

ESP TEAM MANAGER

This is a voluntary role and the period of appointment for ESP England Team Manager is 3 years (2025 – 2027). Ideally the successful candidate will have previous experience of managing a team or shooting for England.

In the role of ESP Team Manager you will be expected to attend

- At least 1 ESP Selection Shoot
- The ESP Home International Tournament
- The ESP World Championships held alternate years in USA and England - 2025 Worlds will be held in England.

TEAM MANAGER RESPONSIBILITIES

The Team Manager is required to liaise regularly with CPSA HQ, motivate and encourage Team Members and deal with any problems that may arise at the event. He/she is in overall charge of the Team and is the official representative of the CPSA.

TEAM MANAGER BENEFITS

Team Manager's direct travel and accommodation expenses will be met by the CPSA, on production of a detailed claim form and all relevant receipts for:

- 1 x ESP Selection Shoot
- The ESP Home International
- The ESP World Championships

Selection Shoot and Home International

Travel and accommodation will be met by the CPSA on production of a detailed claim form (supplied by CPSA) and relevant receipts for

- Return travel from your home to the ground, hosting the event, at £0.45 per mile.
- Accommodation up to £120 per night for the night before the event and the night of the event. (exceptions can be made – discuss with CPSA)
- Daily subsistence allowance up to £40.
- If travelling to Jersey, Ireland or Northern Ireland the CPSA will cover your return economy air fare or your return ferry costs.
- Your banquet ticket will be supplied by CPSA

ESP World Championship

When travelling overseas the CPSA will cover

- The cost of an economy flight
- Car-hire up to a maximum of £300 for the period 1 day prior to the Main Event to 1 day post Main Event.

- Accommodation up to £120 per night for the period 1 night prior to the Main Event and the night of the Main Event. (exceptions can be made – discuss with CPSA)
- £40 daily subsistence for the period 1 day prior to the Main Event to 1 day post Main Event

TEAM MANAGERS UNIFORM

You will be required to wear a Navy Blue Blazer, Mid Grey Trousers / Skirt, White Shirt / White Blouse

The Manager will be provided with:

- 1 x England Team Manager Tie/Cravat
- 1 x England Team Manager Blazer badge
- 1 x Red Softshell Jacket with 'England Team Manager' embroidered on the back
- 2 x polo shirts, with Team Manager embroidered upon each garment.

Team Managers are not authorised to wear any other official England Team uniform unless they are a past England Team Member.

Leading up to the Home International Tournament the Team Manager will:

- Wherever possible be present at Selection Shoots and actively seek out and introduce him/herself to potential team members
- Be fully conversant with the ESP England selection procedure.
- Be fully conversant with the ESP Rules and Regulations and always carry a copy of the relevant Rule Books.
- Be prepared to work with the Team Captain and CPSA HQ to assist with the distribution/collection of all / any information to Team Members.
- CPSA HQ will supply a full list of ESP England Team Members contact information and you will be expected to set up a Facebook page and / or WhatsApp Group to ensure the Team are kept up to date and made aware of any / all information relevant to the event.
- In liaison with CPSA HQ advise the Team of details of any required documents for shotgun/cartridge importation and Visitor permits, if required.
- Be prepared to welcome New Caps to the team and ensure they are fully conversant with the requirements of being an England Team Member.

At the Home International Tournament the Team Manager will

- Always be present and available on the shooting ground
- Be present for the squad selection and any pre-meetings taking place
- Distribute Programmes and Date Bars to all Team Members (supplied by the CPSA)
- Ensure that Team Members do not leave the layouts until they have checked and agreed the scores
- In the case of a disagreement, the Manager should be fully conversant with the Protest Procedure and ensure it is carried out correctly
- Be fully conversant with the Rules and Regulations regarding shoot-off procedures for individuals and teams
- Ensure Team Members are advised and ready to shoot in the event of a shoot-off
- Ensure that all is correct before leaving the ground during competition days
- Be fully aware of team members' final positions and any prizes/awards won by them

At the Home International Team Banquet the Team Manager will:

- Ensure all Team Members are present and correctly attired for the official Team photograph and that ONLY shooting team members and the Team Manager, appear on the official Team photograph
- Ensure there is no inappropriate behaviour
- Be prepared to thank the host nation publicly
- Ensure that every member of his/her team, due to receive a prize/trophy is available for the presentation wherever possible

After the International Team Event the Team Manager will:

- Liaise with CPSA HQ with a list of any official Team Photographs ordered / purchased from official photographer if they are being sent to CPSA HQ.
- Submit a Report and Team photograph(s) to CPSA HQ within 7 days of the event to be used in the next edition of PULL magazine.

ESP World Championship

At the ESP World Championships the Team Manager will

- Set up a WhatsApp Group to liaise with the England Team
- Liaise with CPSA HQ to ensure the Team have completed all relevant paperwork
- Always be present and available on the shooting ground
- Be present for any pre-meetings taking place
- Ensure the **full** England Team are in their England Uniform and in attendance for the Opening Ceremony.
- Ensure the England Team are informed of layouts for the Yanks v England competition and arrange a time and place to gather beforehand.

- During the competition, ensure that Team Members do not leave the layouts until they have checked and agreed the scores
- In the case of a disagreement, the Manager should be fully conversant with the Protest Procedure and ensure it is carried out correctly
- Ensure Team Members are advised and ready to shoot in the event of a shoot-off
- Be fully conversant with the Rules and Regulations regarding shoot-off procedures for individuals and teams
- Be fully aware of team members' final positions and any prizes / awards won by them
- Ensure that every member of his/her team, due to receive a prize / trophy is available for the presentation wherever possible
- Ensure that all is correct before leaving the ground during competition days
- When Championships are held in USA it is the England Team Manager's responsibility to submit an England Team Report and team photograph(s) to CPSA HQ within 7 days of returning from the event to be used in the next edition of PULL magazine.
The Manager does not have to submit a report when this event is held in UK as it is reported on by external source.

APPROPRIATE CONDUCT

The Team Manager is the official representative of the CPSA and has the full backing of the Board of Directors. His/her instructions are to be observed and respected. If any Team Member finds this unacceptable, they are requested to decline the invitation to take up their place in the England Team. The Team Manager has the authority of the CPSA Board of Directors to discipline members who, for any reason, bring the England Team, the CPSA or the sport into disrepute, or refuse to co-operate with any reasonable request. The Team Manager has every authority to dismiss any culprit from the England Team and arrange for their early return home liaising with CPSA HQ at all times. In that event, the Team Manager will submit a full report to the Board of Directors upon his/her return, detailing any misdemeanour including dates, times and witnesses. The Board of Directors will consider this report and discuss the appropriate action (if necessary), at the following scheduled Board Meeting.

The Team Manager is not there to carry Team Members' ammunition or clean their guns! He/she is an integral part of the team and will be given respect and support.

The position of Team Manager will automatically preclude the post holder from becoming a shooting member of the team and from shooting as an individual at the international event during his / her term as ESP England Team Manager.