



Canada Winter Games Team Manager

Qualifications:

- For the 2011 Canada Winter Games this position must be an adult male.
- Excellent inter-personal skills with the ability to establish a positive rapport with skaters, coaches, parents and volunteers
- Effective time management skills
- Good stamina and can endure long hours (with very little sleep)
- Has the ability to troubleshoot
- Effective communicator
- Responsible role model
- Able to handle sensitive issues and information in a confidential manner
- A team player who is supportive of the athletes
- Must be able to attend the games
- Coaching experience would be an asset but if a Skate Canada Coach must be Level 3 Certified
- A good understand of the sport of Figure Skating
- Must be a member in good standing with Skate Canada
- Must provide a Criminal Record Check and Child Abuse registry Check.

Job Description:

- The Team Manager is there to support the skater not the coach.
- You are responsible for the skaters 24 hours/day
- You will have access to health information and emergency contact names & phone numbers
- You will always be visible and available to your skaters to provide assistance
- You may be required to do wake up calls
- You may be required to supervise athletes' hotel rooms
- You must communicate information to skaters and coaches. Ensure skaters are aware of transportation arrangements, times, schedules and changes as required.
- Be available in dressing room areas prior to and during practices and events
- Carry supplies as require (water, Kleenex, minor first aid kit, sewing supplies, etc.)
- Be familiar with rules of conduct, both of the Section and Nationally
- Ensure skaters are aware of and maintain appropriate behavior and etiquette
- In the event of unacceptable behavior, team leaders are expected to determine and administer appropriate disciplinary measures
- Liaise with media as required
- Interface with host committee as require (i.e. travel arrangements, etc.)

- You may be required to attend a practice (in a supportive role) with a skater whose coach is unavailable
 - Assist any skater who may be injured to obtain appropriate medical care
 - Where a skater must withdraw from the event, inform the competition Technical Representative of such
 - Assist in communicating successes, positive feedback (i.e. newsletters, posters etc,) to all team members
 - Arrange for early or late dining room access for skaters who have late or early practices and arrange for boxed meals for skaters who will be at the rink over lunch times.
 - Secure and distribute list of room numbers to athletes and coaches
 - You will be a member of the Games Committee and will be expected to attend all meetings, clinics, seminars and all events that are planned for the Team
 - You are a member of the Onsite games team with the Team Coaches
 - Work with Games Committee, The Skate Canada Manitoba Executive and Office Staff and Sport Manitoba
 - Work with the committee to plan and execute team seminars and events
 - Give regular updates to the committee on how training is going
 - Communicate any issues or concerns to the Games Committee
- Work as part of a team that is made up of 3 coaches (one being a Special Olympics Coach) and a Team Manager
- You will report directly to the Chair of the Games Committee.

Pre-Competition Duties

- Obtain a list of all athletes, include full names, ages and events
- Arrange to have a letter sent to athletes and coaches advising them of their accommodations, travel plans and schedule. Include contact information for yourself.
- Provide and on-site contact phone number, possibly the Provincial Team office or a cell phone number
- Plan and implement a pre event meeting with the athletes and their parents or coaches

Post Competition Duties

- Prepare a written report to the Section Executive &/or the Games Committee