

TEAM MANAGER ROLES AND RESPONSIBILITIES



Timeframe:

- 10-12 month appointments
- Games Commitment: August 9-12, 2019

Position Summary:

The Manitoba Cycling Association (MCA) is accepting applications for the Manitoba Games Team Manager position. We are looking for individuals who are committed to providing a fun, safe, & inclusive environment for youth athletes.

Leading up to the Games, the Team Manager assists the PSO and coaching staff with logistics and communication tasks for their respective team. MCA's Technical Director will support each Team Manager and PSO with the planning and implementation of all tasks. The Team Manager is accountable to their PSO and supports the coaching staff and athletes with planning, logistics and communication both before and at Games.

Position Description:

Pre-Games:

1. The PSO, Team Manager and coaching staff work closely to plan, communicate, implement and evaluate the regional program.
2. Successfully complete screening procedure according to the Sport Manitoba Volunteer Involvement Policy Procedure.
3. Review and be familiar with the sport technical package, sport schedule and communicate potential issues or concerns to the Technical Director and Coach in a timely manner.
4. Serve as the key communication link for the PSO and coaching staff to communicate and collect necessary information to athletes regarding: registration, schedules, practices, uniforms, accreditation, transportation, host society updates, etc.
5. Ensure team is fully registered by June 15, 2020.
6. Attend regional team practices and meetings and Sport Manitoba regional information session.

At Games:

1. Chaperone team athletes 24 hours/day for the duration of the Games, from the time athletes get on the bus to the time they return home from Games and the parent/guardian has picked up the athlete.
2. Ensure all team members adhere to: Manitoba Games village rules, Manitoba Games Code of Conduct, and sport technical package.
3. Travel on regional team bus, stay in the athlete village (mandatory) and attend opening and/or closing ceremonies.
4. Serve as the key communication link between your team and the Host Society including:
 - Review sport schedules and notify your team of any changes regarding events and schedules
 - Provide updates, problems or potential issues, to the Technical Director
 - Assist with any discipline and protest-appeals issues
5. Ensure your team is prepared for the multi-sport Games experience.
6. Manage team operations and logistics including: accreditation, accommodation, food, transportation, medal and opening/closing ceremonies, team down-time, arrival/departure, village check in/out, etc.
7. Act as regional team Bus Captain to/from Games when required.
8. Work closely with the Technical Director, PSO and coaching staff to ensure maximum safety and fun during the Games.
9. Encourage regional team and promote Games spirit and fair play. And most importantly, have fun!

Post Games:

1. Complete post evaluation survey.

Updated: August 20, 2019

2. Submit final report.

Qualifications, Experience, Skills and Competencies:

Other Requirements

- 18+ years of age
- Clean Criminal Record check, in accordance with the Sport Manitoba Screening Policy
- Clean Child Abuse check.
- Valid Standard First Aid certification.
- Strong teaching, leadership, organization and communication skills.
- Valid driver's license.

Teams must have at minimum one male coach or manager and one female coach or manager. Coaches must be present at all games and practices leading up to both the regional qualifiers and the Manitoba Games powered by Manitoba Hydro themselves. Coaches and Managers can apply as a team or individually.

Please submit your application to Monika (Moni) Robertson at mcambgames@gmail.com.

Submission deadline is October 1, 2019