



THAMES VALLEY RUGBY FOOTBALL UNION INC

HEARTLAND TEAM MANAGER – THAMES VALLEY SWAMP FOXES **ROLE DESCRIPTION**

POSITION OVERVIEW

The Heartland Team Manager is responsible for the off field discipline, welfare, organisation, and professional management of the Thames Valley Swamp Foxes during the Heartland Championship season, preseason, and all organised matches. The role works in close partnership with the Head Coach and CEO to ensure a safe, accountable, and high-performance environment, while upholding the values, reputation, and standards of the Thames Valley Rugby (TVRU) and New Zealand Rugby (NZR).

REPORTING LINE

This role reports directly to the Chief Executive Officer, Thames Valley Rugby Union, and the Thames Valley Swamp Foxes Head coach. (In their absence, the Chairperson of the Board of Directors.)

The Team Manager may be required to report directly to the Board of Directors at specific intervals.

CONTRACT PERIOD

- Commencement: 1 May 2026
- Completion: 31 October 2026

(Planning outside this time may be required) Duties extend across preseason, the Heartland Championship season, and postseason reporting.



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KEY RESPONSIBILITIES

Player Welfare, Discipline & Conduct

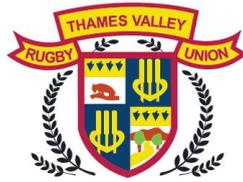
- Ensure all players representing Thames Valley Rugby:
- Well organised, disciplined, and professional off the field
- Meet all off field obligations
- Act as positive role models for Rugby in New Zealand
- Do not behave in any manner that brings Thames Valley Rugby, its teams, or the game into disrepute.
- Manage off field incidents or misconduct involving players or team management in accordance with New Zealand Rugby Union policies and procedures
- Ensure all players and team management adhere to the NZ Rugby Union Code of Conduct

Team Operations & Match Support

- Support the Head Coach in all matters relating to team operations and logistics
- Co-ordinate team travel, accommodation, and matchday organisation
- Carry out duties related to on field and matchday team requirements
- Ensure smooth and professional team operations across all fixtures

Equipment & Resource Management

- Ensure all player and team requirements relating to:
- Training equipment (together with the assistant manager)
- Playing uniforms (together with the assistant manager)
- Associated equipment (together with the assistant manager) is fit for purpose, available when required, and secure at all times
- Ensure all Thames Valley Rugby Union equipment and uniforms are returned in full and on time to the Union office at season end.



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Financial Oversight & Governance

- Work in conjunction with the CEO to ensure the Heartland team budget is managed in line with:
- Thames Valley Rugby Board expectations
- Finance Committee expenditure guidelines
- Ensure all financial matters are referred to the CEO for approval.

Culture, Leadership & Team Environment

- Assist the Head Coach to build a cohesive and unified team environment through strong off field leadership
- In conjunction with the Head Coach, establish and support a Players' Committee that contributes meaningfully to team culture, connection, and communication
- Promote professionalism, accountability, and respect across players and management.
- Actively promote and live the Swamp Foxes DNA and team values.
- Contribute to a positive, accountable, and high-performance environment.
- Act as a role model for professionalism and commitment.

Community Engagement

- Champion and actively support community initiatives, demonstrating alignment with Swamp Fox values with programs such as Goldfields School.
- Act as a positive ambassador for the team, communicating with a professional approach about players and the team when engaging with media, sponsors, and stakeholders.

Reporting & Board Engagement

- Attend end of season debrief meetings and provide a written Team Manager report
- Provide team related reports when requested to:
 - CEO
 - Chairperson of the Board
 - Board of Directors
- Attend and report to monthly Board of Directors meetings when required



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KEY PERFORMANCE INDICATORS

- Effective and professional support provided to the Coaching Staff
- All off field incidents managed appropriately and in line with NZR policy
- All Union equipment and uniforms returned in full and on time
- Professional representation of Thames Valley Rugby Union at all times

TIME COMMITMENT

- Preseason planning and preparation
- Full availability for training sessions, match days, and team travel
- Weekend travel commitments for away fixtures
- Additional time for administration, reporting, and Board engagement

ACCOUNTABILITY

- Accountable to the CEO of Thames Valley Rugby Football Union
- Required to engage with the Board of Directors as requested
- Responsible for compliance with all Thames Valley Rugby and New Zealand Rugby requirements.

A handwritten signature in black ink, appearing to read 'S Penney', is positioned above the printed name.

Scott Penney
Chief Executive Officer
Thames Valley Rugby