

## GB Life Saving Team – Coach, Management and Administrator appointments

Since 2004, the Royal Life Saving Society UK (RLSS UK) and the Surf Life Saving Association of Great Britain (SLSA GB) have jointly appointed teams to represent our country in European and World Life Saving Championships. During the period 2008 – 2011 it is expected that the GB Team will participate in the following events:

- World Championships in Berlin and Warnemunde 18 – 26 July 2008
- European Junior Championships annually between 2008 and 2011 (2008 will be held in the Netherlands between 8 and 14 September)
- European Championships in 2009 and 2011 (dates and venues tbc by ILSE)
- World Championships in 2010 (bid process still open)

It is important that those selected in the teams are coached and managed properly at each event. The demands on team management at competitions make it impossible for one person to manage, coach and deal with all of the administrative issues that participation in international events throws up before, during and after the event. A strong coaching and management team is essential if we are to achieve the best results.

Both organisations are keen to put in place the right structure to support both the team and its management. Accordingly, we are now looking jointly to appoint people to the following positions for each of the above events

- **GB Team Chief Coach** – to manage the team in training and competition, and head up the selection panel, and will take the final decisions regarding participation in each event – to travel with the team to competition
- **GB Team Assistant Coaches** – at least 2 people to assist the Chief Coach in managing the team in training and competition and be members of the selection panel – one to travel with the team to competition
- **GB Team Administrator** – to deal with the administration of all issues relating to team travel, accommodation, uniform and financial arrangements, to handle PR and admin for competitions, before and after the event – will not travel with the team to competition
- A maximum of two other people will be appointed by each organisation to serve as members of the team selection panel – they will not travel with the team to competition. These will normally be the members of the 'One Team' Group (RLSSUK and SLSAGB)

There may be separate appointments for some of the positions for the Senior and Junior Teams, however the selection panel will select all of the teams that are chosen. It is intended that some of the appointments will be for more than one year. However, an applicant will if they wish be able to apply only for a position for one of the events. (A further selection process may be held in late 2009 for these roles for the years 2010 and 2011). Those appointed must ensure that they are available for the relevant events listed above. Other than the Team Administrator, they will also need to attend designated national events of both organisations to see potential team members perform in competition, so that they are able to make informed selections.

A key role will also be to manage both the selection to, and the training of the National GB Team Training Squads, from which the final teams are most likely, though not exclusively, to be selected. These squads will evolve as athletes' performances develop and those of others decline and it will be important for the Chief Coach and Assistants to take the lead here, using whatever coaching experience exists within the two organisations to help them develop the skills of the competitors.

A job description and person specification for each role is attached, listing the knowledge, skills and behaviours required. Applications are now invited from **members of RLSS UK and SLSA GB** for the positions of Chief Coach, Assistant Coaches and Team Administrator for the listed events. Applications should be made in writing using the attached form, with a CV, and e-mailed to:

**Janet Castro** at [jinty@janetcastro.demon.co.uk](mailto:jinty@janetcastro.demon.co.uk)  
(who will receive on behalf of both organisations)

Applicants may apply for more than one position. Separate applications are not required provided the applicant clearly indicates on the attached form which positions he/she is applying for. Applicants may be appointed to more than one position if it is felt appropriate by the selection panel, i.e. Assistant Coach for the Senior Team and Chief Coach for the Junior Team. Candidates must declare any interests, i.e. family, personal or club which could be seen as relevant in any selection process. This will not necessarily debar a person from an appointment but will be taken into account.

The closing date for applications is by 3pm on **Friday 28<sup>th</sup> September 2007**. A selection panel will consider all applications and may shortlist candidates for interview if required depending on the applications received.

**Candidates also require to be available on Sunday 7 October 2007 to attend a full day GB Squad training day in Swansea which will be held in the University Pool in the morning starting at 9am and on Mumbles Beach in the afternoon finishing by 6pm. They must also agree to prepare for and take a coaching session on this day should I be invited to do so.**

# GB Team Chief Coach

## Duties

The **GB Team Chief Coach** will:

1. Manage all aspects of the team participation during the competition and at post event social functions
2. Act as the GB Team Chief Coach by taking the lead role in all team preparation and coaching.
3. Attend all designated Senior and Junior national competitions of both RLSS UK and SLSA GB to view potential team members performing in competition
4. Lead in the selection of potential national team competitors to and the training of National Training Squads from which national teams are likely to be selected
5. Chair the relevant GB Teams Selection Panel
6. Communicate personally with those selected and be available to discuss selection decisions where required
7. Determine and manage in consultation with the Assistant Coaches the pre-event team training schedule once the team is selected
8. Determine in consultation with the Assistant Coaches which team members will participate in which events – the Chief Coach will have the final decision on team participation matters
9. Attend all team briefings notified by the organisers, and any ad-hoc briefings or meetings called by officials during the event
10. Ensure that any protest or appeal made on behalf of the team is appropriate and in compliance with the rules
11. Ensure that competitors remain focused and disciplined prior to and during the event and at post event social functions
12. Act as an ambassador for both RLSS UK and SLSA GB at European and World Championships

