

## Team Manager

### Job Description

<b>Status of role:</b>	Contract for services
<b>Responsible to:</b>	Performance department
<b>Location:</b>	Various (Scotland, UK, International)
<b>Fee:</b>	£150 per day

### Introduction

Scottish Gymnastics is committed to the development of all our members of the sport as part of our long-term aim of developing performance through a sustainable and world class performance system.

The team manager is a key element to any club and sporting organisation to help manage a positive team environment which is conducive for the gymnasts competing / training and ensuring all welfare matters are managed. The team manager is responsible for the smooth running of the delegation's attendance at a residential training camp, and at an event, before, during and after.

### Overall role

To provide a high quality and safe experience for the designated team and in doing so be an ambassador for the sport of gymnastics by providing a high level of team management before, during and after the event. You will be responsible for the gymnasts, selected coaches, officials and any support staff selected for the event or camp, and lead on the day to day running of the team at the event.

### Requirements

- Scottish Gymnastics active membership (or become a member)
- PVG through Scottish Gymnastics (completed following recruitment if not currently a member through Scottish Gymnastics already)
- Complete Scottish Gymnastics safeguarding training and team manager training (following successful appointment)

### Desirable

- Have previous Team Manager experience with team(s) at a residential camp or representative event
- Been part of a delegation at a representative event/training camps in the past
- Working with young people through club, voluntary led activities

### Overall Responsibilities

- To effectively manage all the delegation to ensure a high-quality experience for everyone
- Responsible for the health, safety and wellbeing of the team/delegation at all times
- To ensure all members of the delegation follow high standards of behaviour and conduct in line with Scottish Gymnastics policies and agreements



- To ensure all members of the delegation are counted for and in agreed locations at the appropriate time i.e., training locations, lunches/dinners, bedtime protocol and assigned rooms.
- To liaise with the Scottish Gymnastics performance department, or the events team for Regional Team Finals, regarding logistical arrangements for the event such as travel, accommodation and catering and attend a pre-event meeting to review the team manager pack prior to travel for the Regional Team Finals.
- To be in loco parentis for all gymnasts in the team for the duration of the event including both field of play and non-field of play areas
- To be familiar with UK Clean Sport policies and procedures

## Specific Roles and Responsibilities

### Pre-event

- To attend (if applicable) and contribute to any pre-event meetings and contribute to any briefing events as required
- Be familiar with relevant codes of conduct for gymnasts, coaches, officials and any support staff
- Ensure all roles and responsibilities are clear (the performance team will ensure these are circulated to delegation)

### During the event

- Day-to-day management of all gymnasts, coaches, officials and support staff
- Communicate relevant information from event organisers to gymnasts, coaches, officials and support staff as required and ensure an effective communication process is in place to all the delegation
- Liaise with team staff/coaches/support staff to agree timings and key notes for delegation briefings on each day and communicate through the appropriate ways to the full delegation
- Attendance at official engagements and liaison between the host nation, member Federations and the host of the event
- Ensuring all relevant documentation is returned to the host nation on time (international trips)
- Hold daily team meetings to brief/de-brief as necessary
- Create and promote a positive team spirit and experience for all the delegation
- Manage any issues relating to non-compliance with all codes of conduct as required, and ensure these are recorded and sent back to Scottish Gymnastics
- Support, if required, formal protests/inquiries on behalf of the head coach
- Manage and co-ordinate all initial conduct with the media on behalf of Scottish Gymnastics
- Be aware of the clean sport procedures that may take place at the venue should a gymnast be selected for testing



## Post Event

- To provide a formal report to Scottish Gymnastics using the template provided
- Provide feedback and recommendations to assist in the improvement of the competition experience. This must be completed within two weeks of the event concluding
- Complete any necessary paperwork and finances, in a timely manner, to the Scottish Gymnastics Performance Department

*Note: The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements within the role, which may be required to perform from time to time.*

## Length of Appointment

The successful applicants will be given opportunities throughout the first year of their appointment.

The recruited pool of team managers will be reviewed annually on their effectiveness at events selected for and continuation in the pool will require an attendance at the annual refresher training workshop which Scottish Gymnastics will arrange.

