



GBR Team - Location Operations Support Manager

The role is to provide general operational support as required and agreed amongst the Team Management and Coaches (On the day according to need)

In addition and under the direction of the Team Manager, to take **responsibility** for assistance and support with:-

Team member and volunteer health, welfare and well being supported by Team Physios to be the point of contact for any team member who needs help and care or has a welfare problem, other than a Team Management Competition matter that will be dealt with by the Team Manager.

All safeguarding matters supported by other volunteers as required

Local transport logistics and coordination and team kit movements with the help of other volunteers

Helping with team catering arrangements and ensuring that allergies and cannot eat needs are logged and met

In conjunction with the Team Manager and Coaches, assist with arrangements for Team meetings/briefings and ensure that these are advised to all who need to attend, and records are kept of all decisions (Audio is acceptable)

Be the named Team Official who is the first (or referred) contact for Parents and/or Guardians who are at the event of the young athletes (under 18) for all matters relating to their respective young person. As required and appropriate and necessary, if NB cannot resolve then these will be taken back to the Team Manager for resolution. This is specifically to relieve during competition the pressures of non- urgent matters away from the team management and coaches enabling them to fully focus on the athletes, but to create the opportunity for further review.