



Canadian Baton Twirling Federation

La Fédération Canadienne de Baton Sportif

Canadian Contingent Team Manager Program

Purpose: To have a Team Manager accompany the Canadian Contingent to the WBTF International Cup and IBTF Grand Prix.

Objective: To create a program that benefits and supports our participating athletes attending the WBTF/IBTF competitions.

Benefits: The benefits to having an official Team Manager are:

- ❖ An additional resource that will work with the CBTF Contingent Coordinator with the many activities required to organize and prepare the Contingent during the months leading up to departure, such as:
 - Schedule and reserve practice gym facilities with the host country
 - Collect information from Contingent members as required (for example, Health Certificates, Athlete Information Sheets)
 - Organize Contingent dress code, including practice clothing, tracksuits and crests
- ❖ To lead the Contingent while in-country, along with the Contingent Coordinator if they are also traveling with the CBTF Contingent:
 - Organize the Team Canada Welcome Reception and Final Wrap-Up parties
 - Organize and lead a variety of team-building exercises (such as the Secret Pal Program)
 - Update the Message Board daily with important information before and during the competition
 - Schedule and lead daily meetings
 - Conduct Contingent practices
 - Be responsible for “competition time management” duties
 - Organize the Team for opening and closing ceremonies
 - Be knowledgeable about the hotel, athletic facility and surrounding area
- ❖ To assist the athletes during competition
 - The official music attendant
 - Provide First Aid if necessary
 - Provide treatment of injuries, including physical therapy, if qualified and certified

Job Description: See separate attachment

Requirements: Provinces are requested to contribute all or a portion of the funds raised from seasonal Toonie Tosses, Twirl-A-Thons, or other dedicated fund-raising events. This program requires the financial cooperation of all athletes attending the WBTF event. The athletes are responsible for providing any additional funding required to include the Team Manager as part of the Canadian Contingent.

Logistics: As the expected contingent will be travelling in two waves for the two competitions in 2017, CBTF will be engaging one full time team manager, who will be responsible for the International Cup and travel with that contingent, and funded as is usual. CBTF will also engage one short term team manager, who will be responsible for the Grand Prix and travel with that contingent, and be funded for one half of return travel, full accommodation up to and during the Grand Prix, and other incidentals for the time up to and during the Grand Prix competition. The Grand Prix Manager will be responsible for

managing all aspects of the contingent for the Grand Prix, and the International Cup Manager will be responsible for managing all aspects of the contingent for the International Cup. Both will be financially supported, as indicated above, by the contingent member athletes through their athlete surcharge, less any fundraising undertaken by the athletes, provinces, or otherwise. CBTF will arrange the team managers' travel and accommodation in consultation with the managers. If any clarification is required, please contact Joanne Moser at president@cbtf.ca.