



## Club Manager

**Role Type:** Volunteer, Annual Appointment (September – August)

**Time Commitment:** Highest January – May

**Reports To:** Eastside Tsunami Board of Directors

**Board Status:** Ex Officio, non-voting member

### Position Summary

The Club Manager is the behind-the-scenes glue that keeps Eastside Tsunami running smoothly, nurturing community and ensuring strong systems rooted in integrity, accountability, and collective strength.

### Key Responsibilities

- Act as primary liaison to Rugby Oregon.
- Manage schedules, league communications, and registrations.
- Oversee communications to families.
- Coordinate volunteers and logistics.
- Ensure compliance with league requirements, including SafeSport certification and other required trainings.
- Build systems that help families feel connected.
- Participate as an ex officio member of the Board.

### Culture Keeper & Behavior Expectations

As a volunteer leader, I understand that I am an ambassador of rugby and represent Eastside Tsunami Youth Rugby Club, Rugby Oregon, and USA Rugby at all times. I commit to:

- Demonstrating responsible, respectful behavior on and off the pitch.
- Upholding the spirit and laws of the game and never encouraging dangerous or unsportsmanlike conduct.
- Treating players, coaches, referees, parents, and opponents with respect, generosity, and fairness.
- Offering praise freely and never ridiculing athletes for mistakes or losses.
- Participating in post-match social gatherings as an ambassador of goodwill.
- Supporting athletes in setting realistic, age-appropriate goals.
- Prioritizing athlete health and safety at all times.
- Never verbally or physically abusing or threatening officials.
- Using no obscene or profane language at any club event or activity.
- Supporting Eastside Tsunami as an all-inclusive club — no racist, sexist, homophobic, religious, or otherwise bigoted behavior.
- Never being under the influence of alcohol, tobacco, vapes, marijuana, or drugs at any club-related event.