

# Surrey County Bowling Association



## ROLE DESCRIPTION

### JUNIOR TEAM MANAGER

This is a very important role, and demands total dedication to providing an environment in which bowlers under the age of 25, can develop their skills in the game of Lawn bowls. Bowls Surrey through the manager must show a duty of care to all individuals.

The applicant will preferably, but not exclusively be a County Badged player, preferably, but not necessarily with Middleton Cup or Johns Trophy experience.

#### Who will I work with?

- You will report to the Senior Team managers.
- You will liaise with the Vice Presidents.
- You will also be expected to provide a written report to all Management meetings.

#### What will I do?

- To be responsible for the good management of the teams selected to represent Bowls Surrey .
- As representatives of Bowls Surrey, the manager & players must conduct themselves in a way that does not bring it into disrepute.
- To be responsible in consultation with the Vice Presidents for the selection of all teams to play in Under 25's matches.
- To liaise with the Senior Team Manager on the progress of Junior players, with the view to recommending players to be considered for trials.
- To be available to attend Senior Team selection meetings, if invited.
- Arrange matches with other counties, clubs and associations by December 31st.
- Populate the online system with all agreed matches by 31<sup>st</sup> January.
- Ensure that the Match online system is kept up-to-date, and that the General Secretary is informed of any changes to match details, so that the website can be kept up-to-date..
- Prepare all necessary paperwork for matches, including scorecards.
- Players to be kept fully informed of their selection / changes for matches.
- Be available by phone and email for any last-minute problems.
- If the home venue for the Under 25's is to be changed, it must be approved by the Management committee.
- To keep the home venue fully informed at all times.
- At the end of each season, provide the Treasurer with a detailed list of income and expenditure.

#### How much time will I need to give?

- 3 hours per week administration.
- Attendance at all Under 25's matches.
- Attendance at latter stages of competitions, including Finals Day.

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<b>What do I need to do this role?</b>	<ul style="list-style-type: none"><li>• To be approachable and friendly, to be able to deal with any issues in a controlled and respectful manner.</li><li>• Good communication skills – verbal and written</li><li>• Well organised</li><li>• Good IT skills</li><li>• Have excellent attention to detail and accuracy.</li></ul>
<b>What are the benefits and how will you support me?</b>	<ul style="list-style-type: none"><li>• Satisfaction of making a vital difference to the County and the players within it.</li><li>• Being part of a team environment.</li><li>• Learning new skills and developing your ability to manage teams effectively, also to be able to clearly identify “players of promise”.</li><li>• The County will provide an agreed allowance, also reimburse any <u>agreed</u> expenses that you incur.</li><li>• The County will provide any necessary training and support as required.</li></ul>