

TEAM BC - MANAGER JOB DESCRIPTION



ROLE OF THE MANAGER:

The Team Manager works in cooperation with and takes direction from the coaching staff and players (more specifically the player rep/captain) to provide team cohesion by ensuring quality communication internally and externally, and to assist in achieving the best possible performance at all competitions. The Team Manager reports to the Head Coach and liaises with BC Wheelchair Basketball Society. A recommendation for the Team Manager position is made by the coaching staff and approved by the BCWBS program committee.

SPECIFIC DUTIES & RESPONSIBILITIES INCLUDE:

1. INTERNAL COMMUNICATION

- Maintain a team roster list which includes all team members addresses, phone numbers, email, and other pertinent information (a copy to be provided to the BCWBS office)
- Inform team members regarding practice, training camps, tournaments, and other team initiative dates, times and location – and be sure to notify if there are any changes in the scheduling of these activities
- Coordinates fundraising initiatives

2. EXTERNAL COMMUNICATION

- Coordinates all team travel arrangements including booking flights, hotels, ground transportation and registration
- Liases with head coach and BCWBS regarding budget details
- Acts as a liaison between team and tournament organizers and attends all coach/manager meetings pertaining to tournament
- Communicates all team results/awards with BCWBS

3. ON COURT/GAME DUTIES

- attend practices as indicated by head coach
- video-tape games/practices when required
- keep game statistics when indicated by coach
- repair and maintain wheelchair equipment and fill water bottles as required during games

4. GENERAL

- ensure code of conduct is completed by all players and adhered to
- look after team equipment (uniforms, balls, water bottles, tools, first aid kit) when travelling
- maintain accurate medical forms/records on all players
- support the coaching staff in general and relieve them of team details

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Minimum Full Level 1 NCCP Coaching Certification in wheelchair basketball.
- Strong organization skills and ability to work in team environment
- class 4 drivers license (an asset)

APPLICATION PROCEDURE:

All interested applicants should submit a letter of interest and resume to BCWBS by June 1st, 2005. Applications will be reviewed by the coaching staff and BCWBS Managing Director.

Please Note: This is a non-salaried position, however, an annual honorarium is provided and certain expenses will be covered to attend camps and competitions pertaining to this position.