Role Description – Junior Squad Manager

Purpose of the Role

- To manage the Bowls Surrey Junior squad 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
- May not serve in any other roles within the Junior section while holding this position

Key Contacts

- White Rose and Amy Rose Team Managers
- Junior Squad Assistant Managers
- Junior Section Administrator
- Junior players and their responsible adults
- General Secretary

Responsibilities

- Manage the Junior squad
- Provide help and training to develop their all-round game covering such topics as reading the head, strategy, measuring, etiquette
- Endeavour to grow the Junior squad by adding Junior players who have not previously been part of the squad
- Attend all Junior squad events as far as possible
- Allocate at least one Junior Squad Assistant Manager to attend each Junior squad event
- Assign responsibility for any Junior squad events to a Junior Squad Assistant Manager as deemed necessary or appropriate
- Agree details of matches with other counties, clubs and associations and other events with Junior Section Administrator, by 31 December as far as is possible, endeavouring to see that events are arranged in each of the four County Areas
- Select teams to play in 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 Shield competitions
- 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 a Junior Squad Assistant Manager attends

- Liaise with White Rose and Amy Rose Team Managers on the progress of Junior players with a view to recommending players to be considered for trials
- Ensure two DBS-checked officials attend each Junior squad event and latter stages of Bowls Surrey Junior competitions (Junior Squad Management Team or other County officers)
- 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
- 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

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)