



Canadian Baton Twirling Federation

La Fédération Canadienne de Baton Sportif

Canadian Contingent Team Manager Program

The Canadian Contingent Team Manager is responsible for:

- the administration and management of the team, and
- the welfare of all team members at training and competition.

The Canadian Contingent Team Manager position reports to:

- CBTF Contingent Coordinator (prior to the International Cup and Grand Prix)
- Senior CBTF Official / Head of Delegation (at the International Cup and Grand Prix)

The appointment will be for the period leading up to and including the 2017 WBTF International Cup and IBTF Grand Prix, culminating with the submission of the Team Manager's Report by September 3, 2017.

This is an honorary position – no salary or honorarium will be paid beyond travel and living expenses.

Knowledge, Skills, Experience and Requirements

Essential

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Strong organizational and time management skills
- An understanding of the events offered at the International Cup and Grand Prix
- Sound knowledge of the rules/regulations of the competition
- Effective leader with a proven track record of successfully leading teams and/or groups
- Current First Aid certificate
- Certification in other forms of athletic therapy (for example: massage, taping, et cetera).

Desirable

- Working knowledge of MS Word and MS Excel
- Previous management of a club team

Responsibilities and Duties

Prior to the International Cup and Grand Prix

- Be educated on the Canadian Anti-Doping Program and the World Anti-Doping Code.
- In consultation with the CBTF Contingent Coordinator:
 - Determine the Practice Schedule and inform athletes, coaches and parents.
 - Maintain copies of all required CBTF and WBTF athlete and judge forms.
 - Maintain a private record of all athletes' Health Care Numbers and medical information in the event of an emergency during practice times or on the days of the competition.
 - Determine the need and arrange Group Meals at or near the designated accommodations, practice or competition sites.
 - Locate practice gyms, logistics of getting the team to the location, estimated travel time, cost.
 - Plan the Canadian Contingent Welcome Reception as close to the arrival date as possible.

- Hold an information session with the help of the CBTF President and CBTF Contingent Coordinator at the conclusion of IC Qualifier or during the National Championships.
- Coordinate CBTF Track Suit purchase from the CBTF Official Supplier and distribution for all Contingent members (athletes, coaches and officials).
- Coordinate tracksuit crest purchase from the CBTF Official Supplier and distribution for all Contingent members (athletes, coaches and officials).
- Organize the athletes' Secret Pal Program (program is voluntary).
- Assist with the organization of the Parents' Secret Pal Program, if requested (primary responsibility will rest with a parent volunteer).
- Keep accurate record of accommodations, transportation companies, emergency contact information, facility contact names, phone numbers and addresses.
- Purchase and bring supplies/decorations for the announcement board.
- Locate and replenish first aid/medical kit.

During the International Cup and Grand Prix

- Be the official "Nation Building Strategies" Leader. Always appear enthusiastic and "Pro-Canada".
- Assist all Canadian athletes selected for Doping Control.
- Ensure the Secret Pal program runs smoothly.
- Administer first aid, when required. If certified and capable, administer other forms of athletic therapy.
- Maintain daily contact with CBTF officials, athletes and coaches through communication and scheduled meetings.
- Organize coaches/athletes meetings each evening and offer motivational words of encouragement, anecdotes, and team building strategies.
- Update the announcement board with important information daily.
- Be aware of any changes to schedule and alert appropriate parties.
- Run the Official Welcome Reception for CBTF athletes, coaches, parents and officials.
- Process official Country Registration.
- Attend all practices and help ensure optimum practice and performance conditions. Be prepared to lead daily warm-ups, games, develop practice schedule order of appearance.
- Organize athletes for Opening and Closing Ceremonies.
- Coordinate the Official Canadian Contingent Picture.
- Send any and all results to the CBTF website for posting.
- Plan the Final Wrap Up and Secret Pal Announcements. Communicate final closing message to all Canadian Contingent Members.

After the International Cup and Grand Prix

- Prepare a written report for the CBTF Board of Directors

Application Process

Complete the Team Manager Application Form and return to president@cbtf.ca

The deadline for applications is March 6, 2017.

The CBTF Team Manager Selection Committee will consider all applications by the deadline and may contact short-listed candidates for an online/telephone interview.

Any questions regarding the position responsibilities and duties, requirements or application process should be directed by email to president@cbtf.ca.