# **Job Description**

# **Canada Games Manager**

Team managers have a major responsibility. They work closely with the coach to plan and implement a series of activities leading to a successful Games performance. Responsibilities may include, but are not limited to the following.

# Liaison with Provincial Sport Organization

* To prepare regular financial and team management reports on the progress of the team for the PSO’s Canada Games Management Committee.

# Team

* To make arrangements for travel and accommodations when traveling out of town
* To communicate player schedules, costs, team commitments, etc. to players/parents
* To ensure the Team Selection Criteria is widely distributed and if necessary coordinate a parent information session to convey the details.
* To support the coaching staff as requested at the competition and practice venues (ensure supplies and equipment arrive at venue, look after venue administration such as submission of team lists, etc.).
* If the manager has technical expertise, the coach may delegate coaching responsibilities to the manager.

Finances

* To work with the coach to prepare a budget
* To coordinating fund raising activities, collecting player fees, etc.
* To authorize expenditures, pay bills, etc.

# To maintain financial records, reporting on the financial situation to both the coach, the board, and when required to the Sport, Recreation and Active Living Branch.

# Canada Games Administration

* To oversee the participant registration process.
* To oversee the participant reading, understanding and signing of the Team Agreement that includes the code of conduct.
* To work with the Canada Games Transportation Coordinator to manage team travel arrangements to and from the Games.
* To coordinate team uniform sizing and distribution for both the competitive and walk-out uniforms.
* To coordinate a Doping Education Session for all Team members
* To support team media personnel through provision of information, setting up interviews, etc.
* To coordinates team participation at the Team NB Rally
* To attends Coach/Manager Seminar/Workshops
* To identify a parent to serve on the parent’s committee
* To correspond with the Mission Staff assigned to your team regarding the status, needs and progress of the team.

# At The Games

* Adhere to the Team NB Code of Conduct
* Assume primary responsibility for conduct of team
* Deal with issues as they arise
* Work with Mission Liaison to coordinate team travel, player interviews, special awards, pin distribution, etc. and correspond with the Mission Staff assigned to your team regarding the status, needs and progress of the team.