

# **TEAM MANAGER(S) SELECTION & RESPONSIBILITIES**

## **1. Introduction**

Managers, like athletes and coaches, are recognized and encouraged for their efforts. One such form of recognition is selection to a Saskatchewan Athletics Provincial Team.

Managers are selected to Provincial Teams to help in establishing an optimal environment conducive to best performance for all team members. Managers are leaders and team members and integral to the efficient and professional operation of a Saskatchewan Athletics Team.

Saskatchewan Athletics is committed to excellence in Athletics, which includes Managerial excellence.

## **2. Eligibility**

- Be a member in good standing with Saskatchewan Athletics
- Have demonstrated repeated commitment to:
  - a) Saskatchewan Athletics programs in a Managerial or administrative role
  - b) Provincial Club/School programs in a Manager or administrative role
- Have completed the application form
- Individuals may apply separately for a Provincial Team as Coach and Manager
- The Board of Directors must ratify the appointment

## **3. Principles & Criteria**

The following principles and criteria will be used for selection of Managers to Provincial Teams

### **Principles**

- Integrity is the foundation for all other considerations in Managerial selection and overrides all other principles
- A Provincial Manager will be beyond reproach in his/her professional and personal behavior when selected to a Saskatchewan Athletics Provincial Team
- The title “Provincial Manager” carries with it the responsibility for integrity in all activities associated with Saskatchewan Athletics including those of the Member Clubs and other affiliated groups
- Experience includes previous appointments to Provincial Teams as well as experience at the Club/School level

**Criteria**

- Communication skills
- Administrative skills
- Knowledge of the structure of Saskatchewan Athletics
- Fiscal responsibility
- Attributes re; initiative, reliability, commitment, etc
- Composure
- Health
- Related Managerial experience

**4. General Responsibilities of the Manager**

- i) Ensure that the technical Package (and current games Handbook/general rules) be continually reviewed, and the Head Coach advised of concerns
- ii) ensure that walkout and competitive uniform requirements are met
- iii) ensure that the team participates in all official games functions including opening and closing ceremonies, sport ceremonies, receptions and game related activities
- iv) attend all coaches/managers meetings, both prior to and during games
- v) be punctual for competitive events
- vi) meet requests of the host community, Games Society and Team Saskatchewan mission staffs where applicable
- vii) ensure that all team members comply with the rules and regulations established by the Host Community, Games Society and Team Saskatchewan, where applicable
- viii) be aware of the proper protest procedure (sport & games specific)
- ix) chaperone and ensure appropriate behavior of team members while at the competition
- x) meet with assigned mission staff member on a daily basis where applicable
- xi) check in at the Saskatchewan mission desk at least twice per day to receive messages and information updates (morning/evening) where applicable
- xii) be responsible for team discipline during the competition and while traveling to and from the competition
- xiii) promote a positive image of Saskatchewan
- xiv) endeavor to see that the athletes have an enjoyable and rewarding experience
- xv) ensure that proper registration procedures are fully completed and that all participants meet the eligibility requirements

**5. Specific Responsibilities**

- i) consult with the Head Coach on specific duties before, during and after the trip
- ii) contact team members and inform them of all travel and accommodation arrangements
- iii) compile staff and athlete data:
- iv) submit team entries before deadline
- v) arrange transportation

## **TEAM MANAGER(S)**

- vi) secure and distribute team uniforms
- vii) schedule meetings and book facilities
- viii) arrange for medical kit and ice on site
- ix) record athlete performances and team score and forward to Saskatchewan Athletics office
- x) authenticate any performance records by using appropriate form and official results
- xi) enforce all rules and regulations set by the Head Coach
- xii) finalize reports and financial statement with the Head Coach
- xiii) distribute and collect evaluation forms
- xiv) provide individual Games report on positives, negatives, disciplinary problems/actions and future improvements
- xv) submit all final reports to Saskatchewan Athletics Executive Director
- xvi) all other duties assigned by the Head Coach

### **6. Accountability**

The Team Manager is responsible to the Head Coach for the accomplishment of his/her mandate and conduct.

### **7. Role**

The role of the Manager of Team Saskatchewan is to assist in the successful preparation, participation and performance of the athletes in the competitions and related activities.

It is expected that the Manager of Team Saskatchewan will project a very positive image of Saskatchewan and be outstanding ambassadors of our Province.

Under the leadership of the Manager, each member of Team Saskatchewan should demonstrate:

- good sportsmanship
- spirit of fair play and team spirit
- co-operation
- friendship
- respect for other people's rights
- respect and adherence to the rules and regulations established by the host community and Team Saskatchewan
- team spirit