

Date: 30 July 2017 revise 30 October 2017

To: Frontier Competitive Region

Re: 7s Director Job Ad_Frontier_2017-18
Follow up on my notice of July 2.

FRONTIER CR Men's 7s Director

An exciting opportunity to take the lead role in the administration of the FRONTIER CR Men's 7s National Qualifiers. The successful candidate will spend the first year; the 2017-18 season in a limited apprenticeship role shadowing the current FRONTIER CR Men's 7s Director (Howard Kent). They will follow the Director through the process in preparation for another year of organizing the FRONTIER CR Men's 7s competition. They will be coached through the process over the next year so that the transition will be seamless and allow them to prepare to completely take over the position in the 2018-19 season.

The role entails duties required to provide services as the FRONTIER CR 7s Director

- Lead role managing the FRONTIER CR 7s National Playoffs.
- Conduct an investigation to determine the timing & locations of FRONTIER CR 7s qualifiers.
- Update and refine FRONTIER CR 7s qualifiers bid package/ host requirements.
- Set a schedule for FRONTIER CR 7s qualifiers.
- Create budget for Qualifier host fees & Director travel costs.
- Director to review the applications and award of the Frontier CR Qualifier tournaments host sites.
- Negotiations with Qualifier venue hosts to review program and requirements.
- Refine team requirements, conditions of entry, tournament rules, instructions to refs, etc.
- Update and Issue FRONTIER CR 7s Tournaments Competition Rules and Regulations.
- Work with FR7QT hosts as they manage the QTs in their Region
- Director to determine 7s Qualifier brackets.
- Director to validate a player's eligibility information prior to each Qualifier tournament
- Prepare press releases and or liaise with press re: FRONTIER CR 7s Championship 2018.
- Manage/oversee the playoff system and establish tasks to be completed and set dates accordingly.
- Work with Qualifier Coordinators as they manage the QTs in their Region.
- Oversee the FRONTIER CR 7s Tournaments and establish tasks to be completed.
- Update and refine forms including: rosters, brackets, schedules results.
- Act as on site Commissioner; Check in Qualifier teams, Attend all matches, Keep match notes
- Issue match results.
- Determine which Clubs are to qualify for the USA National Men's Club Sevens Championship.
- Liaise with USA Rugby as needed.
- Participate in follow up discussions with FRONTIER CR Committee and 7s Qualifier hosts.

Requirements: The Apprentice should have sufficient rugby administrative experience, strong communication and interpersonal skills along with a desire to support the growth and development of small college rugby.

Stipend: The Apprentice will not receive a stipend. The Apprentice is expected, as a minimum, to attend the one for the Frontier CR 7s Qualifiers in 2018. The stipend for the role of the Director is negotiable - reimbursable expenses including office & travel expenses.

Please submit letter of application along with your 'rugby' resume to Frontier CR 7s Director, Howard Kent at info@denversevensrugby.com.