

Saskatchewan Athletics U16 & U18 Tri Province Roles & Responsibilities



MANAGER

BEFORE THE CHAMPIONSHIP

- Attend trials to assist office staff and coaches with, "*Intent to Participate*" forms
- Attend meeting with office staff, head coach and event coaches
- Aware of transportation, accommodation, meal plans and other arrangements
- Pick up athlete information binders, team information, singlets, cheques, cash advance, etc. from Saskatchewan Athletics office
- Work with office staff to prepare for trip

DURING THE CHAMPIONSHIP

- Communicate and uphold the *Code of Conduct*
- Monitor athletes' behaviour and act accordingly, if necessary
- Make sure athletes are aware of rules within the accommodations (ie. Clean rooms, damages, etc.)
- Make sure athletes are aware of competition apparel
- Make sure athletes are aware of curfew
- Manage room checks (with assistance from Head Coach)
- Complete and manage any *Incident Reports*, if necessary
- Organize a way to communicate with athletes (ie. Facebook, TeamSnap, etc.)
- Team head counts
- Manage any additional finances
- Notify the team of bus shuttles during the event
- Hand out room keys and make any room changes, if necessary
- Coordinate and pay for team meal, if necessary and pre-arranged
- Coordinate (with Head Coach and event coaches) a team meeting
- Manage any team equipment.
- Manage any press information
- Manage team protests (with assistance from Head Coach)
- Act as liaison (discuss with Head Coach) with meet director and officials in the event of any disputes
- Communicate any information with Saskatchewan Athletics, if necessary
- Attend technical meeting (discuss with Head Coach)
- Locate and distribute competition numbers to athletes
- Distribute singlets to athletes
- Coordinate transportation and care in the event of an emergency (injured athlete)
- Organize team picture

- Respond to, “*Release Forms*” and are aware of athletes that left the care of the team
- Any additional duties assigned by Head Coach

AFTER THE CHAMPIONSHIP

- Complete Manager Report no later than 14 days after the competition and hand in to Saskatchewan Athletics office