



CALL FOR TEAM MANAGER 2014 Cadet/Junior Pan Am Championships

The Canadian Fencing Federation (CFF) is seeking a Team Manager for the 2014 Junior/Cadet Pan Am Championships.

The event will be held in Guatemala City, Guatemala from February 22-27, 2014.

The roles and responsibilities are attached. This is a volunteer position, The CFF will cover the cost of travel, hotel and per diem for the duration of the scheduled travel period.

APPLICATION PROCEDURE

1. All candidates must have a validated 13-14 CFF license and must submit a written application, which includes:
 - A letter outlining why they would like to serve as a Team Manager, indicating their perceived strengths and weaknesses and relative experience based on the roles and responsibilities.

Selection will be based on International experience, demonstrated organizational skills, and communication skills as outlined in the application. Fluency in French and English is a strong asset and gender balance in leadership positions will be a consideration. Applications will be reviewed and a selection will be made by a sub-Committee of the High Performance Advisory Committee (HPAC).

2. All applications must be submitted to Caroline Sharp, Executive Director
By email at ed@fencing.ca (indicate Team Manager in subject line)

Application deadline: January 27, 2014

Selection Date: January 29, 2014

TEAM MANAGER ROLES AND RESPONSIBILITIES

While the duties of the Team Manager (TM) relate mostly to the administrative management of the Canadian team, the TM has responsibilities prior to, during and following the competition. The TM is there to provide support to the team members and to ensure that conditions are optimal for peak performance. The TM will work closely with the coaching staff, High Performance Program Coordinator and report to the Executive Director.

The primary responsibilities of the TM are outlined and explained below. This list is not exhaustive. The TM may find situations and/or circumstance may vary and will require the TM to take initiative to work for the benefit of the Team members.

Pre-Event

- Attend any Pre-event Training Camps if requested.
- Take part in any Pre-event Staff meetings.
- Ensure all team members are familiar with and have signed the “CFF Code of Conduct”.
- Assist the HP staff in any pre-planning activities which may include, visa, air travel, ground transportation and hotel arrangements. (If requested.)

In-transit/At the event

- Responsible for all administrative functions in support of the event.
- Directly responsible for any technical issues associated with the competition, i.e. ensure that all athletes/teams are registered, that they are properly seeded for the competition, verify and correct any errors in the official posted results, appeals to DT, collects results and other info.
- Attends all *Chefs de Délégation* meetings.
- Liaison with competition organizers/FIE and help addresses issues to benefit performance potential of the team.
- Ensure all team members respect the “CFF Code of Conduct”.
- Must be aware of all problems arising with the coaches and athletes in order to solve these problems and take final decisions.
- Responsible for day to day organization and delegation of duties i.e. Travel, hotel, meals, ground transportation, availability of training venue, solving last minute problems, team trips and social activities etc. May delegate some of these tasks to others however the TM is ultimately responsible.
- Take all precautions to ensure safety and security of team members.
- Ensures that all support staff are effectively performing their roles and responsibilities.
- Responsible for distributing information to all team members.
- Ensure hotel arrangements meet team needs and billing is accurate, and respects initial reservation.

- Ensure local transportation is arranged with the organizers and resolve any transportation problems.
- Arrangements on-site training. This should be arranged based on prior coordination with the attending Coaches.
- Organize meals/lunches, as required.
- E-mail a one-page summary of results to the HPPC (hppc@fencing.ca) and Executive Director (ed@fencing.ca) and any other pre-determined media contacts at the end of each day. This should include quotes from top Canadian athletes and their coach, and full Canadian results for each event on that day (ranking, number of entries etc).

Post – Event

Complete the post-event report within 3 weeks after returning from the event.

This report will include comments on:

- Pre-planning
- Travel
- Hotel
- Team participant interactions
- Highlights of Canadian results
- List of problems encountered and any solution found, including the final result
- Recommendations for the future
- Conclusion and general impressions
- Miscellaneous comments

Conditions

- The CFF will cover the cost of travel, hotel and per diem for the duration of the scheduled travel period.
- This is a volunteer position.