



TEAM MANAGER ROLE DESCRIPTION

Team Manager Remit

London Youth Games is the largest multi-sport event in the UK. Over 30 sports are contested, each governed by their own rules. The Games itself is governed by a set of YLG rules which determine issues such as who can compete for what borough and overall standard of behaviour.

Team Managers are responsible for the recruitment, selection, preparation and attendance of the team and their behaviour, rules compliance and performance on competition days. They are also the first point of contact for their Welfare and Safeguarding. Team Managers are responsible for their team throughout the competition both on and off the field.

Person Specification

- Ideally qualified by a National Governing Body in coaching or a teacher
- Understand the rules of the sport well and able to communicate that
- Be CRB checked and ideally have some child welfare training
- Be organised and responsible
- Be committed to the team process

- Approachable and available to YLG and officials throughout the competition
- Has some experience of decision-making on behalf of a team
- Calm in pressurised situations
- Someone who is enthusiastic and dedicated to getting the best performance from young athletes

ROLE:

Planning:

Rules: Understand YLG and Sports Specific rules and ensure those competing understand them

Kit & Equipment: Ensure team is appropriately kitted out according to the rules and liaise with BTO or SGO where required

Transport: Ensure team arrives at the venue in appropriate time and ensure they have transport on return. (This could be a parental pick up or organising a team bus or escorting them on public transport)

Training: Arrange training opportunities for the squad to practice and develop under the YLG 2012 rules that will be used and are adequately prepared

Disciplinary: Ensure the behaviour of the team and those associated with it is respectful and in keeping of the "Spirit of the Games" at all times.



Pre-Competition:

Entries: Enter the squad details online (or to the BTO / SGO) in compliance with the YLG regulations for your given sport

Draws & Schedules: Download a copy of the draw or schedule and share with competitors and parents

Selection: Employ a transparent and simple to understand selection process for the competing team and communicate this information clearly

Welfare: Print out / compile team sheet (see E14 Squad Sheet template for example) and use as checklist on the day for contact numbers and sign in sheet. For Open Secondary competitions, this can be obtained from the Entry Management System online.

Training: Monitor and provide feedback to competitors on their training progress and send BTO / SGO regular updates of any challenges, successes or other notable information

Media: Send a Press Release to the local paper letting them know you are competing

Competition:

Registration: Arrive in plenty of time for registration. Re-read the YLG rules on alternates and team numbers permitted and then check and sign the team sheet provided by YLG. Collect paperwork and team pack

Team Manager Briefing: There will usually be a TM briefing held by the Competition Director. Attend and take notes where necessary and then communicate info to your team

Welfare: walk around the site to understand the layout and then designate a meeting point for the team. Be available throughout the day and aware of role as responsible adult for the team.

Preparing the Team: Hold a squad briefing with your team to remind them of your key coaching points and any rules issues

Timings & updates: Monitor the competition timings and make sure your team are prepared for any changes that have occurred due to weather or long matches/performances

Disciplinary: It is the TMs role to ensure good behaviour on and off the field of play. If there is a behavioural issue or a rules infringement that requires post-match discussion, the TM should be witness but not be involved unless requested

Post Competition:

Feedback: expected to provide full and frank feedback on the Team, the Competition delivery and any other relevant information

Celebration Event: Attend where appropriate in the Borough

Certificates: Ensure certificates are distributed