International Team Manager Selection

Policy and Procedures

# Purpose of Document

This document is intended as a guide to the procedures by which Team Managers are chosen to accompany the British Fencing youth squads at the following tournaments:

* Nominated FIE Junior World Cups held outside the UK
* European Cadet and Junior Championships

Team Managers for Cadet and Junior World Championships will be appointed by the World Class Programme.

# Terminology

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

# 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\*
* have a valid DBS check (or equivalent) performed by BF in the last 3 years

\*British Fencing is introducing a new Performance Level Team Manager qualification. This qualification is required for anyone wishing to act as a GBR Team Manager at FIE tournaments. To support our performance ambitions, it is necessary for the ethos, expectations and culture of these squads to be performance led.

Therefore the expectations on and responsibilities of athletes representing GBR at this level are different and the role of Team Managers for these squads will be also be different.

This training is to help Team Managers (particularly those that have not been a performance athlete at this level) to understand this culture and provide the appropriate support.

# List of Procedures

The following procedures are used to select Team Managers to international opportunities.

**Team Manager Selection Procedures**

1. **Annual Nominated Procedure (ANP)** to source and choose BF Team Manager for nominated and WCP identified GB Team competitions. Reserve lists will not be operated – any additional requirements for Team Manager will be handled under the Individual Nominated Procedure.
2. **Individual Nominated Procedure (INP)** to source and allocate BF Team Manager (**BF TM)** in the event that the Annual Procedure fails to identify a suitable Team Manager OR, an additional competition is nominated and requires Team Manager(s), OR, published competition details are not as assumed at the time of the Annual Procedure.

# Governance

The procedures contained within this document will be the responsibility of the British Fencing to review annually, update and publish on the British Fencing website.

# Key Roles and Responsibilities

* **BF Executive Administrator** (EA) – Responsible for running the administrative aspects of the TM selection process
* **Selection Panel** - WCP representative, Equality and Safeguarding Manager, Weapon Managers

# General Principles

## Expenses

For competitions where BF will be managing the reimbursement of expenses, expense claims clearly showing the competition and the type of expense must be submitted within 2 weeks of the competition. Unless a Team Manager receives confirmation from British Fencing (and/or partners) that their claim has been received, BF cannot take any responsibility for failure to reimburse expenses. Failure to submit expenses within 2 weeks causes a significant knock-on effect because TM expenses are often split between the athletes and parents and athletes cannot wait indefinitely for officials to submit these. British Fencing will not carry TM expense liabilities therefore failure to submit expenses in a timely fashion may mean they are not charged to the trip and therefore cannot be reimbursed.

Please note that BF does not typically get involved with individual arrangements for Team Managers to support groups of fencers travelling to the many non-nominated satellite events. We would advise fencers to adopt a similar approach to BF in terms of expense reimbursement.

## Payment

This is a voluntary position that does not seek financial remuneration other than travel expenses as per the British Fencing expenses policy.

## Selection Factors

In selecting Team Managers for the role the following factors will be considered:

* Relevant Skills & Experience
* Availability
* Future aspirations
* Attendance at/Involvement in BF TM training sessions
* Cost (we will factor in the location of the TM and therefore the travel costs which are borne by the athletes)

## Selection Panels (SPs)

The Selection Panel must ensure that the activities of those panels are noted in writing and sent into Head Office. For simple discussions a copy of the final email confirming that they support the proposed allocation will suffice as a minute. Detailed discussions are not required – the agreed decision/outcome must be included.

# 7 A - Annual Procedure

**Input**:

*List of Nominated Competitions: Junior World Cup Competitions (JWCs), Cadet and Junior European (C&J ECs) and World Championships (C&J WCs)*

*List of active BF Team Managers*

*Workforce Activity Log*

**Output**:

*List of Nominated JWCs, C&J EC, C&J WC with Team Managers*

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

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Description** | **Responsibility** |
|  | Talent/Head Coaches inform EA of agreed Nominated Competitions requiring TMs | Talent Pathway Manager & PD |
|  | EA reviews selection processes, procedures and framework for procedure including closing dates and output publication dates and sends to Panel Members | EA |
|  | Selection Pack review and approve process | SP |
|  | Prepare pack for publication on website | EA |
|  | Publish Pack on website.   * Announcement * List of Nominated Comps * Application Forms * Selection Procedure * TM Job Description | EA |
|  | Publish & email all Team Managers (email to contain links to website) | EA |
|  | Collate applications and create list of Team Manager available for each competition, colour coding any names where additional dependencies are noted in the application forms. | EA |
|  | Closing date: Pass application forms and list to SP members using BF Team manager DropBox, | EA |
|  | Arrange an Annual Selection Panel meeting to create assignment of Team Managers to Competitions taking into account Selection Factors. | EA |
|  | Hold Selection Panel Meeting and create provisional Team Manager selection (include all selectors at this point). | SP |
|  | Document provisional Team Manager selection and send to all Selectors after meeting | EA |
|  | Review/approve provisional Team Manager selection | SP |
|  | Publish **provisional selection** to all Team Manager (successful and unsuccessful) via email with date to respond confirming they accept their selection | EA |
|  | Deal with resultant issues raised – cc’ing SP members as relevant | EA/SP |
|  | Record **final selection** and distribute to SP | EA |
|  | Log minutes/notes of meetings or calls with BF | EA |
|  | Prepare and publish announcement with **final selection** (website and email) | EA |
|  | Pass list of competitions without Team Manager over to Individual Competition Procedure | EA |

# B - Individual Selection Procedure – BF Team Manager

This procedure is designed to source BF Team Managers in the event that the Annual Procedure fails to identify a suitable Team Manager or sufficient number of Team Managers, OR, an additional competition or training camp is nominated and requires 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**:

TM assigned OR No TM 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 |
| 4. | Prepare pack:  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 relevant Selection Chair | EA |
| 8. | Select Team Manager to Competitions where choices are simply around availability | SP |
| 9. | Pass all information to relevant Selection Panel | EA |
| 10. | Set-up a conference call/or email discussion for SPM & selectors in a timely fashion | EA |
| 11. | Approve Team Manager selection (and reserves where possible). | 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/WCP programme of outcome – Team Manager found/no Team Manager found. | EA |

**Version History**

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| --- | --- | --- | --- |
| Version Number | Date Updated | Updated by | Comments |
| v0.1 | 17/05/2016 | NB | First draft |
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