



**Alberta Team Manager Coach Job Description  
2018 Special Olympics Canada Summer Games**

**Antigonish, NS** - Athletics, Basketball, Bocce, Golf, Powerlifting, Rhythmic Gymnastics, Soccer, Softball, and Swim

**Charlottetown, PEI** - 5 and 10 Pin Bowling

**Title:** **Team Alberta Team Manager**

**Scope:** The Team Manager is a volunteer member of the management team for the Provincial Team Program. As such he/she is responsible for assisting in the general planning and execution of the Provincial Team Program. The Team Manager ensures that the responsibilities and duties of team personnel are carried out as assigned. The Team Manager is expected to be a proactive leader, assisting in directing pre, during and post games activities, ensuring a productive and positive competitive and team experience for all Provincial Team members.

**Accountabilities:** The Provincial Team Manager is a volunteer position accountable to the Chef de Mission.

**Responsibilities:**

**Pre Games:**

- Work with the Chef de Mission to develop and monitor the critical path, timelines and goals for the team.
- Work with the management team to define the roles and responsibilities of each management team position (Chef de Mission, Team Managers) pre, during and post Games.
- Assist in the planning and facilitation of the Head Coach/Mission Staff planning session.
- In cooperation with the Chef de Mission, Head Coaches, Associate Coaches and Mission Staff, develop an agenda and plan sport specific sessions for the Provincial Team training camp (Fall 2017).
- Ensure that the Head Coaches are effectively performing their roles and responsibilities.
- In conjunction with the Head Coach, review athlete training reports and assist in resolving any issues.
- Maintain regular communication with Head Coaches and Mission Staff to monitor the team's progress.
- Work with the Chef de Mission, Mission Staff, Head Coaches, Associate Coaches and Training Coaches to create and maintain a cohesive team.
- Assist in the planning and attending the Provincial Team Staging Camp prior to National Games.
- Be familiar with the Athlete Agreement and the roles and responsibilities of the Team Managers, Head Coaches, Associate Coaches, Training Coaches and Mission Staff.
- Read and be familiar with all Team Alberta and National Games Organizing Committee correspondence and information.



- Work within the lines of communication set by the Team Alberta Management Team.
- Actively participate in Provincial Team conference calls, as required.
- Act as a role model and conduct yourself within the Provincial Team Program Code of Conduct.

## **During Games**

- Arrange and conduct daily on-site Team Mission meetings, in conjunction with the Chef de Mission.
- Liaise with the Games Organizing Committee on the areas of sport and logistics.
- Visit venues during practice and competition.
- Ensure all Team Members are following the Code of Conduct
- Provide direction on disciplinary actions if required (in consultation with the Chef De Mission).
- Work with the Chef de Mission, Mission Staff, Head Coaches and Associate Coaches to create and maintain a cohesive team for the duration of the games.
- Work with the Communication Liaison and Mission Staff to identify stories, obtain photos and track results.
- Responsible for the safety and security of all Team Alberta members.
- Travel to and from the National Games as part of the Provincial Team.
- House with the Team Alberta delegation for the entire duration of the National Games.
- Act as a role model and conduct yourself within the Provincial Team Program Code of Conduct.

## **Post Games**

- Submit a written evaluation of the Games, and the team structure with recommendations for future Games.
- Assist in the collection and review of post games evaluations from all team members and assist in the compilation of a final National Games/Team Alberta report.
- Work with SOA to ensure that all Team personnel are appropriately recognized.

## **Qualifications:**

- Be 18 years of age as of the first day of competition.
- First aid/CPR is an asset.
- Must be a member of Special Olympics in Alberta.
- Attendance at the qualifying Provincial Games.
- Have the willingness to assume a provincial perspective while being a member of the Provincial team.
- Outstanding leadership abilities.
- Major games management experience.
- Ability to motivate and foster team building.
- Demonstrated ability to both work independently and cooperatively in a partnering manner in the achievement of the National Team goals.
- Excellent leadership, communication, organizational and administrative skills.



- A strong understanding and fundamental belief in the mission of Special Olympics in Alberta and the goals of the Provincial Team Program.
- Strong interpersonal and problem solving skills.
- Ability to work in a demanding environment on-site at the Games
- Willingness and availability to participate in professional development opportunities, Team AB meetings, training camps and other functions as required.
- Proficiency in computer skills is mandatory.

**Time Commitment (may be subject to change):**

- August 2017 to August 2018 – on-going team responsibilities
- June 2017 – Mission Planning Meeting #1
- Fall 2017 – Team Training Camp (weekend)
- March 2018 – Mission Planning Meeting #2
- Charlottetown, PEI: May 13-20, 2018 – National Games (one week)
- Antigonish, NS: July 29-August 5, 2018 – National Games (one week)