

Florida Rugby Union
General Manager - Job Description

The Florida Rugby Union's (FRU) General Manager position is required to be self-motivated and results-driven to direct and manage our organization's day-to-day activities and to develop and implement effective rugby strategies and programs.

The General Manager oversees and assists with matters related to four broad categories

- Senior Men's and Women's Rugby
- Collegiate Men's and Women's Rugby
- Referee and Coach Development
- Organizational and Financial Management

Key Duties Include

- Work with divisional Vice Presidents and President to develop, create, and manage divisional schedules
 - Senior Men's including but not limited to: Premier, Division 3 and Division 4
 - Senior Women including but not limited to: Premier Women
 - College Men's including but not limited to: Small College and Florida Collegiate Conference
 - College Women's including but not limited to: Division 1 & Division 2
- Registration
 - Assist clubs and their players with the annual registration requirements
 - Ensure the clubs are correctly inputted within the system
 - Ensure that the Union is receiving its correct funds from the registration system
 - Help clubs use the registration system
- Match reporting tracking and ensuring team compliance
 - Ensuring that teams and referees report their scores after the match, per the Union policies
 - Listing those results on the website and CMS. Work with social media coordinator or Secretary to publicize these on social media.
 - Ensuring that red cards are properly reported to the Disciplinary Committee and that clubs know their options for appeals and providing evidence
- Event Operations
 - Working with the Union president and/or other Board Members, set up and operate the Annual General Meeting
 - Working with the Union president set up and operate the various Divisional and/or combined State Championship Events
 - Coordinate and schedule, along with the Men's & Women's Vice Presidents. the Summer 7s tournaments
 - Working with the Union president, set up and operate the regional and national Championship events when awarded to the FRU.

- Develop event partnerships and relationships with local sports commissions to place bids for national events and have their support for our State events
 - Work with the president and the various vice presidents to operate and assist with other Union sponsored events including but not limited to; Development Camps, Coaching Courses, High-Performance Tours and Referee Development Events.
- USA Rugby
 - Develop strong relationships with the National Office employees to ensure we are able to effectively help and advise our members on matters relating to the National Office
 - When required to do so, represent the FRU on National Committees, Conference Calls, and Meetings
 - Work with USA Rugby to ensure that all of our teams are in compliance with their requirements.
 - Work with USA Rugby and local host clubs to schedule coaching and referee certification courses.
- Third-Party Vendors, Service and International Clubs and Unions
 - Develop relationships with third party vendors, service providers, domestic and international professional clubs and unions. These relationships are built to help provide more opportunities for our member clubs.
 - Manage any Union contracts with service providers to ensure we are getting the contracted services and/or value from the contract
- Customer Service to Membership Clubs
 - Be available to clubs via email, phone, and text message to answer questions. You do your best to answer these questions within a reasonable time. Weekends, holidays, and evenings may result in slower answers than during the 9 am to 5 pm workday.
 - Relationship building with as many clubs as possible to ensure that you have a comfortable person to contact with questions.
 - Establish dialog with clubs when they are having difficulty in any number of rugby-related activities, especially numbers, coaching and compliance
 - Be a sounding board for clubs who wish to receive advice on but not limited to; tournaments, referees, coaching support, scheduling, overall club development, and structure,
- Referees
 - Liaise with referee scheduler to ensure all matches are covered and find potential matches that might have issues being covered
 - When needed, be an intermediary for clubs and referees about potential issues
- Media, Video, Website & Social Media
 - Work with the FRU Secretary and President to create, update and post on the FRU website and social media.
 - Direct and manage the FRU media-based employee, in the event that the Union hires a media person to lead the website and/or social media.

- Work with third party media groups to ensure they have the correct information in relation to our divisions and events.
- Represent the Union on interviews as needed to promote our divisions and events
- Planning
 - Develop and operate, with board approval, various short and long term plans including and not limited to; Social Media, Website, Events, Growth, Development of Coaches, Referees and Players
 - Union growth and development planning, ensure as best as possible that the community and ecosystem of Florida Rugby are capable of growth and development.
- Financial
 - Work with the treasurer and president to develop annual budgets and other financial documents
 - Complete basic bookkeeping duties with the authorization of the Treasurer. Including but not limited to; depositing checks/cash, issuing checks (up to \$10,000), payments for authorized items, logging transactions, and liaising with the Union's bank.
- Board Meeting & Communication
 - Attend all board meetings, providing reports, details and other information as requested by the board
 - Communicate regularly with board members via, calls, emails, text messages to ensure they have enough information and assistance to complete their job duties
 - Take direction from Board members on specific items, tasks, and projects. This communication should include the Union president.

The Job description and corresponding employment contract is automatically renewed annually unless otherwise requested by the president of the Florida Rugby Union