

Section: COMPETITIONS
Topic: Job Description - Provincial Team
Sport Manager
Effective Date: October 2003
Revised Date: January 2019

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PURPOSE:

- To ensure that all members of Team PEI are well prepared and informed prior to the departure to the games
- To ensure that a productive and positive competitive and social experience is had by all Team PEI members
- To manage Team PEI in cooperation with Mission Staff and Coaches

DUTIES AND RESPONSIBILITIES:

General

- To work with the Chef de Mission, Mission Staff, Head Coaches and Coaches to ensure effective management of Team PEI
- Must submit medical information sheet provided
- Compile up to date Medical information for coaches and athletes, while attaining copies of Passports, Health Cards, and Licenses
- Ensure team spirit
- Act as a role model for all Team PEI members
- Assist with medical needs; coach relief as needed at the games
- Conduct oneself according to the Team PEI Code of Conduct
- Travel with Team PEI to and from the games

Budget

- Work with Head Coaches to prepare an individual sport budget, including equipment needs, mileage costs, facility requests, competitive uniform needs prior to the games
- Submit all budgetary items to Chef de Mission

Communication

- Ensure that all sport technical information is communicated to all coaches prior to the games
- Help arrange and facilitate all Team PEI Mission Staff and Coaches meetings prior to the games and while at the games
- Attend all Team PEI meetings prior to the games
- Assist coaches in establishing communication links with parents and/or guardians
- Assist in ensuring that both coaches and athletes abide by the Special Olympics PEI Code of Conduct
- Act as a diplomat and spokesperson for Team PEI
- Submit a written report of the games to the Chef de Mission post games

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Training Programs

- Assist coaches in developing a training program for their athletes prior to the games
- Make program visits 3, 6, and 12 months out from the games
- Keep clear and concise records of program visits
- Give feedback to coaches after each program visit

Results

- Keep clear and concise records of results while at the games