



COUNTIES MANUKAU RUGBY FOOTBALL UNION (CMRFU)

CHIEF EXECUTIVE OFFICER

Job Description

Responsible to:

Chairman - CMRFU

To carry out the policy and directions of the CMRFU as notified by the Board Chairman, or as approved by the Board.

Location:

ECOLight Stadium, Pukekohe

Purpose of Position:

To provide strong leadership to, and management for, all levels of rugby within Counties Manukau Rugby boundaries, and to provide a clear line of communication between Counties Manukau Rugby, its affiliated organizations and stakeholders, other provincial rugby unions and the NZRU.

The Chief Executive Officer is the leader of the CMRFU staff and is responsible for the overall success of the Union by providing and protecting its best interests, profitability and welfare. And for implementing the policies and directions of the CMRFU Board as notified from time to time, while also establishing a positive working relationship with the Board and its stakeholders.

SPECIFIC FUNCTIONS:

1. RELATIONSHIPS WITH STAKEHOLDERS

1.1. To act as the CMRFU's representative and establish strong working relationships with the following stakeholders:

- CMRFU Clubs and affiliated bodies
- New Zealand Rugby Union
- Chiefs Club
- Other NZ Provincial Rugby Unions
- Sponsors
- Supporters
- Media Representatives
- Local Body Authorities
- Sport NZ
- Counties Manukau Sport

1.2. The Chief Executive is an ex-officio member of any CMRFU Advisory Groups enlisted by the Board.

1.3. In addition to the key stakeholders, the Chief Executive must establish and maintain an effective working relationship with the following:

NZ Police, Security Services, the CMRFU's Banks, the CMRFU's Insurance Company, Suppliers, Contractors, the CMR Development Trust Incorporated, CMR Trust (Friends of Counties Manukau Rugby) and various other Gaming Industry Trusts.

1.4. The Chief Executive is also responsible for ensuring the CMRFU has a strong working relationship with Clubs and Schools in the region and with all sections of the Media both locally, regionally and nationally.

2. OPERATIONS AND ADMINISTRATION:

2.1. To be responsible for the day to day operations of the CMRFU office.

2.2. To prepare a monthly report on all aspects of the activities of the CMRFU for presentation to the Board, covering financial, marketing, playing and administrative matters. To include explanations for highlighted variances from the CMRFU Annual Plan and Budget.

2.3. To be responsible for the personnel requirements of the CMRFU office, i.e. staff employment contracts, leave management, casual staff employment etc.

2.4. To be responsible for the establishment and maintenance of an office computer system to meet CMRFU's requirements.

2.5. To be responsible for the management CMRFU staff including their performance appraisal, objective setting and ongoing training and development requirements.

2.6. To be responsible for ensuring all CMRFU insurance, risk management, public liability and association liability requirements are provided for and current.

2.7. To ensure all necessary contractual agreements with suppliers and contractors are in place and monitored for the CMRFU.

2.8. To be responsible for annual maintenance coordination and compliance for the ECOLight Stadium, Pukekohe in conjunction with the CMRFU Rugby Advisory Group.

2.9. To ensure compliance with all relevant Occupational Health and Safety Legislation.

2.10. To develop and implement a Policy and Procedures Manual and operate within the Board's limits of delegated authority and ensure that the administrative requirements under the CMRFU Constitution are carried out in a timely manner.

3. FINANCIAL:

- 3.1. To develop and monitor the CMRFU's Annual Budget and other Financial Management reporting requirements, in conjunction with the CMRFU Finance Advisory Group and CMRFU Staff.
- 3.2. To ensure all compliance obligations are met.
- 3.3. To ensure invoicing and collection of income and sponsorship due is completed as required.
- 3.4. To ensure that creditors are paid as required.
- 3.5. To prepare applications for grants and sponsorship funding in conjunction with the appropriate CMRFU Board and Staff as required, along with implementing a tracking and reporting spreadsheet.
- 3.6. To manage staff salaries and casual staff wages, player payments, player retainers and incentive moneys and match-day cash handling for CMRFU representative fixtures.
- 3.7. To negotiate Player, Coach and Team Management contracts and retainers, within limits agreed and set by the Board.

4. PLANNING

- 4.1. To develop and maintain the CMRFU's constitution with the CMRFU Board.
- 4.2. To develop and maintain the CMRFU's Strategic Plan in conjunction with the CMRFU Board.
- 4.3. To develop and maintain the CMRFU's Marketing plan in conjunction with the CMRFU Promotions Committee.

5. COMMERCIAL, SPONSORSHIP AND MARKETING

- 5.1. To identify the key sponsorship / commercial opportunities available to the CMRFU for 2017 and beyond - to place market values to these, identify 'likely prospects' and work to secure these for the Union.
- 5.2. To seek new sponsorship / commercial and revenue generation opportunities and to service those relationships when they are established.
- 5.3. To co-ordinate the CMRFU's annual season ticket campaign.
- 5.4. To co-ordinate the CMRFU's annual merchandising requirements.
- 5.5. To co-ordinate the CMRFU's annual function and corporate hospitality requirements.

6 RUGBY:

Representative.

- 6.1 To ensure the success of all CMRFU Representative Teams, in particular The Steelers.
- 6.2 To work in conjunction with The Rugby Advisory Group, to co- ordinate the selection and appointment of Representative Coaches and supportstaff.
- 6.3 To co-ordinate, confirm and negotiate the fixtures programmed for CMRFU's NPC Team, other Senior Representative Teams and the Women'sRepresentativeTeam.
- 6.4 To liaise with the CMRFU NPC, Representative and Women's Representative Coaches and Managers to ensure that:
- Each team has the necessary training aids and grounds.
 - All matches, travel and accommodation arrangements are in place and within budget.
 - All Managers and Coaches of each team are aware of their responsibilities.
 - All home fixtures are organised and match day organisation is in place.
- 6.5 To liaise with the Chiefs CEO and Management to facilitate the hosting of appropriate Chiefs fixtures where possible and to ensure that Counties Manukau Rugby teams are involved in Chiefs fixtures where possible.
- 6.6 To be totally familiar with the NZRU participation and franchise agreements and ensure all requirements are fulfilled.
- 6.7 To be responsible to ensure a totally coordinated approach to ticketing, match advertising, pre-match entertainment, gate keeping, security, match programs and the facility and ground requirements, in terms of staging all NPC, NPC warm up fixtures, International fixtures, Super 12 fixtures, Super 12 warm up fixtures, development XV and Women's Representative matches NPC at Growers Stadium, Pukekohe or at other Counties Manukau rugby venues as required.

Rugby Growth

- 6.8 Through the Rugby Services Manager, implement programs that expand playing numbers and quality of performance within the Unions affiliated clubs primary and secondary schools with the objective of maximizing the union's natural population advantages.

Equipment and Gear

- 6.9 To co-ordinate the provision of all Representative Team clothing, gear and equipment requirements for the CMRFU NPC Team within budget and in line with Counties Manukau Rugby clothing, gear and equipment sponsorship agreements in conjunction with the NPC Coach(es) and Management.

Clubs

- 6.10 To provide support for an effective Senior Club Competition throughout the Union, working through the Rugby Services Manager.

Regional Academy

- 6.11 To support and maintain an effective Regional Academy, working with the active support of the NZRU.

7 DISCIPLINARY BODIES

- 7.1 To provide support for disciplinary and appeal matters on an as-required basis.

8 PERFORMANCE APPRAISAL

- 8.1 To accept that the Chief Executive Officer's role is subject to Performance Appraisals, in accordance with agreed Key Performance Indicators.