

Role Description:
Crew Manager (Great Britain)



The role of the Crew Manager is to assist the coach of the squad you are assigned to with the running of the squad and including making all entry and logistic arrangements for competitions.

Responsible to: Team Coach (Great Britain), GB Team Manager, GB Executive Team

Responsible for: Financial and administrative management

Main Duties	Skills Required
<ul style="list-style-type: none">• Work with the assigned coach to recruit paddlers to represent Great Britain• Liaise and work with coaches re attendance at training events• Encourage paddlers to conduct themselves in a professional manner and represent GB with pride• Ensure that paddlers do not bring the sport into disrepute• Liaise with coaches regarding logistics and kit arrangements for competitions• Deal with team/athlete entry into competitions – including database entries, accommodation requests and all information relating to the Bulletin Entries for competition• Attend GB Exec Committee meetings as appropriate• Maintain and present appropriate, accurate and timely financial records for the period in position• Maintain an asset register for the squad for the period• Monitor attendance at training sessions• Support the coach with administration and procedures for time trials• To use the Membership and Events platform to register all the paddlers and to advertise and manage their training sessions• To ensure all paddlers attending are BDA Members	<ul style="list-style-type: none">• Good management skills• Approachable and friendly• Good knowledge and understanding of the sport and great organisational skills• Confident, with good leadership skills• Ability to communicate with groups of individuals• Enthusiastic and a good motivator• Hold a current licence and DBS check• Be a full member of the BDA to ensure adequate insurance protection.



The Commitment we are looking for

Attendance at regular BNTS & GB training sessions throughout the season. Attendance at the European Championship 2022 and the World Championship 2023. The term of office is 2 years commencing October 2021 and ending September 2023.

Our Commitment to you

Where possible, mentoring and/or training will be made available. Resources will be made available where possible on request. Where possible we will support your development in the admin role and will support your team with a recruitment programme and on-going development of the sport of Dragon Boat Racing in the UK.