Role Description – Junior Squad Assistant Manager

Purpose of the Role

- To support the Junior Squad Manager in manging and developing the Bowls Surrey Junior squad

Appointment

- Appointed by Management Committee to serve for a two-year period
- May be reappointed
- Enhanced DBS Check and Safeguarding Training required
- May not serve in any other roles within the Junior section while holding this position

Key Contacts

- Junior Squad Manager
- Other Junior Squad Assistant Managers
- Junior Section Administrator
- Junior players and their responsible adults
- General Secretary

Responsibilities

- Assist in managing the Junior squad
- Provide help and training to develop their all-round game covering such topics as reading the head, strategy, measuring, etiquette
- Work with the rest of the Junior Squad Management Team to grow the Junior squad by adding Junior players who have not previously been part of the squad
- Attend as many Junior squad events as possible
- Oversee any Junior squad events assigned by the Junior Squad Manager
- Be available to be contacted over any last-minute problems
- Attend latter stages of Bowls Surrey Junior competitions as far as possible
- Report immediately any safeguarding concerns to County Safeguarding Officer treating them with strict confidentiality
- Ensure Junior Squad Management Team and Junior players conduct themselves in a way that does not bring Bowls Surrey into disrepute
- Ensure Junior Squad Management Team and Junior players adhere to the County dress code

Time Required

- Unquantifiable time for assisting in managing the Junior squad
- Attend Junior squad events as far as possible
- Attend latter stages of Bowls Surrey Junior competitions as far as possible

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

Junior Squad Events

These usually include but are not restricted to the following:

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