



Canada Winter Games

2019 Team Manager

Job Description and Qualifications



The team manager has a major responsibility. They work closely with the coach to plan and implement a series of activities leading to a successful Games performance

Apply to: michele@skinb.ca **Application Deadline: April 20, 2018**

Team Manager qualifications include:

- Preference will be given to a coach
- Must be 18 or 19 years of age (need to verify the age)
- Member in good standing with Ski NB, CSC, ACA

Pre Games Duties:

- Work with Head Coach to prepare a budget
- Communicate athletes' schedules, costs, team commitments, etc. to athletes/parents
- Make arrangements for travel and accommodations when traveling
- Oversee the participant registration process.
- Oversee the participant reading, understanding and signing of the Team Agreement that includes the code of conduct.
- Work with the Canada Games Transportation Coordinator to manage team travel arrangements to and from the Games
- Coordinate team uniform sizing and distribution for both the competitive and walk-out uniforms.
- Support team media personnel through provision of information, setting up interviews, etc.
- Coordinate team participation at the Team NB Rally
- Attends Coach/Manager Seminar/Workshops
- Identify a parent to serve on the Canada Games Team NB parents committee
- Ensure all Team members have completed the Doping Education On-line program
- Correspond with the Mission Staff assigned to your team regarding the status, needs and progress of the team
- Coordinate with Para-alpine manager if one is in place. Otherwise manage and integrate Para-alpine athletes into alpine program

At Games:

- Ensure adherence to the Team NB Code of Conduct
- Deal with issues as they arise (in partnership with the Head Coach)

- Work with Mission Liaison to coordinate team travel, athlete interviews, special awards, pin distribution, etc. and correspond with the Mission Staff assigned to your team regarding the status, needs and progress of the team.
- Ensure the team is effectively managed at their appointed venue sites

Post Games:

- Provide a written evaluation of the program

Salary:

2018: \$250

2019: \$1750 plus all travel covered to, during, and from Games

Reporting:

Team Manager reports to Head Coach