

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.

In addition, there may be an opportunity to act as a travelling or non-travelling Performance Team manager for the U23 and Senior British Fencing GBR squads

2. TERMINOLGY

BF Lead /Performance Team Manager (BF L/PTM)– BF member Performance Team Managers who have completed the BF Team Manager training program (Domestic

and International levels) 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 an International level Team Manager qualification

British Fencing has introduced an International 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.

5. LIST OF PROCEDURES

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

Lead/Performance Team Manager Selection Procedures

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

6. 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.

7. KEY ROLES AND RESPONSIBILITIES

- **BF Executive Administrator (EA)** – Responsible for supporting the administrative aspects of the selection process
- **Selection Process Manager (SPM)** - Responsible for overseeing that the relevant procedure is followed in a timely fashion and acts as the primary contact point for queries from the Executive Administrator (EA).
- **Selection Panel (SP)** responsible for annual allocation of Lead/Performance Team Managers for all Junior nominated competitions (Inc. All Junior World Cups, European and World championships – Cadet & Junior) and BF run talent pathway training camps.
 - C.E.O/Selection Process Manager Georgina Usher
 - BF Executive Administrator Nickie Bailey
 - GBR Athlete Development Manager Steve Kemp
 - Equality & Safeguarding Manager Liz Behnke

Detailed discussions will not be minuted by the panel – the agreed decisions/outcome alongside the applications will suffice as a record.

8. GENERAL PRINCIPLES

8.1 SELECTION FACTORS

In selecting Lead/ Performance Team Managers, the factors that are considered and the relative importance are documented in ‘International Lead/Performance Team Manager Selection Factors’.

9. A - ANNUAL PROCEDURES

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.	Athlete Development Program Manager informs EA of agreed	Talent Pathway

	Nominated Competitions & Athlete Development Program (ADP) training camps	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"> • Announcement • List of Nominated Comps • Allocation Cut-off Dates • Allocation Application Forms 	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 st 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 provisional selection 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 final selection and forward to SP	EA
17.	Log minutes of meeting with BF	EA
18.	Prepare and publish announcement with final selection (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

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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 Athlete Development Program Manager of outcome – Team Manager found/no Team Manager found.	EA

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
V2.0	18.05.2018	NB	Updated job description & addition of Senior & U23 competition roles
V2.1	01.05.2019	NB	Rebranded and Updated