

## Role & Responsibilities of the **Age Group Team Lead/Manager**

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### **Who will I be responsible to?**

Masters Lead Volunteer – Representative Teams

### **Who will I be responsible for?**

All Players in assigned gender age group

### **What is my role?**

1. The age group appointed lead will be responsible for the general management of the Age Group and, together with the Coach, for the liaison between the Age Groups Team Management, Masters Lead Volunteer and South East (SE) Masters Committee so as to:
  - a. Provide the Masters Lead Volunteer by the deadlines requested with:
    - i. a programme of activity, including date(s) of Trials for inclusion in the SE website and Pitchero
    - ii. details of the Squad selected for inclusion in the SE website and Pitchero
    - iii. details of the Squad selected for each Tournament and any individual match
    - iv. results and appropriate reports from all Tournaments and individual matches as required
    - v. any other information as required
  - b. Appoint, with the approval of SE Masters, the appropriate additional management, coaching and medical personnel to work with their Team
  - c. Ensure an open process for the selection of their Squad following the policy and criteria set out by South East Masters and aligning to the current approved eligibility criteria, and:
    - i. Working with the Masters Lead Volunteer, communicate the date(s) of Trial(s) to a wide population believed to qualify for the respective Age Group
    - ii. provide information on selection criteria to all Trialists prior to the first Trial
    - iii. communicate the selected Squad to all attending Trials
    - iv. provide feedback to any players who request it following final selection of the Squad
    - v. support other age group managers in selection, as per policy
  - d. Conduct any financial arrangements with players and other organisations in a transparent, accountable, and detailed manner, using the Pitchero platform for any costs that will be invoiced to South East Hockey
    - i. Costs that should be centrally invoiced to South East Hockey include pitch hire for trials, training or matches, tournament entry fees/costs
    - ii. Individual costs for kit should be arranged directly by players selected to the team
    - iii. Hotel, travel and subsistence costs should where appropriate, be managed by individual players. Where this is collectively managed, clear and concise records should be kept and presented to the Master Committee where requested
  - e. Maintain detailed records of all Income and Expenditure in connection with the activities of the Age Group.
  - f. Comply with all relevant England Hockey policies and guidance.
  - g. Attendance at Masters committee meetings and appropriate external meetings as determined by the Committee

**Training needed**

You should complete ENGLAND HOCKEY's online Safeguarding training as you have a responsibility and Duty of Care for your participants.

**Role Criteria**

An age group Team Lead/Manager, cannot be a player in the team they are managing at a tournament. They may however be a player from another age group. Any exceptions on this should be raised to the South East Masters committee for review.