

# BC WINTER GAMES TEAM MANAGER JOB DESCRIPTION



## ROLE OF THE MANAGER:

The Team Manager works in cooperation with and takes direction from the head coach to provide team cohesion by ensuring quality communication internally and externally, and to assist in achieving the best possible performance at the 2008 BC Winter Games in Kimberley/Cranbrook. The Team Manager reports to the Head Coach and liases with BC Wheelchair Basketball Society. BCWBS also views the Team Manager position as a good mentoring opportunity for coach development. This is a volunteer based position however all expenses related to transportation, meals and accommodation in the school district are covered in your manager role.

## SPECIFIC 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 and parents of practices, training camps, game schedules, and travel details – and be sure to notify if there are any changes in these activities

### 2. EXTERNAL COMMUNICATION

- Liase with head coach and BCWBS regarding pertinent tournament and travel details
- Act as a liaison between team and tournament organizers and attends all coach/manager meetings pertaining to tournament

### 3. ON COURT/GAME DUTIES

- Attend practices and camps as requested by the coach
- Keep game statistics when requested by the coach
- Repair/maintain wheelchair equipment and fill water bottles as required during games

### 4. GENERAL

- Travel with your zone athletes on Games transportation and stay with them in a supervisory capacity in Games accommodation (travel will take place between Wednesday evening February 20<sup>th</sup> with a return late Sunday evening February 24<sup>th</sup> or early Monday morning).
- Manage an 8 player zone team at the BC Winter Games February 21-24<sup>th</sup>, 2008. Eligible athlete range in age from 13 – 21 years old with an added allowance of 2 developmental athletes over 22 years of age.
- Ensure code of conduct is completed by all players and adhered to
- Look after team equipment (balls, water bottles, tools, first aid kit) when travelling

## APPLICATION PROCEDURE:

An application form is available from BCWBS for each BC Winter Games zone team. Applications for this position are accepted and approved by the BCWBS program committee.

## SELECTION CRITERIA:

Ideal applicants are able to complete all responsibilities as listed above, have experience working with individuals with disabilities, experience managing sport teams/programs, and have experience in or are interested in pursuing coaching in wheelchair basketball. Managers must also complete the BCWBS volunteer code of conduct and a criminal record check prior to the Games. Please also note that the coach and manager positions must have a gender split (1 male/1 female per zone).