

# International Lead/Performance Team Manager Selection Policy and Procedures

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## 1. Purpose of Document

This document is intended as a guide to the procedures by which the Chef de Mission and Lead/Performance Team Managers are chosen to accompany the British Fencing squads at the following tournaments:

- Nominated FIE Junior World Cups held outside the UK
- European & World Cadet and Junior Championships.

## 2. Terminology

BF Lead /Performance Team Manager (BF L/PTM)– BF member Performance Team Managers who have completed the BF Team Manager training program (level 2 or 3) as set out by BF.

## 3. Minimum Standards

Anyone wishing to be considered for selection for Junior World Cup Team Manager Duties must have

- an up to date and approved UK Sport Safeguarding and Protecting children in Sport Certificate
- an Emergency at Work First Aid Certificate.
- be on the BF Team Manager published register
- have a performance-level Team Manager qualification

British Fencing is introducing a new Performance Level Team Manager qualification. This qualification is required for anyone wishing to act as a GBR Performance Team Manager at FIE tournaments. The reason for this is that once athletes are representing GBR at this level the expectations of the athlete and the Performance Team Manager must change to support a performance culture. This training is to help Performance Team Managers (particularly those that have not been a performance athlete at this level) to understand this culture and provide the appropriate support.

## 4. Selection Factors

The document containing the selection factors can be found [here](#)

Previous experience as a Lead/Performance Team Manager will be taken into consideration.



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### 9. A - Annual Procedure

#### Input:

*List of Nominated Events: Junior World Cup Competitions, European and World championships*

*List of active and qualified BF Team Managers*

*Workforce Activity Log (if available)*

*End of Previous Season JWC review*

#### Output:

*List of Nominated Events with Team Managers*

*List of Nominated Events without Team Managers - input into **Individual Competition Procedure***

#### Procedure:

Step	Description	Responsibility
1.	Talent Pathway Manager informs EA of agreed Nominated Competitions & Talent Pathway training camps	Talent Pathway Manager & PD
2.	EA and SPM review selection processes and procedures, set framework for procedure including closing dates and output publication dates and pass information in writing to EA.	SPM EA
3.	Prepare pack for publishing on website with support from SPM. <ul style="list-style-type: none"> <li>• Announcement</li> <li>• List of Nominated Comps</li> <li>• Allocation Cut-off Dates</li> <li>• Allocation Application Forms</li> </ul>	EA
4.	Approve packs for publication	SPM
5.	Publish & email all Team Managers (email to contain links to website)	EA
6.	Collate applications and create list of L/P Team Manager available for each competition, colour coding any names where additional dependencies are noted in the application forms.	EA
7.	Closing date: Pass application forms and list to SP members using BF Team manager DropBox,	EA
8.	Prepare 1 <sup>st</sup> pass allocations based solely on availability	EA
9.	Arrange an Annual Selection Panel meeting to create assignment of L/P Team Managers to Competitions taking into account Selection Factors.	EA
10.	Undertake annual Team Manager Review prior to selections, using register list and activity log (workforce activity log)	EA
11.	Hold Selection Panel Meeting and create provisional L/P Team Manager selection (include all selectors at this point).	SP
12.	Document provisional L/P Team Manager selection and send to all Selectors after meeting	EA
13.	Review/approve provisional L/P Team Manager selection	All Selectors
14.	Publish <b>provisional selection</b> to all L/P Team Manager (successful and unsuccessful) via email with date to respond confirming they accept their selection	EA
15.	Deal with resultant issues raised – cc'ing SP members as relevant	EA
16.	Finalise <b>final selection</b> and forward to SP	EA

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17.	Log minutes of meeting with BF	EA
18.	Prepare and publish announcement with <b>final selection</b> (website and email)	EA
19.	Pass list of competitions without L/P Team Manager over to Individual Competition Procedure	EA

### 10. B - Individual Selection Procedure - BF Lead/Performance Team Manager

This procedure is designed to source BF Lead/Performance Team Managers in the event that the Annual Procedure fails to identify a suitable Lead/Performance Team Manager or sufficient number of Performance Team Managers, OR, an additional competition or training camp is nominated and requires Performance Team Managers (s), OR, published competition or training camp details are not as assumed at the time of the Annual Procedure.

**Input:**

Competition or training camp requiring a Team Manager

**Output:**

Team Manager assigned OR No Team Manager available

**Procedure:**

Step	Description	Responsibility
1.	GB Team Competition/ training camp requiring Team Manager. Notify EA.	Any
2.	Identify & notify TM Selection Panel	EA
3.	Set Closing Date (ideally 2 months before)	EA/SP Chair
4.	Prepare pack with support from SP Chair: Announcement Selection Cut-off Dates Link to Application Form(s)	EA
5.	Publish & Email all Team Managers (email to contain links to website)	EA
6.	Collate applications as they come in and create list of Team Managers available for competition/ training camp	EA
7.	Closing date: Pass application forms and list to SP	EA
8.	Select Team Manager to Competitions where choices are simply around availability	SP
10.	Set-up a conference call/or email discussion for SP in a timely fashion	EA
11.	Approve Team Manager selection	SP
12.	Log minutes of selection meeting with BF	EA
14.	Inform Team Managers (successful and non-successful candidates)	EA
15.	Inform Talent Pathway Manager of outcome – Team Manager found/no Team Manager found.	EA

## International Lead/Performance Team Manager Selection Policy and Procedures

### Version History (can be placed at end)

Version Number	Date Updated	Updated by	Comments
v0.1	12.05.2016	NB	First draft
V1.0	17.05.2017	NB/GU	Rebranded, updated and approved