



2023 Canada Winter Games – Team Manager Application

Call for Team Manager – 2023 Canada Winter Games

Overview

The role of the Team Manager is to provide leadership and logistical support to athletes and coach for the 2023 Canada Winter Games (CWG). S/he reports to the CWG Coach and Alberta Fencing Executive Director.

Alberta Fencing invites applications for Team Manager position for the 2023 CWG Team Alberta.

This position will provide assistance with the CWG Coaching and Mission Staff and Provincial Sport Organization.

This is a **volunteer position** that will require some weekend and evening work and includes travel time over the following months leading up to the Games, June 2022 to Feb 2023.

The successful applicant must be willing to provide a current Criminal Record Check with Vulnerable Sector Check and Respect in Sport Certificate.

2023 CWG Team Manager

- Duties and Responsibilities – Before the Games
 - Assist Alberta Fencing in planning, budgeting and attend all team activities, camps and practices both in and out of province
 - Attendance at all team activities, camps and practices is critical
 - Responsible for all media (social and other)
 - Coordinates equipment fitting
 - Coordinates team registration
 - Creates team bio's for media
 - Review competition entries for accuracy with CWG Coach and Provincial Sport Organization
 - Communicate necessary information to athletes from CWG Coach (Technical) and the Provincial Sport Organization (Administrative).



- o Schedules, practices, camps, team building and Team Alberta meetings
 - o Organize a Parent meeting after final team selection
 - o Act as a communication lead and liaison between parents and staff
- During CWG, Responsibilities include but are not limited to:
 - o Know technical information, competition schedules, transportation schedules
 - o Ensure all team members adhere to the CWG Rules and Code of Conduct
 - o Work closely with mission staff

 - o The Manager must be available 24/7 during the week of the Games in the Village with the entire staff for the Athletes and Coaches
 - o Organizes distribution of schedules
 - o Distributes information to coaches
 - o Arranges media interviews
 - o Provide a daily feed of team photos to Provincial Sport Organization for social media
 - o Accompanies athletes to drug testing
 - o Communicates any team and fencers concerns to CWG Coach at staff meetings
- After the Games
 - o Complete post evaluation survey electronically
 - o Provide an electronic slide show of all photos of the CWG team
 - o Submit Final report and attend a CWG staff debriefing (TBD after games)

Deadline to submit the application is July 31, 2021 at 4:00pm. Be advised that Alberta Fencing will follow the Team Alberta Code of Conduct as it pertains to the week of CWG Fencing.

Interested applicants must submit a personal vitae/resume and cover letter outlining related sport and managerial experience, previous coaching experience and accomplishments and any Managerial and NCCP Certification to: info@fencing.ab.ca.