

# PERFORMANCE TEAM MANAGER ROLES & RESPONSIBILITIES

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## 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.

Because of this review British Fencing introduced a new role of Performance Team Manager, reporting to a Lead Performance Team Manager (Please see separate LPTM Update).

The 2016/17 season saw the implementation of a new pilot system implementing the proposed new policies and procedures. Overall, this pilot trialled successfully and will continue for the new 2018/19 season with a few updates to the current policies and procedures.

### 2. MAIN PURPOSE

The aim of the PTM is to create a professional and responsible squad environment allowing the athletes to perform to the best of their abilities whilst upholding BF culture, values, and relevant policies.

The Performance Team Manager will be:

- responsible for promoting the BF performance values, culture and standards of behaviour required.
- in charge of managing the squad from the agreed entry to agreed exit point.
- the contingent lead and the primary contact for any officials/organisers at the JWC.

The PTM will have authority over all BF members and parents attending the event, including athletes, BF officials, coaches and if need be any parents or guardians attending. Where BF appoint a Squad Coach, this coach will have delegated authority for all performance related matters

The PTM will abide by all relevant BF policies on safeguarding, equal opportunities, welfare, medical and anti-doping and any other regulations as set out by BF. This list is not exhaustive.

The PTM will not be required to organise travel, accommodation and or financial matters concerning the JWC. Sport:80 will take full responsibility of these tasks. All clerical data including sending selection emails and chasing personal details will be managed by Sport:80.

### 3. REPORTING

The primary reporting line for the PTM will be the Lead Performance Team Managers (LPTM). 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. The LPTM is the first point of contact for any issues relating to the performing the role of PTM

### 4. ROLES & RESPONSIBILITIES

#### 4.1 *GENERAL NOTES (SEE ADDITIONAL NOTED FOR U23 AND SENIOR CHAMPIONSHIPS ROLES & RESPONSIBILITIES)*

- The PTM will not be responsible for chaperoning athletes from the UK to the country of the event. Athletes will travel independently with or without their parents at their discretion.

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- The PTM will be responsible for the athletes from a given time to meet (normally the hotel) the day preceding the event (entry point) until an agreed the exit point (for example the conclusion of the event or the last elimination of the final GB fencer). The exit point may be amended according to the athletes travel options. The time given for the entry point and exit point will be the responsibility of the PTM and at their discretion.

### 4.2 BEFORE THE EVENT

- PTMS' will be selected for events by BF in conjunction with the Head of Athlete Development Program (ADP) and the LPTM if additional information is sought, and notified by the BF Volunteer Workforce Manager. PTMs should contact the BF Volunteer Workforce Manager as soon as possible if they are unable to attend the selected JWCs.
- Sport:80 will contact all PTMs to arrange personal travel arrangements for the JWC including all travel here in the UK to and from the airport. Where public transport is not an option the current mileage rate of £0.25 will apply. This will be organised as soon as possible after the calendar/competition details have been released. PTMs should respond to Sport:80 within 5 days of receiving the travel options.
- The PTM should communicate the entry and exit points (times and locations) to Sport:80 so that they can ensure this information is relayed to the athletes. Where there is an individual and team event there will be an earlier exit point for those individuals not competing in the team.
- The PTM should review the draft final communication that will be sent out to all athletes and suggest improvements within the time frame made available.
- The PTM should prepare a risk management plan for each JWC event. This should be submitted no later than 1 month before the date of JWC event to the LPTM.
- The PTM should 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](#)
- All disciplinary sanctions will be communicated via the LPTM prior to any JWC
- The PTM should collate advance requests for personal coaches and communicate these to the LPTM who will be responsible for gaining authorisation and informing the PTM and Sport:80.
- In the month prior to the JWC event the PTM should directly contact the ESM for any up to date safeguarding and welfare issues.
- All travel details of the athletes (whether booked through Sport:80 or independently) will be sent to the PTM by Sport:80 at least 1 month prior to the date of the JWC.

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- The PTM should collate any FIE 'in loco parentis' forms (required by the competition organisers for U18s)
- PTMs will be responsible for logging onto the Sport:80 administration portal to access any medical or other sensitive information they may be required to know during the JWC for each athlete. Should PTMs need to take a copy of this information for any reason they MUST destroy this copy after the event, and only share this information where strictly necessary.
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### 4.3 DURING THE EVENT

