



BC ATHLETICS PROVINCIAL TEAM STAFF RESPONSIBILITIES

TEAM MANAGER

1. The Team Manager is recommended by the Track & Field, Cross Country, Road Running Committee.
2. The Team Manager works closely with the BC Athletics office prior to the event.
3. Prior to the event, the Team Manager will be informed by the BC Athletics office regarding travel, accommodation, meals and other arrangements.
4. The Team Manager arranges for an appropriate cash advance from the BC Athletics office prior to departure for the event.
5. During the BC Team event the Team Manager, as appropriate, is responsible for:
 - A. Ticket changes (as approved by Team Head Coach)
 - B. Transportation
 - C. Accommodation
 - D. Meals
 - E. Team meetings arrangements
 - F. Communicating & upholding the [BC Athletics Code of Conduct](#)
 - G. Access to training venues and facilities
 - H. Recreation, sightseeing tours, banquets, etc.
 - I. Team equipment
 - J. Finances
 - K. Press information
 - L. Protests (in conjunction With the Team Head Coach)
 - M. Gifts
 - N. Obtaining official results
 - O. Communicating results to the BC Athletics office on a daily basis
6. The Team Manager is the liaison between the media and the BC Team members regarding all press requests and press conferences.

7. The Team Manager organizes (at the request of the Team Head Coach) Team and staff meetings and directs the administrative part of the meeting.
8. The Team Manager assists the Team Head Coach and Team Coaches to monitor the athletes' behaviour with respect to the BC Athletics Code of Conduct.
9. In disciplinary action as the result of violation of the Code of Conduct, the Team Manager is a member of the committee convened with the Team Head Coach and Team Captains.
10. The Team Manager accompanies the Team Head Coach to the technical meeting. The Team Manager prepares a list of questions that the staff wishes to be covered by the technical meeting. The Team Manager records all pertinent information from the meeting to be relayed to the coaches and athletes.
11. The Team Manager submits a report within fourteen days after the event to the BC Athletics Technical Manager T&F or Rd/XC. The report shall contain a summary, financial report and results.
12. The Team Manager is responsible to the Team Head Coach.

Amended February 2017