.
- Current vulnerable sector check

Desirable:

- Previous experience managing youth sports teams or events.
- Familiarity with rugby or high-performance sport environments.
- Proficient in email, spreadsheets, and basic administrative tools.

Key Attributes

- Dependable, proactive, and solutions-focused.
- Strong communicator with a calm and supportive presence.
- Committed to creating a positive team culture and athlete experience.
- Able to manage time and responsibilities effectively under pressure.

Application Process

Interested candidates should complete the [google form](#) and attach a **resume** and **cover letter** outlining their experience for age-grade player management to info@rugbyalberta.com by 18:00 on February 14th 2026.