



## Role Description – Junior Team Manager

### Purpose of the Role

- To manage the Bowls Surrey Juniors and enable them to develop their skills in a safe and encouraging environment

### Appointment

- Appointed by Management Committee to serve for a three-year period
- May be reappointed
- Enhanced DBS Check and Safeguarding Training required

### Key Contacts

- Senior Team Managers
- Junior Team Assistant Manager
- Junior Team Administrator
- Junior players and their responsible adults
- General Secretary

### Responsibilities

- Manage the Junior squad
- Attend all Junior squad events as far as possible and where it is not possible ensure that the Junior Team Assistant Manager or another DBS-checked County officer attends
- Agree details of matches with other counties, clubs and associations and other events with Junior Team Administrator, by 31 December as far as is possible
- Select teams to play in Amy Rose and White Rose competitions, Junior Home Counties League and other matches
- Ensure players or their responsible adults for those under 18 are notified of their selection and of any changes to matches or other events
- Organise Palm Trophy and Wessier Cup competitions
- Oversee trials and practice sessions
- Be available to be contacted over any last-minute problems
- Attend latter stages of Bowls Surrey Junior competitions as far as possible and where it is not possible ensure that the Junior Team Assistant Manager or another DBS-checked County officer attends
- Attend Bowls England Championships to support Surrey Juniors who are playing in Junior events
- Liaise with Senior Team Managers on the progress of Junior players with a view to recommending players to be considered for trials
- Report immediately any safeguarding concerns to County Safeguarding Officer treating them with strict confidentiality

- Ensure Junior Team officers and Junior players conduct themselves in a way that does not bring Bowls Surrey into disrepute
- Ensure Junior Team officers and Junior players adhere to the County dress code
- Seek the approval of the Management Committee for any proposed change to the home venue(s) of the Junior squad
- Send a report on the Junior squad to the General Secretary at least two weeks before each Management Committee meeting and at least one month before the AGM

### **Time Required**

- Unquantifiable time for managing the Junior squad
- Attend all Junior squad events as far as possible
- Attend latter stages of Bowls Surrey Junior competitions as far as possible
- Attend Bowls England Championships to support Surrey Juniors who are playing

### **Skills and Attributes Required**

- Approachable and friendly
- Able to build a rapport with young people
- Able to deal with any issues in a controlled and respectful manner
- Discreet and able to maintain confidentiality
- Well organised
- Good verbal and written communication skills
- Able to bowl to a good standard, preferably County badged, ideally with Middleton Cup or Johns Trophy experience

### **Junior Squad Events**

These usually include but are not restricted to the following:

- Amy Rose Competition (Women)
- White Rose Competition (Men)
- Junior Home Counties League matches
- Match v President
- Match v Combined Areas
- Matches v Home Venue Clubs
- Palm Trophy (Women) and Wessier Cup (Men)
- Trials and Practices
- Open Junior Day(s)