



TRACK AND FIELD / ROAD RUNNING CROSS COUNTRY

Provincial Team Manager Duties

RESPONSIBILITIES OF PROVINCIAL TEAM MANAGER

- A. Attend all team meetings
- B. Communicates program information to athletes, coaches, parents, Athletics Manitoba
- C. Consult with the Head Coach on specific duties before, during and after the trip.
- D. Enter and/or confirm entry of Manitobans before outlined deadline
- E. Be aware of the proper protest procedure (sport and games specific)
- F. Write appeals and protests
- G. Collect outstanding team fees from athletes
- H. Book, or confirm travel arrangements for managers, coaches and athletes as required by the travel policy. Note that Athletics Manitoba will not bear responsibility for unauthorized expenditures. Any costs not covered by policy must be authorized by the office.
- I. Pick up uniforms, managers kit, expense money.
- J. Find out special needs of athletes, or special medical conditions and medical numbers (See travel - medical insurance for foreign trips)
- K. Know whereabouts of medical assistance at meet or training site.
- L. Provide athletes with schedule and knowledge of method of transport to venue.
- M. Communicate rules and be responsible for team discipline. This includes curfews, consequences recommended by Athletics Manitoba.
- N. Carry a managers' kit including medical kit, safety pins.
- O. Confirm arrangements for travel permits where necessary.
- P. Ensure appropriate behavior of team members while at the competition
- Q. Promote a positive image of Manitoba
- R. Endeavour to create an atmosphere wherein the athletes have an enjoyable and rewarding experience
- S. Submit a post competition report to Athletics Manitoba within 60 days of returning from the competition
- T. Enforce the team rules as laid out by the Head Coach
- U. Handle matters relating to uniforms. - If the athletes wish to use a uniform and return it, a deposit the value of the uniform must be paid with the Manager.
 - each athlete is entitled to buy one complete uniform per year.
 - all athletes representing Manitoba must wear the Manitoba team uniform

ACCOUNTABILITY

The Team Manager is responsible to the Head Coach for the accomplishment of his/her mandate and conduct.

ROLE

The role of the Team Manager is to ensure the successful preparation, participation and performance of the athletes in the competitions and related activities.

It is expected that the Team Manager will project a very positive image and be an outstanding ambassador for both the sport of athletics, and the province of Manitoba.

Under the leadership of the Head Coach each team member of Team Manitoba should demonstrate:

- Good Sportsmanship
- Spirit of Fair Play
- Co-operation
- Friendship
- Respect for Other People's Rights