- The aim of the PTM is create a professional and responsible squad environment allowing the athletes to perform to the best of their abilities. The PTM role is to enhance the athletes' potential and support in their performance.
- The PTM will be responsible for promoting the BF performance values, culture and standards of behaviour required.
- The PTM role will continue to offer support services such as safeguarding, guidance/reminders on specific performance preparation (e.g., warm up, hydration), general logistical management and information sharing (e.g. communicating changes in timetables, organising meals, dealing with unexpected accommodation and travel issues).
- The PTM will supervise, encourage and support the squad to be fully prepared and learn from their experience in order to maximise their performance goals.
- The PTM will be in charge of managing the squad from entry to exit. They will supervise and support the squad members in their preparation including weapons control.
- The PTM will have authority over all BF members and parents attending the event, including athletes, officials, coaches and if need be any parents or guardians attending. They will be the contingent lead and the primary contact for any officials/organisers at the JWC and act as lead spokesperson for all matters related to the JWC on the day of the event. Where BF appoint a squad coach, this coach will have delegated authority for all performance related matters.
- PTMs will take full responsibility for the athletes for the duration of the JWC event between the specified entry and exit times. They will be responsible for managing the behaviour, actions and attitude of not only the athletes but also any other

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travelling adult attending the JWC event. This will include parents as well as personal coaches. The PTM has the authority to decide what is best for the athlete at all times and will work with squad coaches where appropriate. From time to time the PTM will need to take decisions which may be in the best interest of the group or find a compromise between opposing athlete needs.

- The JWC experience should prepare athletes for the move to the senior level. Athletes are expected to take personal responsibility for all factors that will impact on their performance including sleep, nutrition, hydration, equipment, warm up etc. Athletes are expected to understand how their behaviour that may impact on the preparation and performance of other squad members, and athletes are expected to make positive behavioural choices in this respect. The PTM will create a professional environment to allow the athletes to take on this accountability and will only guide the athletes where necessary. The PTM will work to allow athletes to become responsible and self-sufficient in all aspects of their JWC experience and ready to progress into senior pathway. Support from personal coaches (and parents where appropriate) to provide education in advance is expected.
- The PTM will conduct squad meetings where needed to impart logistical and other information to assist with the performance objectives throughout the JWC.
- The PTM will be responsible for the discipline, upholding the relevant code of conduct and dealing with any related issues that may arise between entry and exit point.
- The PTM will organise collecting any entry fees due from athletes and organise this payment to the organisers of the event, along with copies of the FIE 'in loco parentis' forms as they see fit. The PTM is the GB delegate during the JWC in cases of any issue arising immediately before or during the event that relate to the GB squad. The PTM will represent and speak on behalf of the GB squad when issues arise with organisers/DT and or any other representative of the event.
- The PTM will work together with the referee when the need arises. If an emergency arises outside the event but during the time of the responsibility of the PTM they have the right to organise the referee as they see fit to ensure the situation is brought under control. If an emergency takes place during the event the PTM will use their experience and training to judge the situation and make the decision to use other adults and or parents as deemed necessary to resolve the immediate issue.
- BF can no longer guarantee to send a coach to attend every JWC event. BF may choose to send an officially appointed BF Squad Coach. The BF Squad Coach will be confirmed at selection and will be sent at no additional cost to the individual fencers. Fencers/parents/clubs and or groups of athletes may organise personal coaches to attend. This can be as individual or on a squad basis, where no BF appointed Squad Coach exists. All costs must be covered by the parties concerned as BF or Sport:80 will not be held accountable for any costs.

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If personal coaches wish to attend and be treated as part of the squad (eg stay in the squad hotel, included in squad meetings etc), written consent must be obtained from BF via the LPTM. BF retains the right to refuse approval for personal coaches to join the squad on the basis of disciplinary record, safeguarding and ability to work constructively with appointed officials (including any appointed Squad Coach) within the BF codes of conduct. BF will not be liable for any costs incurred by a coach on the assumption that approval will be granted.

PTMs will collate advance requests for personal coaches and communicate these to the LPTM who will be responsible for gaining authorisation and informing the PTM and Sport:80. Personal coaches that are granted permission to attend the JWC will be within the remit of the PTMs responsibility during the JWC event. Coaches will not be permitted to preclude the PTM from safeguarding the fencers' wellbeing, focus and welfare. This includes the evening before the event or anytime during the entry and exit point of the athletes. All coaches attending (personal or otherwise) must be on the BF Coaches Register (or National equivalent for coaches working outside of the UK) and agree to operate under all relevant BF Codes of conduct (Member, coach, etc.)

- If no official squad coach is present during team events, the order and tactics will fall upon the athletes, led by an athlete Team Captain, nominated in advance by the Talent Coach or in the absence of a nominated coach, the selectors. The PTM must respect and support the Team Captain's decisions relating to selection, order and tactics. The teams and the Team Captain will have been selected in advance of the JWC. The Team Captain may at their discretion delegate some or all of their responsibilities to the PTM or to a personal coach present.
- Sport:80 will provide the PTMs with emergency contact details. These should be used in the event that there is a material issue with the travel or accommodation that cannot be resolved on-site.
- In the event that two GBR athletes meet in a direct elimination round, the PTM will remind all squad members, coaches (squad or personal) and parents that it is the current British Fencing practice for the athletes to fence during this bout without the support of squad members or coaches (squad or personal) to ensure no unfair bias is shown to either athlete.

