



## TEAM LEADER/TEAM MANAGER GUIDELINES 2010-2011

### 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 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 feed back (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, include full names, ages and event(s)
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)
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 at the Skate Canada Manitoba office)
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.