**U16 PDG Team Manager**

**Commitment** – Attendance at Games and majority of training sessions, along with admin support

**Duration** – PDG runs throughout the season from September through to April. They have 4 fixtures against other Counties and 17 training sessions along with 2 taster sessions and 2 trials. Majority of training sessions take place on a Monday evening at Cheshunt or Harpenden. Fixtures are on a Sunday afternoon.

**Responsibilities**

* Updating Spond with training and fixtures and keeping on top of attendance
* Sending relevant emails to parents
* Supporting with arranging home and away fixtures
* First point of contact for parents and players
* Attendance at majority of training/fixtures – supporting coaches and players
* Social media content (not essential)
* Supporting Head coach and DOR with other admin needs

**Requirements**

* An interest in the girl’s game
* Experience in the Rugby environment as a player or administrator