



Role of Manager of Irish Squash Junior Teams

The Manager of Irish Squash Junior Teams has a duty of care to all players. The manager must act as a role model and promote the positive aspects of sport and of squash and maintain the highest standards of personal conduct.

It is important that the team manager is familiar with the Irish Squash Safeguarding Policy for children and Young People in Sport <https://www.irishsquash.com/wp-content/uploads/2022/07/safeguarding-policy-2022-Final.pdf> and in particular with the guidance laid down in Appendix 5 (<https://www.irishsquash.com/wp-content/uploads/2022/07/safeguarding-policy-2022-Final.pdf>) for:

- Supervision Ratios
- Transport and Travel
- Filming and Photography
- Social Media
- Mobile Phones

The Team Manager must also be familiar with the Code of Conduct for Children and Young people, <https://www.irishsquash.com/wp-content/uploads/2022/05/Childrens-Code-of-Conduct.pdf> Irish Squash Code of Conduct <https://www.irishsquash.com/wp-content/uploads/2022/07/Irish-Squash-Code-of-Conduct-2022.pdf> and Disciplinary Procedures (Appendix 4) <https://www.irishsquash.com/wp-content/uploads/2022/07/safeguarding-policy-2022-Final.pdf> and have signed the Code of Conduct Form for Coaches/Leaders. - <https://www.irishsquash.com/wp-content/uploads/2022/07/Appendix-3-Coach-Leaders-Code-FINAL.pdf>

The Team Manager has overall responsibility for the supervision of team members outside the competition venue, including organising meal times, curfew, team members in transit etc.

The Coach and Team Manager must travel with the team to the event and return home with the team. (except in exceptional circumstances)

The Team manager has a responsibility to report any incident of serious misconduct which may occur to the Honorary Secretary or National Children's Officer.

Responsibilities

Before departure to the event:

- Liaise with COO re:
 - travel arrangements and details of event, accommodation etc.
 - playing gear
 - gifts
 - Irish flag
 - first aid
 - confirmation of valid passports, visas, inoculations if needed
 - emergency contact details for parents
 - confirmation of signed documents by players
- meet all players in person and reinforce Code of Conduct for Young People with particular reference to drugs and alcohol and emphasise that 18 year old + are still part of this Code of Conduct
- develop a good working relationship with players
- explain to the substitute that he/she may not necessarily get a game
- liaise with coach re giving same message to players
- ensure he/she has all contact details of parents before travelling
- ensure all players are aware of the content on the website – Representing Ireland - <https://www.irishsquash.com/junior-squash/representing-ireland/>

During the Event:

- liaise with coach re giving same message to players
- liaise with coach and be ready to support him/her in any way that may alleviate his/her load
- deal with disciplinary issues arising during event
- be the official point of contact for the team at the event with the organisers
- attend all managers meetings
- ensure players are where they should be on time
- ensure that all official paper work for teams and events are completed
- ensure practice courts are booked
- ensure that he/she is aware of all movements of players during leisure time - when and where they are going
- support players concerns and wellbeing and be there for them
- be present for all functions organised by the event and ensure that all players leave the venue, accompanied either by the coach or manager
- ensure players know they have somebody to look out for them
- keep COO informed of results and other relevant happenings during event and send pictures to COO.

After Event

- provide written report to Irish Squash under the headings: tournament organisation, travel, accommodation, support for players wellbeing, team spirit and player behaviour

- send letter of thanks or register any complaints (copy should also be sent to COO) where appropriate

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