



Role Description: Sport Team Manager

Area of Operation

To lead on the management of Scottish Shooting as part of Team Scotland 2014 in the build up to and during the 2014 Commonwealth Games, co-ordinating and communicating all Team related information between Commonwealth Games Scotland and Scottish Target Shooting.

Responsible For:

The prospective & selected athletes; appointed coaches; and, sport specific support staff selected to work with that sport.

Responsible To:

- Pre-Games: Commonwealth Games Scotland (CGS) Games Team Operations Manager
- During the Games: Team Scotland's General Team Manager

Anticipated Time Requirement:

- Attendance at pre-Games Team Management preparation programme, including regular evening meetings; Team Camps; Preparation Camp; and, other events as required.
- One day equivalent per month in the period up to six months prior to the 2014 Games.
- One day per week six months prior to the Games.
- Full time from 5 July to 4 August 2014.

General Duties

Pre-Games Duties

- Act as the first point of contact with CGS for the sport on Team related activities.
- Distribute information from CGS to prospective athletes, support staff and the sports governing body.
- Be responsible for the collection and collation of information on prospective athletes as required by CGS and Games organisers.

- Ensure all prospective athletes are aware of eligibility criteria and that CGS is aware of any issues.
- Responsible for the administration and the inputting of information, as required by CGS and Games organisers, to the Games management system, Zeus.
- Attend and contribute to CGS Team Preparation Programme, pre-Games Team Camps and Final Preparation Camp.
- Monitor athlete performances during the Selection period against selection standards and ensure results are passed to CGS promptly
- Liaise with CGS on provision of sport specific Games clothing, equipment provision, Games time training and transportation requirements
- Ensure compliance in all aspects with Commonwealth Games and International Federation regulations.
- Attend site visits as required and identify and communicate all requirements for Games time.
- Input to the development of Team Scotland policies and procedures and ensuring adherence to the agreed policies.
- Liaison with the Games Office and Team Media manager to identify and publicise selected Games Team members.
- Collection of sport flag bearer votes.
- Check accreditation requirements and access requirements with CGS.
- Advise CGS of athlete entries and check events are correct.
- Management of athlete, coaches and other support staff when within a Games Team environment such as at Team Camps.
- Promote and maintain team ethos as outlined in the code of conduct and Team member Agreement.
- Promote Games Team sponsors/partners as part of Games team duties
- Attend Team functions as required.

During Games

- Communicate with sport staff and athletes such information as required from Team Scotland management and Games organisers
- Coordinate provision of training facilities and equipment.
- Check all entries and ensure competition kits and numbers comply with Games and International Federation regulations at relevant Technical meetings and pre competition.
- Attend all sport technical meetings.
- Attend all daily Team Management meetings.
- Check the Sports Technical Desk on a daily and regular basis.

- Co-ordinate with Transport Depute General Manager to ensure all athletes can access their entered events.
- Support Team Coach as appropriate to ensure athlete needs are met.
- Manage all appeals/protests during competition
- Arrange support from Team staff for athletes when required for doping control.
- Collate individual athlete and sport significant results against Games Team performance targets and pass to the Head of Media and Team Office as soon as possible after they occur.
- Speak on behalf of the sport as required in conjunction with the Team Media staff.
- Promote and help maintain team ethos and ensure sport section compliance with team member agreement and code of conduct and assist application.
- Attend all Team functions as required.

Post-Games Duties

- Attend all post Games CGS functions as required
- Produce report to CGS on individual and sport performances against targets.

Sport Specific Duties

- Be responsible for the administration and inputting of information relating to firearms and ammunition as required by the Games organisers.
- Support Team Coaches as appropriate to ensure athletes are resident in satellite village when required for training and competition, and to liaise with CGS on movements between the main and satellite villages.

Person Type

This role would suit a person:

- with previous experience in managing international teams
- with significant experience of high performance environments
- with a good technical knowledge of their sport
- with experience of working with and supporting elite athletes.
- with an understanding of the needs of all prospective team members and understand the pressure during Games time.
- who is well organised, has strong interpersonal and communication skills
- who has the ability to work as part of a wider team in a structured manner
- who is calm, resourceful, has a sense of humour and the ability to cope with rapid change and working with different cultures.