Team Manager Details - WMA Championships

Essential

- Strong interpersonal skills including the ability to effectively liaise with athletes, officials and administrators
- Strong organizational skills
- Strong communication skills (oral and written)
- Sound knowledge of WMA and IAAF rules as well as the regulations of the competition
- Sound knowledge of AMA selection procedures and other relevant policies
- Applicants must be of good character

Desirable

- Current first aid certificate
- Previous experience in team management

Duties

The following list includes but is not limited to details of the tasks normally completed by team managers.

Pre-Event

- Liaise with AMA Entries Clerk to obtain all details of athletes who have entered.
- Prepare and distribute two or three team newsletters including information about the destination, key dates regarding the competition, uniform requirements, social functions, travel tips, relevant AMA policies, how to communicate with team management and so on
- Ensure all team members are aware of the relevant anti-doping policies and TUE requirements
- The first team newsletter should be ready for the AMA Entries Clerk to distribute as athletes submit their entry
- Set up and manage a Facebook group, or similar, for the team as a means of members sharing information about the specific competition and to enable the sending of updates and quick announcements

During the Event

- Act as the liaison officer between the LOC and team members
- Attend the Team Managers' Meetings conducted by WMA and the LOC. These are often daily
- Communicate the outcomes from Team Managers' Meetings via the tem noticeboard, directly with affected athletes and any other established methods such as Facebook
- Work with the appointed team selection panel (out of stadia and relays) to ensure teams are selected in a timely manner and that athletes are notified
- Ensure the necessary paperwork for teams (out of stadia and relays) is submitted in a timely manner
- Assist athletes with protests and appeals should the need arise. Any costs associated with an appeal are borne by the athlete/teams concerned
- Organise athletes to attend the Opening Ceremony and communicate AMA's wishes regarding the flag bearer
- Represent AMA at official functions such as receptions and press conferences
- Act as the team spokesperson for any media enquiries
- Adjudicator for issues that may arise amongst athletes, coaches, officials and supporters
- Liaise with the nominated person at AMA regarding any inappropriate behavior, misconduct, injuries or illness experienced by team members
- Facilitate a team social gathering

Post Event

- Submit a written report to AMA using the following headings:
  - * Overview – Team list, medal tally (attach detailed results for each team member)
  - * Pre-Departure
  - * Competition – venues, ceremonies, competition, relays, meetings, media, social
  - * Post-Event – media clippings, report, results distribution
  - * Recommendations
- Complete any required financial reporting

Proposed Code of Conduct

Athletes, managers and selectors are expected to:

- Respect the rights, dignity and worth of fellow athletes, administrators and officials
- Attend your medal presentation ceremony (this is not just for you but also the other medal recipients)
- Do not accept inappropriate behaviour from others
- Respect the talent, potential and development of fellow athletes and competitors
- Maintain high personal behaviour standards at all times
- Abide by the rules and respect the decision of the officials, making al appeals through formal process and respecting the final decision
- Cooperate with team management in relation to decisions reached for the good of the team