



## 2022 School Games

### **Role Description: Team Manager**

#### **Responsibilities:**

- Work closely with relevant parties in identifying team riders
- Attend team selection/training days/races (as appropriate). Team Manager will also be required to spend approximately six days, including travel time and attendance at the School Games.
- Assist with developing selection criteria
- Submit team entry and administration
- Logistics, travel and accommodation arrangements (ensuring adequate supervision and arrange designated pick up and drop off point if required)
- Organisation of team clothing (if required)
- The effective management of the team during the event
- Uphold a duty of care throughout the event ensuring relevant levels of supervision are achieved
- Liaise with Cycling Ulster Finance Committee to manage all finances for the event
- Report on the performance of the team and provide a report for Cycling Ulster website and social media
- To read and abide by the event manual, safeguarding plan and role specific code of conduct (where provided)
- Ensure adherence to [Cycling Ireland Safeguarding Policy](#)

#### **Person Specification:**

- Be a current Cycling Ireland member
- Be Access NI checked through Cycling Ulster
- Have a Cycling Ireland coaching qualification
- Have experience of being a Team Manager and/or leading training sessions
- Have a valid driving licence
- Have a good knowledge of the best practices when working with young people
- Must have attended a Safeguarding Course and if necessary completed a refresher course
- Participate in any additional training and/or safeguarding courses as outlined by the School Games organisers.