

Lead Performance Team Manager - Roles & Responsibilities

1. Background

In June 2016 British Fencing undertook a review of the administration of Junior World Cups. This review took into account the feedback received from parents, athletes, BF staff, referees, Team Managers from the previous 12 months. The desire was to provide a simpler and more cost effective procedure for all involved.

As a result of this review British Fencing introduced a new role of Lead Performance Team Manager. This role sits alongside the role of Performance Team Manager.

2. Roles & Responsibilities

1. The Lead Performance Team managers (LPTM) will act as the primary reporting line for the PTMs.
2. There will be 3 LPTM appointed (one per weapon). The names of the LPTMs will be communicated to PTMs at the beginning of each season.
3. The LPTM is the first point of contact for any issues relating to the performing the role of PTM.
4. The LPTM will be responsible for the PTM pre, during and after the JWC event. The PTM will report directly to the LPTM for all matters relating to the role and or responsibilities. Any problems during the JWC will be reported directly back to the LPTM who in turn will report to BF if required.
5. LPTMs will be nominated at the beginning of every season by BF and the position is to last the season in full. This will take place no later than 3 weeks after the competition calendar is published. LPTMs are expected to accept or decline within 14 days after nomination.
6. LPTM may decide to attend the JWC event as the PTM in this case the LPTM will fulfil the PTM role as defined.
7. The LPTM must work with BF to allocate PTM to JWC events within 1 month of the competition calendar and consider appropriate back up or reserve cover for JWC in the case of emergencies. The LPTM will work with BF to ensure that PTM allocations and contact details are available on the BF website.
8. Where a Squad Coach isn't allocated, the LPTM will confirm the allocation of a second PTM to attend the JWC, if the total number of athletes under the age of 18 exceeds 10, in line with the current safeguarding practices recommended by the NSPCC.

Lead Performance Team Manager

9. The LPTM will act as a coordination point for requests for Personal Coaches to attend JWCs and liaise with BF (WCP) to obtain authorisations and inform the PTM and Sport:80.
10. The LPTM will assist the PTM where necessary to check the FCO travel Advice for the country in which the JWC is scheduled to take place and subscribe to the alerts and if in doubt seek further advice or clarification as per the security update found [here](#)
11. Liaise with BF regarding any PTM training required or back up of support for ongoing development of PTM.
12. Sport:80 will ensure all LPTMs have access to the JWC event details via the Sport:80 portal as a back system while the JWC event is taking place.
13. LPTMs are to ensure all post event reporting, surveys and forms required by British Fencing or Sport:80 are complete within the time frame given.
14. LPTMs will work together, consider the feedback (from PTMs and squads), and improve consistency and availability of information to PTMs and JWC squads on the British Fencing website.

3. Summary Timeline

This summary table is provided to identify the key responsibilities involved in the LPTM role.

Step	Description	Deadline	Responsibility
1	LPTM will be selected	3 weeks after the nominated EFC & FIE competition calendar is published	British Fencing
2	LPTM to accept or decline the position to British Fencing for the season	14 days after selection notification	LPTM
3	LPTM to work with BF to allocate PTMs no later than 2 months after the calendar is published.	2 months after calendar published	LPTM
4	Details of PTM assigned to each JWC to be sent to Sport:80 and liaise with BF to ensure the PTM information is published on the BF website	10 weeks after the calendar published date	LPTM

Lead Performance Team Manager

5	Ensure all PTM complete trip survey and send to Sport:80	14 days after the event	LPTM
6	Ensure PTM submits the post JWC event report in full and take action where needed. Report general findings to BF.	14 days of return of JWC event	LPTM
7	Liaise between BF and the PTM if any further investigations are needed	Ongoing	LPTM/British Fencing
8	Liaise with other LPTMs to propose communication/website improvements	Ongoing	LPTM

Version History (can be placed at end)

Version Number	Date Updated	Updated by	Comments
V1.0			First draft
V1.1	25/07/2016	NB	Updated to clarify personal coacher
V1.2	28/07/2016	NB/GU	Updated to clarify ratio of staff: athletes (U18s)
V2.0	10/04/2017	NB	Updated following review of 2016/17 season, rebranded