



SWVA Junior Squad Manager

Inter Regional Championships Training program

Name of Manager _____

Responsible to: _____ South West Regional Volleyball Association

Responsible for: * CWO / U14/U16 Girls U15/U17 Boys *Circle as Appropriate

- The squad manager must have a minimum qualification of Safe Guarding and if performing Child Welfare Office duties (CWO) Time to Listen.
- Be registered with Volleyball England (e.g. Volunteer).
- The period of appointment shall be for 2 years with an annual review

MAIN DUTIES

1. To assist the Inter Regional Championships squad coaching staff in the preparation and management of the players in their squads.
2. All sessions are run as part of the SW Junior VC, to keep an up to date database of players, assistants and volunteers who attend any coaching session (Required for Insurance).
3. Ensure that all players have registered with the SWVA on line sign in form, provided a SWVA parent consent and hold all forms on behalf of the SWVA committee.
4. Ensure players / parents / guardians / coaches are made aware of training, match and tournament arrangements with sufficient notice. Confirm that all SWVA Squad information on the SWVA web site is current and correct, including all calendar entries.
5. To ensure that all coaches and assistant coaches working with the squad(s) have valid CRB/DBS certificates.
6. To arrange suitable training, match venues and to carry a risk assessment of the venue before each training sessions.
7. To keep a record of all players at each training sessions with respect to subscription paid by participants.
8. To attend the SWVA Committee meetings.
9. To organise and co-ordinate squad travel arrangement and accommodation to competitions and training events.
10. To travel to competitions with the junior squad(s) as manager / CWO.

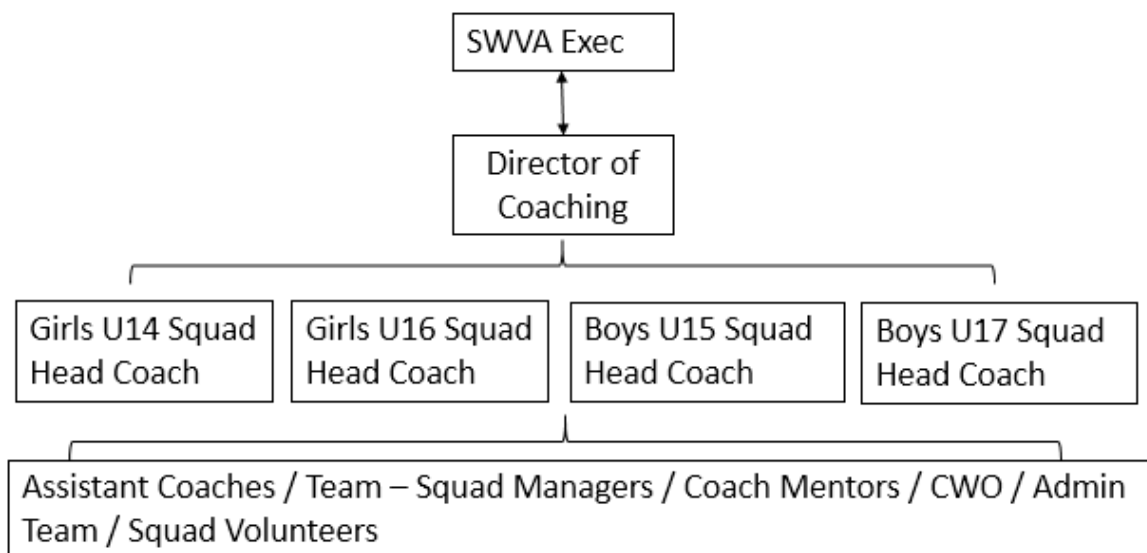


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11. To inform the head Coach in advance of any sessions you cannot attend.
12. To ensure the training sessions abide by the VE Codes of Conduct relating to young players and that the staff and volunteers work within the guidelines laid down by the VE Child Protection policy.
13. To maintain a detailed record of expenses incurred in performance of regional duties.
14. To provide the regional treasurer with a statement of accounts for each squad upon request.

SWVA Organisation Chart



With respect to Volleyball England's Policy and Guidance:

[HTTPS://VOLLEYBALLENGLAND.ORG/ABOUT_US/SAFEGUARDING CLUB WELFARE/POLICY AND GUIDANCE](https://volleyballengland.org/about-us/safeguarding-club-welfare/policy-and-guidance)

I have read the VE Code of Conduct related to this post. YES / NO
I have read the VE Child Protection Policy YES / NO
I know who my direct line manager is to whom I report. YES / NO

As SWVA Junior Squad Manager of the * **U14/U16 Girls U15/U17 Boys** (*Circle as Appropriate) Inter Regional Championships Training Program I agree to the above conditions.

Signed

Date

Your Annual review will take place on D...../ M...../ Y.....