



## Age Grade Provincial Rugby Team Manager U19

**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 15s 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.

Rugby Alberta is looking for one manager per team.

The manager is required to attend:

- July 10 – July 12, Top 40 Camp, in Olds, Alberta
- Additional training dates to be confirmed
- July 19 – 26 U19, Canadian Rugby Championships in Guelph, ON

### 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](mailto:info@rugbyalberta.com) by 18:00 on February 14th 2026.