

Bowls Surrey



ROLE DESCRIPTION

JUNIOR TEAM MANAGER

This is a very important role within Bowls Surrey (BS), and demands total dedication to providing an environment in which boys, young men, girls, and young women under the age of 31, can develop their skills in the game of Lawn bowls. BS, 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/Johns Trophy experience.

Who will I work with?

- You will report to the Senior Team managers.
- You will liaise with the Presidential team.
- You will also be expected to provide reports to the BS board when requested.

What will I do?

- To be responsible for the good management of the teams selected to represent Bowls Surrey in the Bowls Surrey Juniors squad.
- As representatives of BS, the manager & players must conduct themselves in a way that does not bring BS into disrepute.
- To be responsible for the selection of all teams to play in matches.
- To liaise with the Senior Team Managers on the progress of Junior players, with the view to recommending players to be considered for trials.
- Arrange matches with other counties, clubs, and associations by December 31st.
- Populate the online system with all agreed matches by 31st January, in consultation with the webmaster(s)
- Ensure that the Match online system is kept up-to-date, that all teams selected are applied to the system, that match results are entered, that the Secretary or webmaster(s) are informed of any changes to match details.
- 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 issues with players.
- If the home venue(s) is to be changed, it must be approved by the BS Board.
- To keep the home venue always informed.
- At the end of each season, provide the Treasurer with a detailed list of income and expenditure.
- **Ensure the proper County dress code is adhered to by junior players and officers at all times.**

Special notes

- It is the responsibility of the Manger to ensure that, under no circumstances can a junior player wear the county badge on any attire unless they have qualified through competition to wear it.

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<p>How much time will I need to give?</p>	<ul style="list-style-type: none"> • 4 hours per week administration. • Attendance at all matches, unless exceptional circumstances prevent you from doing so. • Attendance at latter stages of competitions, including Finals Day & Leamington, when Juniors are participating.
<p>What do I need to do this role?</p>	<ul style="list-style-type: none"> • To be approachable and friendly, to be able to deal with any issues in a controlled and respectful manner. • Good communication skills – verbal and written • Well organised • Good IT skills • Have excellent attention to detail and accuracy.
<p>What are the benefits and how will you support me?</p>	<ul style="list-style-type: none"> • Satisfaction of making a vital difference to the County and the players within it. • Being part of a team environment. • Learning new skills and developing your ability to manage teams effectively, also to be able to clearly identify “players of promise”. • The County will provide an agreed allowance, also reimburse any <u>agreed</u> expenses that you incur. • The County will provide any necessary training and support as required.