

**Role Description:**  
**Crew Manager (Great Britain)**



The role of the Crew Manager is to assist with recruitment of paddlers and to make 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

<b>Main Duties</b>	<b>Skills Required</b>
<ul style="list-style-type: none"><li>• Work with the coaches to recruit paddlers to represent Great Britain</li><li>• Liaise and work with coaches re attendance at training events</li><li>• Encourage paddlers to conduct themselves in a professional manner and represent GB with pride</li><li>• Ensure that paddlers do not bring the sport into disrepute</li><li>• Liaise with coaches regarding logistics and kit arrangements for competitions</li><li>• Deal with team/athlete entry into competitions – including database entries, accommodation requests and all information relating to the Bulletin Entries</li><li>• Attend committee meetings as appropriate</li><li>• Maintain and present appropriate, accurate and timely financial records</li></ul>	<ul style="list-style-type: none"><li>• Good management skills</li><li>• Approachable and friendly</li><li>• Good knowledge and understanding of the sport and great organisational skills</li><li>• Confident, with good leadership skills</li><li>• Ability to communicate with groups of individuals</li><li>• Enthusiastic and a good motivator</li><li>• Hold a current licence and DBS check</li><li>• Be a full member of the BDA to ensure adequate insurance protection.</li></ul>

**The Commitment we are looking for**

Attendance at regular BNTS & GB training sessions throughout the season. Attendance at the European Championship 2020 and the World Championship 2021. The term of office is 2 years commencing 21<sup>st</sup> September 2019 and ending 31<sup>st</sup> August 2021. Attendance at committee meetings when requested.

**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.