### 4.4 AFTER THE EVENT

- PTMS are expected to report any disciplinary issues and Code of Conduct breaches immediately upon their return to BF Head Office
- Welfare issues are to be reported without delay to the LPTM and the BF Equality and Safeguarding manager (ESM).

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- The PTM will complete a post JWC analysis which must be sent to the LPTM no later than 14 days after each JWC event.
- The PTM should complete a travel survey/questionnaire will also be required to be answered and sent to Sport:80 again no later than 14 days after the JWC event.

### 5. SKILLS

- Proven ambassadors and leaders, inspirational and a reliable figure for athletes to look up to.
- Ability to listen, diplomacy, negotiation, problem solving, resilience, handles both stress and frustration in a positive manner.
- Problem solving and ability to use resources at their disposal to find the right channels to get issues resolved efficiently with minimum negative impact.
- Able to communicate with young people – specifically between the ages of 16 & 20.
- PTMs are expected to attend any additional PTM training or workshops required by BF to enhance their skills

### 6. ADDITIONAL NOTES

- The heavy burden of the administrative and secretarial duties has been removed from the PTM. They will no longer be required to organise travel, accommodation and or financial matters concerning the JWC. Sport:80 will take full responsibility of these tasks. All clerical data including sending selection emails and chasing personal details will be managed by Sport:80.
- Competition details and any equipment requirements will be linked to in the selection email sent to the athletes. Copies will be sent to the PTM and LPTM. It will be the athlete's responsibility to ensure they are fully aware of the necessities regarding weapons check, equipment needed, dress code, fitness issues, code of conduct and insurance details when confirming their place on the squad. Information will also be made available to all athletes on the BF website.
- In the event of a successful allocation as PTM (travelling or no-travelling) for the U23 or Senior European or World Championships to undertake any administrative role deemed necessary for the booking of travel, accommodation of these athletes and any support staff, liaising with any LPTM or BF head office as required.

### 7. SUMMARY TIMELINE

## Performance Team Manager Roles & Responsibilities

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

Step	Description	Deadline	Responsibility
1.	Nominated selection/competition calendar published		British Fencing
2.	PTMs indicate availability to BF	3 weeks after selection/calendar published	PTM
3.	Selection of LPTM	3 weeks after selection/calendar published	British Fencing
4.	Selection of PTM for each JWC	2 months after selection dates are published, no less than 3 months prior to 1 <sup>st</sup> JWC	British Fencing? LPTM if required
5.	BF to communicate PTM allocation to Sport:80 and PTMs		BF
6.	Official notification of PTM for JWC events, to initiate logistic and travel organisation	3 weeks prior to selection date (but ideally asap after allocation)	Sport:80
7.	PTM to confirm their participation, travel requirements, entry/exit points and any other pertinent event specific info to assist with organisation, or to be passed to the athletes to Sport80 within 14 days of notification	1 week prior to selection (but ideally asap after official notification)	PTM
8.	Athlete selection notices to be sent out on date published by British Fencing		Sport:80
9.	Organise Travel arrangements for all athletes & officials		Sport:80
10.	Review final travel arrangements and event organisation information to all participants and officials with Sport80	6 weeks before JWC	PTM
11.	Send travel arrangements and event organisation information to all participants and officials	1 month before JWC	Sport:80
12.	Send final travel arrangements and event organisation to all participants	1 month before travel	Sport 80
13.	Meet with PTM at entry point and time – any delay must be communicated to the PTM	Event entry point	Athlete/Parent
14.	Take responsibility for all preparation and personal accountability for all factors that impact performance		Athlete
15.	Act as the contingent lead for the JWC event between entry and exit point		PTM
16.	Leave the JWC event at exit point as organised with the PTM	Event exit point	Athlete/Parent



## Performance Team Manager Roles & Responsibilities

17.	Ensure all details including independent travel arrangements are updated on the Sport:80 portal		Athletes/Parent
18.	Complete control and full responsibility between entry and exit points – deal with any issues arising during this time		PTM
19.	Submit additional travel expenses	14 days after event	PTM
20.	Complete travel reports and send back to Sport:80	14 days after event	PTM
21.	Complete post JWC event report, report safeguarding & disciplinary issues to BF ESM and LPTM as appropriate	14 days after event	PTM
22.	Collate data, respond & refer to any issues held within the post JWC report. Suggest improvements to the BF website	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		Updated to clarify Personal Coaches
V1.2	28/07/2016	NB/GU	Updated to clarify adult: athlete ratios
V2	10/04/2017	NB	Updated following review of 2016/17 season & rebranded
V2.1	18.05.2018	NB	Updated for the 2018/19 season, incl senior & U23 competitions
V3	01.05.2019	NB	Rebranded & updated