



Team Manager Role Description

Role: The Team Manager is responsible for the travel, health, and overall wellbeing of all team members throughout the duration of the National Summer Games. Team managers are tasked with maintaining communication links with all parties throughout the duration of the event.

Work with: Games Organising Committee (GOC), Club Committee and team's Assistant Team Manager/s, Coaches, Athletes and Families/Caregivers.

Main Tasks:

- Work with coaches to ensure all registration papers are submitted on time and all changes are notified to GOC.
- Be familiar with and adhere to Special Olympics sports rules, policies, and procedures.
- Act as the conduit of relevant and appropriate information between the GOC and the team.
- Act as the teams' main point of contact with any communications from the GOC.
- Be responsible for the health and safety of the team 24 hours a day for the duration of the games.
- Ensure that all team members are following the games COVID-19 protocols.
- Oversee the travel arrangements to and from the host city for the event, including any team members travelling by independent arrangements.
- Liaise with coaches to ensure that athletes are attending regular training.
- Agree to rooming plan with coaches to ensure athletes are assigned to appropriate areas of accommodation and return to GOC.
- Attend Team Managers Meetings as scheduled by the GOC.
- Carry a copy of the rooming plan so you can execute an emergency roll call should the need arise at any time.
- Hold a copy of all team medicals and ensure each coach holds a copy of every athlete's medical.
- Hold a copy of the emergency contact details form for all non-athlete members.
- Ensure an up-to-date list of medication is supplied for each athlete prior to leaving and that each relevant coach has a copy of this.
- Assign someone to be responsible for ensuring each athlete has had medication each day.
- Ensure athlete information form is completed for all athletes attending the games.
- Ensure that your accommodation area is secure and that belongings are safe.
- Ask Coaches to provide incident reports for any accident / incidents and record daily.
- Ensure Coaches have access to transport schedule during competition.
- Hold a debrief with coaches, after each day's competition/any issues.
- Deal with disciplinary issues that may arise within your team.
- Attend any Appeal applications on behalf of your athletes.

- Be the communication link with parents/caregivers.
- Ensure a full report is supplied to the Club Committee on all aspects of the event including results, incidents, accidents, positives, and challenges.
- Encourage your athletes and coaches to complete an event evaluation post the games.
- Ensure the Club receives-the relevant information including the team's achievements to thank you letters and appropriate recognition.

Equipment:

- Cell phone
- List of contacts for all athletes and coaches
- Emergency Contacts list
- List of medications for each individual
- Complete set of medical information for ALL team members
- First aid kit

Major Issues and support:

- Contact your local RSC, Special Olympics New Zealand Senior Management team or members of the GOC. A full contact list will be provided ahead of the event.

NB: Special Olympics New Zealand Policy:

- As per the Code of Conduct, refrain from the use of alcohol, tobacco and illegal substances while involved at this Special Olympics event. Encourage any athlete, coach, driver, supervisor, volunteer, parent/caregiver to do the same.

Accountable to: Club Committee and Special Olympics New Zealand