



The aim of the Team Manager is to create a professional and responsible squad environment allowing athletes to perform to the best of their abilities whilst upholding Scottish Fencing's culture, values and relevant policies. The Team Manager will contribute to the planning and preparation of the Scotland Team before and during the event, and will be the first point of contact for the fencers, coaches and parents throughout the event, using problem solving skills to manage any issues that arise.

**Team Manager (TM) Duties:**

- Work with the Scottish Fencing Performance Consultant to create a professional and responsible squad environment and a strong team culture which allows athletes to perform to the best of their abilities,
- Attend some of the pre-event training as agreed with the Performance Consultant in advance
- Managing the squad from the agreed entry to the agreed exit point.
- For under 18 events this will include chaperoning athletes in accordance with Scottish Fencing's Welfare policies, taking on parental responsibilities at the event venue while parents are absent.
- Attend weapons control to support the athletes through the process
- Ensure all athletes arrive at and depart from, the agreed entry and exit points and report at the agreed times for all local transport, training, competition and ceremonies,
- Is the contingent lead and primary contact for any officials/organisers of these events,
- Assist the Scottish Fencing Operations Manager and other Scottish Fencing employees in the planning and management of all aspects for these events. This may include assisting with booking travel and any other logistics.
- Access and disseminate information from the Event Manager/ Director to athletes, coaches, parents and guardians as appropriate; act as lead spokespersons on all matters on the day(s) of the events,
- Assist the Operations Manager to compile a risk assessment for the trip
- Working with the Coaching staff provide coaching advice and support to individuals and teams as required,
- Undertake other duties as required to ensure the Health, Safety and wellbeing of athletes, staff and other participants,

- Report any incident, Injury or accident to the COO/Head of Pathways as necessary and any disciplinary issues and code of conduct breaches to the Performance director.
- Contribute to a post event de-brief with the Performance Consultant, Lead Weapon Coaches and staff team.

#### **Essential requirements:**

- A knowledge of how to raise a formal complaint to the competition organisers if the occasion arises
- Good communication skills both written and oral. The TM needs to communicate effectively with fencers (including young fencers), parents and other coaches.
- Track record of problem solving and being able to resolve issues.
- Current member of Scottish Fencing and for Junior and Cadet teams have a PVG through Scottish Fencing
- Knowledge of Scottish Fencing's policy and procedures related to safeguarding and protecting young people and adults, in particular Scottish Fencing's Child Protection Policy and Protecting Vulnerable Adults Policy
- Knowledge of Scottish Fencing's role and responsibilities to safeguard the welfare of athletes Knowledge of the roles and responsibilities of local statutory agencies (social services, police and Local Child Protection Committee (CPC)).
- Basic knowledge of core legislation, government guidance and national framework for child protection.

#### **The TM must have attended/completed:**

- Child Wellbeing & Protection in Sport course (Children First) or British Fencing's equivalent safeguarding qualification
- British Fencing's Team Managers Training or have gained relevant experience of Team Management
- UK Anti-Doping Introduction to Clean Sport