



TEAM LEADER/TEAM MANAGER GUIDELINES 2012-2013

MISSION STATEMENT:

To ensure the safety and well-being of the skaters by creating a positive environment, allowing each athlete to perform to their potential

CHARACTERISTICS OF A GOOD TEAM LEADER

1. Excellent inter-personal skills with the ability to establish a positive rapport with skater, coaches, parents and volunteers.
2. Effective time management skills
3. Good stamina and can endure long hours
4. Has the ability to be a troubleshooter
5. Effective communicator
6. Responsible role model
7. Able to handle sensitive issues and information in a confidential manner.
8. A team player who is supportive of the athletes and coaches
9. Knowledge of the Skate Canada rules and regulations

RESPONSIBILITIES

The team leader role is primarily one of skater and coach support

As team leader you will be assigned a group of athletes.

- You are responsible for the skaters 24 hours/day
- You will have access to health information and emergency contact names and phone numbers
- You need to plan a Team meeting on official practice day with skaters and include the Sport Psychologist at the meeting
- You should be aware of any food allergies of our skaters (for team room food)
- 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 required (water, Kleenex, minor first aid kit, sewing supplies , etc.)
- Be familiar with the rules of conduct, both Section and National
- 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 required. (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
- In the event that a skater must withdraw from competition, inform the competition Technical Representative of that necessity.
- Assist in communicating successes, positive feedback (i.e. newsletters, posters etc.) to all team members
- Set up and stock the team room. Routinely monitor and restock as necessary. Be aware of any food allergies that skaters might have

Note: The Groceries should be nutritious and are for those skaters who have early or late practices and are unable to access the restaurant

- Secure and distribute list of room numbers to athletes, coaches, and other team leaders

Pre Competition Duties (Team Managers only)

1. Obtain a list of all athletes & coaches; include full names, ages, event(s), contact information (email & cell) & arrival and departure information.
2. Liaise with other team leaders. If possible have a pre event planning meeting
3. Arrange to have a letter sent to athletes and coaches advising them of their accommodations, travel plans and schedule. Include a list of all the team leaders and a pre event contact phone number for each
4. Provide an on-site contact phone number, possibly the hotel or a cell phone number, so that should there be a delay in flights etc. a team leader can be notified of such
5. In conjunction with the Team Leaders, plan and implement a pre event meeting with the athletes and their parents or coaches

Post competition Duties

1. Team leaders must prepare a written post event report to the Section Office within 2 weeks after the competition.

Reimbursement of Expenses

Expenses are reimbursed for the following

1. Travel (airfare, mileage, parking)
2. Food (\$45.00 per day), receipts to be included.
3. Accommodation – shared rooms provided (under certain circumstances it may be necessary to share or have a skater stay with a team leader)

Application Process

1. Apply in writing (Application forms are available on the Skate Canada Manitoba website)
2. Include 3 references (one should be from a skater)
3. Indicate the competitions/dates you would be available to team lead (keeping in mind a day prior to and a day after the event may be necessary for travel)
4. Submit a Child Abuse Registry Check and Criminal Record Check.
5. Must be a Skate Canada member in good standing.
6. If you are a coach and wish to be a team leader please be aware that you are required to be a fully certified level 2 or 3 coach in order to be eligible to be a team leader.