

# Hertfordshire CPSA

## The Role and Responsibilities of the Team Manager



### The Team Manager:

- is a point of contact and advocate for shooting a particular discipline
- supports and encourages new members to try shooting the discipline
- arranges the County Championship Fixture
- selects the Hertfordshire Team to compete in the Inter-counties

Ideally, you need to.....

Attend and contribute at the county AGM. At the AGM, collect enough badges/medals to present to winners in the County Competitions. Make a note of the Inter-counties, Regional and National competition dates

### Plan the County Championship Fixture

At the beginning of the year, select a preferred date and ground for the county competition. Liaise with the shooting ground and arrange for them to host it. The choice of ground should be within the county and must be on a CPSA registered layout.

### Publicise the Fixture

Advise the county Secretary and county website administrator of the fixture so this can be publicised in Pull magazine, social media and on the Herts County website. Ask the shooting ground owners to display posters and add it to their calendar

### Selecting a Date for the County Competition

It is not always straightforward. Here is some guidance:

- try to avoid a dates clash with other significant shoots of the same discipline as this will lower the likelihood of good attendance.
- Turnout is best on a Sunday as other days are a working day for some people.
- try to avoid joining the same event as other shoots on GB selection shoots, Inter-counties or major competitions we cannot take a levy.
- Ideally try to pick a date before the Inter-counties competition the result from the county championship will help you with team selection

## The County Competition Event

On the day of the competition event, ensure the badges/medals and trophy are at the ground ready for presentation. You may need to track down beforehand the trophy holder from last year's competition.

At the end of the competition

- double check the result
- give a presentation to the winners
- arrange a photograph of the winners & trophies presentation
- collect the levy from the ground

## After the competition

Prepare a concise shoot report & results summary and send this with the photo to the county secretary to forward on for inclusion in Pull magazine and publication on twitter. Send also to the website administrator for inclusion on the website.

Send the levy to the treasurer, or arrange with the treasurer to deposit it into the county's bank account.

Keep a record of the trophy holder or trophy location as this will be useful in preparation for the subsequent year.

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## The Inter-Counties Competitions

Approximately a month before the Inter-counties competition in each particular discipline, you'll need to select a Hertfordshire team.

You need a team of 5 from any category.

You can also nominate a veteran, lady, junior and colt and these can be a member of the team or shoot as an individual.

Your job as Team Manager is to field the strongest full team.

The following information sources will be useful consideration in helping decide the team:

- result of the most recent county championships
- rankings within the county obtained via the CPSA main website
- recent form – the outcome from the latest registered competitions

Confirm each team-member's availability for selection and then send the team names to County and Regional Secretary. As a reminder, re-confirm the fixture and location with the Team Members in the week prior to the competition.

Further information about the Inter-counties competitions can be found on the SE Region website:

<https://sites.cpsa.co.uk/south-east>

