

## Wales Wheelchair Basketball Under 18 Team Manager Application Pack

### **Job Description**

**Job Title: National Junior Championships: Team Manager Under 18 Wales**

### **Remuneration**

This position is voluntary with travel expenses for training sessions and competition.

### **Background**

The National Junior Championships (NJC) is the premier annual tournament for junior players with teams representing regions and Home Nations across the UK. We are looking for an experienced and enthusiastic Team Manager who can match the Nation's aspirations for growth, development and legacy.

### **Overview of the Role**

The Team Manager is the key point of contact for the athlete throughout the 2024 National Junior Championships in Worcester. They will be responsible for all “non field of play” areas and the flow of communication between Coaches, British Wheelchair Basketball's (BWB) lead and the athletes. They will be in loco parentis for athletes, and work with other 2024 National Junior Championships team staff to ensure that the athlete experience at the event is positive, safe and well managed.

### **Dates required:**

- Sunday 23rd June 2024 at Aberystwyth University (Selection date).
- Two training sessions in July at Aberystwyth University (Dates to be agreed).
- Saturday 3<sup>rd</sup> and Sunday 4<sup>th</sup> August at the University of Worcester

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#### Responsibilities:

##### Overall Responsibility:

- To assist in creating a performance environment and culture for athletes and team staff at the 2024 NJCs.
- To manage and co-ordinate all team requirements for the 2024 NJC including:
  - Organisation of team selection and training dates.
  - Athlete and team staff data required in advance of the 2024 NJC.
  - The smooth transition of the athletes' duty of care at the beginning and end of the 2024 NJC.
  - Transport, arrival and departure processes, and movement of athletes from the hotel to courts, throughout the tournament, and back to the hotel.
  - Athlete and team staff kit ordering and distribution.
- To be the liaison point between BWB and the athletes on all matters relating to the 2024 NJC.
- To be in loco parentis of all athletes within the team and manage athlete discipline as required during the 2024 NJC.
- To work in partnership with the Welfare Manager, Co-ordinator and Officers to ensure the welfare of athletes and team staff throughout the 2024 NJC.
- To work in partnership with other Team Managers and team staff within the sport to ensure coherence between individual team and delegation plans.

##### Person Specification

- Have experience of managing young people and sports teams on residential trips.
- Be competent in managing and co-ordinating individual athlete and team data onto a central database system.
- Be young people focussed and able to plan, empathise and communicate effectively with athletes, team staff, volunteers and NJC personnel.
- Have an understanding of the issues affecting children and young people and the sensitive way in which these issues must be managed. These include controlling and managing individual and team behaviour, enforcing the NJC codes of conduct and welfare plan.
- Have an understanding and appreciation of the need to respect confidentiality.
- Have effective communication skills, both written and oral including conflict resolution skills.
- Understand the 'performance environment' required for an athlete.

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#### **Selection Policy**

- Attended a UK Coaching Safeguarding and Protecting Children workshop or a recognised equivalent or provided evidence of appropriate training undertaken in the last three years.
- Have a valid DBS until at least 31st August 2024.
- Geographical locations will be considered alongside the person specification and selection policy.

#### **Prior to the 2024 NJC, Team Managers are responsible for:**

- All athlete communication in relation to the 2024 NJC.
- Confirming selections, eligibility and availability of all athletes.
- Communicating team selections to the athletes and to BWB.
- Working with BWB to provide support with any event admin required and media requirements.
- Ensuring all athlete information (personal details, kit sizing, medical and welfare information, media biographies) is completed by team members and submitted.
- To support the planning of all team travel arrangements: to, from and during the 2024 NJC.
- Ensuring all team members are aware of the arrivals and departure processes for the 2024 NJC, including the transfer of the duty of care.
- Working with BWB and event organisers to agree an accommodation plan which meets the preferences of the team and squad as a whole.
- Reading the Welfare Plan for the 2024 NJC.

#### **During The 2024 NJC, Team Managers Are Responsible For:**

- All athlete communication in relation to the 2024 NJC.
- Highlighting the in 'loco-parentis' role with athletes and the expectations of behaviour.
- Completing the Duty of Care Transfer paperwork where required.
- Ensuring that the athlete arrival process is managed in accordance with the plans provided.

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- Submitting rooming lists. (If applicable)
- Managing individual athlete medical needs.
- Ensuring all athletes report at the agreed times for all training, competition and ceremonies.
- Implementation of the Welfare Plan and ensuring athlete welfare in partnership with the Welfare Co-ordinator and Officer
- Supporting any social /evening entertainment programme for all athletes.
- Supporting any public relations, communications, and media requests as appropriate with team members.
- Visiting the Hub area in the Athletes' Village on a regular basis to access information provided centrally. (If applicable)

#### **After The 2024 NJC, Team Managers Are Responsible For:**

- All athlete communication as appropriate.
- Passing all Duty of Care Transfer forms to the Single Point of Contact for the sport.

#### **Ready To Apply?**

If, having read all the information in this pack, you are interested in applying for the role of Wales under 18 Team Manager please complete the short application form by clicking on the link below:

<https://forms.monday.com/forms/49c962f376b1267e1e9f0fed672d9aaf?r=euc1>

Closing Date for applications is **Thursday 30<sup>th</sup> May midnight.**

If you have any questions regarding the role please contact:

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