## Person Specification

The Chief Coach will be a person who can demonstrate the following knowledge, skills and behaviours

### Knowledge

- A thorough technical knowledge of Stillwater, Open Water and SERC events at World and European Championships
- A thorough knowledge of the ILS/ILSE event rules, entry and protest procedures

### Skills

- Good interpersonal and people management skills
- Good communication skills
- Good leadership skills
- The ability to deal effectively with conflict
- The ability to motivate competitors

### Behaviours

- A background in life saving sport
- A proven record of managing a Regional or National Team
- Proven coaching experience
- The ability to act firmly and fairly and without bias or self-interest

This position has been evaluated in relation to the child protection policies of both RLSS UK and SLSA GB and the successful candidate will be required to undergo a Criminal Records Disclosure check.

## GB Team Assistant Coach(es)

### Duties

The **GB Team Assistant Coach** will:

1. Act as an GB Team Assistant Coach by assisting the GB Team Chief Coach in all team preparation and coaching
2. Attend all designated Senior and Junior national competitions of both RLSS UK and SLSA GB to view potential team members performing in competition
3. Assist the GB Team Chief Coach in the selection of potential national team competitors to and the training of National Training Squads from which national teams are likely to be selected
4. Be a voting member of the GB Teams Selection Panel
5. Assist the Chief Coach in communicating personally with those selected and, importantly, also with those not selected to advise the reasons for their non-selection for that team
6. Assist the Chief Coach to determine and manage the pre-event team training schedule once the team is selected
7. Assist the Chief Coach to determine which team members will participate in which events – the Chief Coach will have the final decision on team participation matters
8. Attend all team briefings notified by the organisers with the Chief Coach if required, and any ad-hoc briefings or meetings called by officials during the event
9. Deputise for the Chief Coach at any time when he/she is unavailable as requested by the Chief Coach
10. Assist the Chief Coach in managing all aspects of the team participation during the competition and at post event social functions
11. Assist the Chief Coach with the preparation of any protest or appeal made on behalf of the team
12. Assist the Chief Coach in ensuring that competitors remain focused and disciplined prior to and during the event and at post event social functions
13. Act as an ambassador for both RLSS UK and SLSA GB at European and World Championships

### Person Specification

The **Assistant Coach** will be a person who can demonstrate the following knowledge, skills and behaviour

#### **Knowledge**

- A thorough technical knowledge of Stillwater, Open Water and SERC events at World and European Championships
- A thorough knowledge of the ILS/ILSE event rules, entry and protest procedures

#### **Skills**

- Good interpersonal and people management skills
- Good communication skills
- The ability to deal effectively with conflict
- The ability to motivate competitors
- The ability to work as part of a team

#### **Behaviours**

- A background in life saving sport
- A proven record of managing or assisting in the management of a Regional or National Team
- Proven coaching experience
- The ability to act firmly and fairly and without bias or self-interest

This position has been evaluated in relation to the child protection policies of both RLSS UK and SLSA GB and the successful candidate will be required to undergo a Criminal Records Disclosure check.

# GB Team Administrator

## Duties

The **GB Team Administrator** will:

1. Act as the GB Team Administrator by taking the lead role in all administrative issues relating to the team preparation, coaching and participation in competition
2. Prepare budgets for the team participation at each event and report to the Directors of both organisations Manage the joint GB Team Account that is to be established by RLSS UK and SLSA GB
3. Provide regular financial reports to the Directors of both organisations
4. Ensure timeous completion of any pre-entry and final entry forms for each event in consultation with the Chief Coach
5. Make all the necessary domestic and international travel and accommodation arrangements, including local transport arrangements in the foreign country, liaising with the Chief Coach and Assistant Coaches and host federations as required
6. Liaise with the Chief Coach and Assistant Coaches regarding the provision of and transport of equipment to the event
7. Attend the GB Team Selection Panel meetings and take notes of the meetings as required
8. Prepare letters to confirm the selection or non-selection of any competitor and issue as directed by the Chief Coach
9. Confirm the personal details (including passport numbers) of all team members selected and seek parental/guardian consent permission for those competitors aged under 18.
10. Provide team members and management with confirmed itineraries and details of accommodation
11. Where team members are required to contribute personal funding, ensure that this is received within agreed deadlines, and follow up where required.
12. In consultation with the Chief Coach and Assistant Coaches, arrange the required clothing and uniforms for all team members and management
13. Act as an ambassador for the RLSS UK and SLSA GB.

## Person Specification

The **Team Administrator** will be a person who can demonstrate the following knowledge, skills and behaviour

### Knowledge

- Knowledge of competition administration procedures
- Knowledge of resource management and financial reporting

### Skills

- Good planning and organisational skills
- Good communication skills, both verbal and written
- Good IT skills, including the use of the internet and Microsoft Office Applications
- Ability to work as part of a team

### Behaviour

- Experience of planning and working to tight deadlines
- Experience of managing a budget
- Experience of administering organisational policies and procedures
- Experience of dealing with the media