**JOB DESCRIPTION**

**JOHNS TROPHY and WALKER CUP TROPHY TEAM MANAGER**

The Team Manager (“TM”) is an Officer of the County but not a member of the Executive.

She should be computer literate and a good communicator to both her selectors and the members of her squad. She should either be an ex international, playing in the British Isles Championships or have five years experience of playing in the Johns,

This role is extremely important to the County as the TM is in charge of all inter-county competitions and is tasked with ensuring a balance in the whole team. Enabling opportunities for up and coming bowlers of whatever age, ethnicity to participate and understand the importance of both inter-county competitions.

**Calendar for the Year**

The Team Manager shall be responsible for:

1. Choosing four selectors from the four areas. Selectors should have a knowledge of bowling in the county and preferably will have played in the inter-county competitions; They should be prepared to attend quarter-finals, semi-finals and finals of competitions to see if there are any potential trialists for the following year;
2. Once the draw is known, ensure contact has been made with the opposition counties.
3. Checking the competition dates for the year;
4. Ensuring the dates are put in the calendar for any trials on the website;
5. Deciding and arranging the venues and times for said trials;
6. making sure all the arrangements are in place for any matches (home or away);
7. arrange for umpires where appropriate with the Umpire Co-ordinator;
8. in choosing venues she should be aware of how many miles away the venue is in order to ensure the distance is within the relevant mileage; also checking that any venue offered is within the distance specified in the Bowls England rules;
9. Notify all trialists of their selection;
10. When the team has been selected arrange to put the team on the website;
11. Ensure that you arrange for the results of the matches to be put on the Bowls England results system on the date match is played and also the Bowls Surrey match results.
12. Arrange meetings of the selectors where appropriate.

Ensure the TM is available to watch the Phyl Hill Trophy and speak to the four area secretaries to see if anyone has particularly come through in their area.

At the end of the season (October/November) the Team Manager should organize a meeting with her selectors to discuss the matches and any possible new trialists for the following year

Liaise with Bowls Surrey Junior Team Managers.