

## **DRAFT - Expectations of GU level staff members - DRAFT**

This draft of expectations of staff members emerged from the conversations regarding what we should expect as a job description for a full-time, paid staff member at the GU level. This details foundational duties that would be expected of all staff members, regardless of the GU and would ensure a consistent performance in all GU's. Additional duties would be expected based on interaction between the USA Rugby supervisor, the staff member, and the officers of the GU.

### Required Preparation of GU Staff Members

1) Training Program

USA Rugby will develop a "training program" to educate new staff members before they assume responsibilities in the GU. The training program should include education and knowledge of USA Rugby Policies and Practices regarding:

- a. Bylaws
- b. Membership requirements and process
- c. Eligibility Regulations
- d. Disciplinary Regulations
- e. Competitions structure and policies

2) Policies and Practice Manual

Each staff member should receive a manual that can be updated as appropriate (e.g., a 3-ring binder with appropriate information).

3) National Office Supervisor

The USA Rugby National Office should assign a GU Staff Supervisor who would be:

- a. Responsible for training new staff members
- b. The primary point of contact for all GU staff members
- c. Review and assess staff performance against documented goals and responsibilities

### Minimum Skills Required of a prospective GU Staff Member

- 1) Effective oral and written communicator
- 2) Good listener and mediator
- 3) Computer skills - basic word processing, spreadsheet use
- 4) Communication Software – basic web application use, Facebook, etc.
- 5) Able to use the USA Rugby Competition Management software
- 6) Knows limitations and not afraid to seek assistance and/or information
- 7) Understands the US amateur sports model, administration, and competition
- 8) Pass a criminal background check per USA Rugby

### Expectations and/or Duties

There are three broad levels that define the staff member's role within the GU:

- 1) Local GU Administration
- 2) Rugby Development
- 3) USA Rugby Duties

Within each category, these duties can be further broken down duties based on the following areas:

- 1) USA Rugby liaison
- 2) Development (e.g., player, coach, referee and administration)
- 3) Membership
- 4) Competitions

The duties detailed within each area below represent minimal expectations of a staff member in any GU.

1) USA Rugby

- a. Direct link and liaison between the GU and USA Rugby
- b. Regular conference calls with USA Rugby
- c. Implement USA Rugby programs
- d. Implement uniform USA Rugby bylaws and constitution
- e. Educate, distribute, and implement USA Rugby polices at the GU level
- f. Work with GU leaders to make recommendations for operational change to USA Rugby

2) Development

- a. Facilitate strategic planning within the GU
- b. Establish a 100 day plan
- c. Work with GU administration to develop a budget and monitor resources
- d. Enhance communication and information flow within the GU (e.g., website, Facebook, etc.)
- e. Organize and facilitate
  - i. Player development programs
  - ii. Coach development programs
  - iii. Work with GU Referee Society to implement recruitment, training and development programs
  - iv. Club administrator development and training programs (best practice models) and work with teams to help strategic planning
  - v. Development of a network of local volunteer development officers
- f. Establish relationships with local community leaders
- g. Work to identify potential rugby playing facilities within the GU
- h. Seek and develop potential sponsorship opportunities
- i. Facilitate high performance programs in GU for elite players
- j. Work with existing and emerging SBRO's

3) Membership

- a. Facilitate and track registration for all clubs and members (e.g., players, coaches, referees, and administrator)
- b. Point of contact and custodian of records for all:
  - i. eligibility questions and appeals
  - ii. disciplinary actions and appeals
- c. Help to organize and facilitate GU level meetings
- d. Regular communication with GU members

4) Competitions

- a. Coordinate and oversee competitions leading to the USA Championships
- b. Help to identify facilities for local, GU, and national level competitive events

- c. Maintain accurate records of all competitions within the GU

The GU staff member will have to work closely with the GU level volunteer officers to achieve success. As the only full-time paid person involved, the staff member will have an important responsibility to keep the elected GU officers and other volunteer in the loop and moving forward.