

FeNZ TEAM MANAGER – COMMONWEALTH CADET / JUNIOR CHAMPIONSHIPS,

CAPE TOWN, SOUTH AFRICA, JULY 2015

JOB DESCRIPTION

ROLE

The FeNZ Team Manager is responsible for the:

- Organisation, administration and management of the team, including coordinating fencers, accommodation bookings, financial management and reporting (in conjunction with FeNZ Secretary General); and
- Welfare of all team members and officials from the time the team members depart until their return to New Zealand where they have been consigned to the Team Manager's care, and at all times at the competition venue.

RESPONSIBLE TO

FeNZ Team Manager is responsible to the FeNZ Board.

KNOWLEDGE, SKILLS, EXPERIENCE AND REQUIREMENTS

Personal Attributes:

- Strong interpersonal and oral communication skills, including the ability to liaise effectively with athletes, parents, coaches and administrators
- Good written communications skills
- Strong organisational and financial management skills
- Be prepared to work as a team with fencers, parents and officials
- Team leader qualities – fairness, impartiality
- Sound knowledge of the procedures, rules and regulations for competition
- Have an NZ Police Clearance
- Driver's licence
- Current First Aid certificate (desirable)
- Previous successful management of teams (desirable)

DUTIES

PRIOR TO THE COMPETITION

- Prepare preliminary information for those who have been nominated to attend the competition and have completed the required nomination form, including equipment requirements.
- Prepare a budget for the Team Manager, coach/es, referees and any other officials appointed by FeNZ to attend, including the calculation of the management levy to be paid by fencers attending.
- Include advice on team levy to cover costs of team manager, coach/es, referees and any other officials considered necessary by FeNZ Board.
- Make accommodation bookings for all fencers, coach/es, officials.
- Ensure all team members are aware of the anti-doping policy.
- Collate entry details for all fencers attending, and provide in a timely fashion to the Secretary or President of FeNZ to send to the competition organisers, by the due date.
- Provide a letter for schools supporting leave of absence for fencers
- Coordinate any media coverage

PRIOR TO DEPARTURE

- Collate details of travel arrangements, accommodation and contact numbers for all fencers

attending, including those not travelling with the Team Manager

- Take charge of all those fencers travelling with the Team Manager or who have indicated that they are to be collected/met by the Team Manager, or who will join the Team Manager as flights allow.

DURING THE EVENT

- Liaise with all team members, coaches, officials to ensure that the needs of all fencers are met and the fencers appropriately informed of schedules
- Ensure the discipline of all fencers at all times.
- Ensuring the welfare and safety requirements of the
- All fencers must be supervised at all times.
- Liaising with FeNZ Board regarding any fencer's inappropriate behaviour, misconduct, injuries or illness.
- Being responsible for ensuring all team members under the Team Manager's management, catch the appropriate transport to and from the competition venue.
- Acting a spokesperson for the team, the single point of contact.
- Keep notes for a final report to FeNZ
- Take NZ flag and CD of National Anthem of NZ, and teams matches tokens (silver fern pins)
- Select those fencers to compete in the teams matches, based on selection the principles provided by FeNZ.

AFTER THE EVENT

- Supervise the return home of all those fencers
- Prepare a statement of costs / expenses from which individual fencer accounts will be generated.
- Work with the Treasurer FeNZ to prepare and send out accounts to fencers for their management fees, and any other costs incurred by FeNZ/Team Manager that are chargeable back to fencers.
- Provide a written report to FeNZ within 2 months of return