

## **CALL FOR TEAM Manager Junior World Championships**

The Canadian Fencing Federation is making a call for a Team Manager for 2011 Junior World Championships.

The event will be held in Dead Sea, Jordan and the Team Manager must be available to travel with the team from March 23<sup>rd</sup> to April 7, 2011

### **APPLICATION PROCEDURE**

1. All candidates must have validated 10-11 CFF license and must submit a written application, which includes:
  - a letter outlining why they would like to serve as a team leader, indicating their perceived strengths and weaknesses and relative experience
  - a full resume
  - note individual must be fully bilingual French and English
2. All applications must be submitted to the CFF high performance director, Gerard Lauziere, prior to the close of the application deadlines.

by mail: Gerard Lauziere  
67 de la Normandie  
Gatineau, Quebec  
J8Z 1N6

OR

by e-mail: [hpd@fencing.ca](mailto:hpd@fencing.ca) (indicate Team Manager in subject line)

**Application deadline:** February 27<sup>th</sup>, 2011, 11 am

**Selection Date:** February 28th, 2011

## TEAM LEADER SELECTION PROCESS

The selection of Team Manager is the responsibility of the HP Director. The HP Director will chair a sub-committee, which will include the High Performance Director, two current (or former) National Coaches and an Athlete Representative from the Athletes Council.

Selection of the Team Manager will be based on an assessment of the candidates:

- a) International experience and demonstrated organizational skills (50%)
  - . Previous managerial experiences
  - . Understanding of FIE structure and international competition rules
  - . Previous involvement in international fencing competitions
  - . High level of personal organization and efficiency
  - . Knowledge of planning and executing athletic trips
  
- b) Communication skills (25%)
  - . Language capabilities (English and French mandatory)
  - . Effective written and verbal communication skills
  - . Strong capacity to interact and liaise effectively on behalf of the Canadian team
  
- c) Personal Qualities (25%)
  - . Sound judgment
  - . Resourcefulness/initiative
  - . Trustworthy/personal integrity/professionalism
  - . Enthusiasm/motivator
  - . Conscientious, very hard-working
  - . Other relevant skills/experiences/intangibles

Each member of the selection committee will utilize a simple scoring system to objectively evaluate the candidates' suitability. As example; 3 - excellent, 2 - good, 1 - fair only, 0 – does not fulfil this criteria.

It is the responsibility of the Chairperson of the Selection Sub-Committee to ensure that all members are familiar with the process.

## **TEAM MANAGER 2011 SENIOR WORLDS ROLES AND RESPONSIBILITIES**

While the duties of the Team Manager (TM) relate mostly to the administrative management of the Canadian team, the TM has responsibilities prior to, during and following the competition. The TM is there to provide support to the team members and to ensure that conditions are optimal for peak performance. The TM will work closely with the coaching staff and report to the HP Director. While the obligations and duties listed below are the primary responsibilities of the TM, there may be opportunities or situations where these duties can be shared or distributed amongst other team staff. Changes and/or distributions must be made in consultation with the HP Director.

The primary responsibilities of the TM are outlined and explained below. This list is not exhaustive. The TM may find situations and/or circumstance may vary and will require the TM to take initiative to work for the benefit of the Team members.

### **Pre-Event**

- Take part in any Pre-Worlds Staff meetings.
- Be familiar with the HP Action Plan for Junior Worlds and ensure all team members understand their roll and responsibilities.
- Ensure all team members are familiar with and have signed the “CFF Code of Conduct”.
- Assist the HP staff in any pre-planning activities which may include, visa, air travel, ground transportation and hotel arrangements.

### **In-transit/At the event**

- Responsible for the implementing and executing action plan for Jr Worlds.
- Directly responsible for any technical issues associated with the competition, i.e. ensure that all athletes/teams are registered, that they are properly seeded for the competition, verify and correct any errors in the official posted results, appeals to DT, collects results and other info.
- Attends all *Chefs de Délégation* meetings.
- Liaison with competition organizers/FIE and help addresses issues to benefit performance potential of the team.
- Ensure all team members respect the “CFF Code of Conduct”.
- Must be aware of all problems arising with the coaches and athletes in order to solve these problems and take final decisions with the Team Leader.
- Responsible for day to day organization and delegation of duties i.e. Travel, hotel, meals, ground transportation, availability of training venue, solving last minute problems, team trips and social activities etc. May delegate some of these tasks to the assistant coaches.
- Take all precautions to ensure safety and security of team members.
- Ensures that all support staff are effectively performing their roles and responsibilities.
- Responsible for distributing information to all team members.

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- Ensure hotel arrangements meet team needs and billing is accurate, and respects initial reservation.
- Ensure local transportation is arranged with the organizers and resolve any transportation problems.
- Arrangements on-site training. This should be arranged based on prior coordination with the attending Coaches.
- Organize meals/lunches, as required.
- Fax or e-mail a one-page summary of results to the HP Director or [hpd@fencing.ca](mailto:hpd@fencing.ca)) and any other pre-determined media contacts every evening if competitions website is not updated daily. This should include the top 3, number of entries and Canadian results for each event on that day.

### **Post – Event**

Complete the post-event report to the HP Director within 3 weeks after returning from the event.

This report will include comments on:

- Pre-planning
- Travel
- Hotel
- Team participant interactions
- Highlights of Canadian results
- List of problems encountered and any solution found, including the final result
- Recommendations for the future
- Conclusion and general impressions
- Miscellaneous comments

### **Conditions**

- The CFF will cover the cost of travel, hotel and per diem for the duration of the scheduled travel periods (training camp and worlds).
- This is a volunteer position.