

England Team Manager Vacancy, English Skeet

(2025–2027)

Overview

The CPSA invites applications for the voluntary position of England Team Manager for a three-year term (2025–2027). Ideally, applicants will have prior experience in team management or previous representation of England as a shooter.

Attendance Requirements

The appointed Team Manager will be expected to attend:

- At least one England Team Selection Shoot; and
 - The ICTSC Home International Tournament.
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Key Responsibilities

The Team Manager is the official representative of the CPSA and holds overall responsibility for the conduct, coordination, and welfare of the England Team. The role requires regular communication with CPSA Headquarters, the motivation and support of all team members, and the effective management of any issues that may arise during events.

Leading up to the Home International Tournament, the Team Manager shall:

- Attend, wherever possible, England Selection Shoots and introduce themselves to potential team members.
- Be fully conversant with the England Team selection procedures, and the relevant Rules and Regulations, having access to the appropriate Rule Books at all times.
- Liaise closely with the Team Captain and CPSA HQ to ensure the efficient distribution and collection of team information.
- Set up and manage a communication channel to ensure team members are kept informed of all relevant updates and event details.
- Liaise with CPSA HQ, advise team members regarding any documentation required for shotgun/cartridge importation or visitor permits.
- Welcome new caps to the team and ensure they understand their responsibilities as England Team Members.

During the Home International Tournament, the Team Manager shall:

- Be present and available on the shooting ground at all times.
- Attend all official pre-event meetings.
- Distribute Programmes and Date Bars to all team members (provided by the CPSA).
- Ensure that no team member leaves the layouts without verifying and agreeing their scores.
- Be fully conversant with the Shoot-off Procedures, ensuring these are followed correctly.
- Confirm that team members are ready and available in the event of a shoot-off.
- Verify all results and standings before leaving the ground on competition days.
- Maintain awareness of all final team and individual positions, prizes, and awards.

At the Home International Team Banquet, the Team Manager shall:

- Ensure all team members are present and correctly dressed for the official team photograph. Only official shooting team members and the Team Manager may appear in the photograph.
- Uphold standards of appropriate behaviour throughout the event.
- Publicly thank the host nation on behalf of the England Team.
- Ensure that all prize or trophy recipients are present for the official presentation where possible.

Following the Home International Tournament, the Team Manager shall:

- Liaise with CPSA HQ regarding any official team photographs ordered or purchased from the event photographer.
- Submit a written report and accompanying team photographs to CPSA HQ within seven days of the event for inclusion in the next issue of *PULL!* magazine.

Team Manager Benefits

The CPSA will reimburse the Team Manager's direct travel and accommodation expenses, upon submission of a completed claim form and valid receipts, for:

- One (1) Selection Shoot; and
- The ICSTSC Home International Tournament.

Reimbursable Expenses:

- Return travel from home to the host ground, at £0.45 per mile.
 - Accommodation costs up to £120 per night for the night before and the night of the event (exceptions may be granted with CPSA approval).
 - Daily subsistence allowance up to £40.
 - Return economy airfare or ferry costs, where applicable (e.g. travel to Jersey, Ireland, or Northern Ireland).
 - One (1) Team Banquet ticket, provided by the CPSA.
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Team Manager Uniform

The official uniform for the Team Manager shall comprise:

- Navy blue blazer
- Mid-grey trousers or skirt
- White shirt or blouse

The following items will be issued by the CPSA:

- 1 × England Team Manager Tie or Cravat
- 1 × England Team Manager Blazer Badge
- 1 × Red England Team Manager Softshell Jacket
- 2 × England Team Manager Polo Shirts

Team Managers are not authorised to wear any other official England Team uniform unless they are former England Team Members.

Appropriate Conduct

The Team Manager acts as the official representative of the CPSA and carries the full authority and support of the CPSA Board of Directors. All instructions issued by the Team Manager must be respected and followed.

Any individual unwilling to comply with this requirement is respectfully advised to decline their invitation to represent England.

Under the delegated authority of the CPSA Board, the Team Manager may take disciplinary action against any team member whose behaviour brings the England Team, the CPSA, or the sport into disrepute, or who fails to comply with reasonable instructions.

If necessary, the Team Manager has the authority to dismiss a team member and arrange for their early return home, maintaining close communication with CPSA Headquarters throughout. A detailed written report must then be submitted to the Board of Directors upon return, including dates, times, and witness details. The Board will review the report at its next scheduled meeting and determine any further action required.

The Team Manager is not permitted to compete as a shooting member of the team or as an individual at any international event during their term of appointment.