



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
  - 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/WhatsApp (or equivalent) 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 consider dedicated fund-raising events for the athletes. 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 Managers and one judge as part of the Canadian Contingent.

**Logistics:** As the expected contingent will be attending for two competitions in 2019, CBTF will be engaging one 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 team manager, who will be responsible for the Grand Prix and be funded as is usual. 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 team managers travel and accommodation in consultation with the managers. Depending on the size of the contingent, an additional team manager may be required, or one team manager could manage both competitions. If any clarification is required, please contact Joanne Moser at [president@cbtf.ca](mailto:president@cbtf.ca).