



PRINCIPAL PARTNER

Position:

USA Rugby T&E Regional Administrator (x7)

USA Rugby Mission:

To unite an inclusive, passionate American rugby community and ignite sustainable development that grows a game reflective of our core values and history.

Role Purpose:

The role is responsible for the regional co-ordination of World Rugby Certification Courses, other USA Rugby National Courses, and any other training and education activities where appropriate.

Description of Duties:

Functions/Objectives:

- Ensure there is one contact point for T&E related matters within the region.
- Ensure that there is regular communication amongst all stakeholders (Y&HS, Collegiate, Club, Referees) within a region on T&E related matters.
- Ensure that World Rugby's standards across delivery and administration are met, if not exceeded, in all aspects of T&E.
- Ensure that Educators and Trainers are assigned in the best interests of participants, the educators/trainers themselves, and within budgetary requirements.

Qualities:

- Conducts themselves appropriately to reflect/represent USA Rugby. Abides by USA Rugby Code of Conduct and is Safe Sport certified.
- Respects the rights and dignity of all players, coaches, administrators, referees and other stakeholders in the rugby community.
- Is committed to building a diverse and inclusive rugby community that is welcoming for all.
- Familiarity with World Rugby and USA Rugby T&E programs (does **NOT** need to be a World Rugby Educator/Trainer)
- Familiarity with the governance structures of Rugby stakeholders within local region.
- Familiarity with Google platforms.

Accountable/Reports to:

This position reports directly to the Sr. Dir. T&E.

2020 Stipend:

\$600 provided until 31 Dec 2020. (Stipend amount for 2021 is intended to be determined on a workload basis – either per course or per participant – with details yet to be finalized.)





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Course-related Duties:

- Work with local stakeholders (Y&HS, Collegiate, Club, Referees) to anticipate local course requirements and schedule accordingly
- Manage ad hoc requests for courses from local stakeholders.
- Ensure course hosts are identified for all courses and are aware of requirements for hosting a course (players available, meals, equipment, etc)
- Make scheduled courses available for public registration on Sportlomo (or whatever registration system is used, including a future LMS)
- Ensure courses meet min/max participant thresholds
- Manage availability of regional T&E workforce
- Assign Educators/Trainers required for a course to proceed (non-medical)
- Request an Educator from another region as circumstances dictate
- Work with National Office on logistical issues (e.g. travel, expenses, etc)
- Ensure any post-course admin is completed by the course's Educator/Trainer (e.g. marking attendance, data entry in WR systems)

Other Duties:

- Engage with all regional stakeholders to promote courses (including any National ongoing education activities)
- Liaise with USA Rugby Medical T&E Contact regarding scheduling and assignment of Educators/Trainers for Medical courses
- Assist in identifying candidates within region for potential Educator/Trainer training
- Communicate back to USA Rugby National Head Office regarding regional needs for online-only courses
- Communicate back to USA Rugby National Head Office regarding regional needs and opportunities for ongoing education (i.e. non-certification training, National Development Tours)

Application Process:

Submission:

- Complete online application form: <https://forms.gle/Rieizab4fwMougev7>
- Selection committee will be formed with 7 representatives, from: Y&HS Council, Collegiate Council, Senior Club Council, Referees, USA Rugby National Office, USA Rugby DE&I Committee, Rugby Americas North.

Closing date:

8pm PT, Wednesday October 14th, 2020

