



**2019 CANADA WINTER GAMES TEAM MANAGER APPLICATION  
And  
AGREEMENT TO FULLFILL THE JOB DESCRIPTION DUTIES**

- MAG
- WAG

This signed letter shows my commitment and agreement to Team BC.

I, \_\_\_\_\_, from \_\_\_\_\_,  
(First and Last name) (Gymnastics Club affiliation)  
agree to take on the Team Manager's duties for the 2019 Canada Winter Games Team, as listed on the next page.

I understand the selection for Team Manager will come from the cumulative points earned by named team athletes to the Men's/Women's Canada Winter Games Team. The club with the second (2<sup>nd</sup>) most points will have the first opportunity to name the Team Manager. If that club does not have a coach that applied for the position, the third (3<sup>rd</sup>) ranked club will be asked. This process will continue until a club, with a coach who has applied is found.

This deadline to submit this application form is November 15, 2018 for consideration.

**Team Manager Minimum requirements:**

A manager must:

- Be an active coach in Men's / Women's Artistic Gymnastics
- Be a minimum NCCP Level 3 certified coach;
- Be a coach in good standing with GBC;
- Be willing to take part in all the activities of the Canada Games Preparation Plan unless exempted by the CWGSC or appropriate Technical Committee);
- Be male for MAG and female for WAG (as chaperoning duties are part of the responsibilities).
- Have completed all of GCG and GBC SafeSport requirements.

The Manager will also be the second coach for the team at the Games; he/she must be able to actively coach the level of the athletes on Team BC. In addition to all responsibilities assigned to a floor coach (Canada Games Selection Document), he will assume the Manager's responsibilities.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_ / \_\_\_\_\_ / 2018  
(Month) (Day)

## **GENERIC DESCRIPTION OF THE ROLES, RESPONSIBILITIES AND TASKS OF THE MANAGER**

### **Advanced work:**

- Attends all Team BC meetings organized by the Organizing committee (government)
- Attends all Canada Games functions, as required
- Carries out the requirements outlined by Team BC in cooperation with the coaches and technical staff
- Communicates the information from the meetings
- Liaises with Mission staff
- Assists in coordinating and organizing identified Canada Games activities (training camps, sport medicine, other as required by Team BC)
- Ensures training plans are submitted and followed
- Coordinates the collection of information, forms or other required documents by Team BC;
- Assists with competition clothing and track suit sizing and distributes Team BC clothing;
- Attends media events on behalf of Team B

### **In preparation for or during the Trials:**

- Liaises with Technical committees on dates, hosts and process for trials
- Attends trials and collects or provides information to athletes, coaches and families as required
- Ensures team is properly registered with Team BC (in cooperation with staff)

### **Immediately before the Games:**

- Carries out all of the duties of team manager
- Coordinates travel for any athletes coming from out of the lower mainland (in cooperation with GBC office staff)

### **During the Games:**

- Abide by the GBC Code of conduct
- Manages the Team throughout the week of the Games
- Ensures all on-site scheduling, including lunch boxes, medical appointments, discipline problems, curfews, adherence to curfews and any other tasks required by Team BC

### **After the Games:**

- Submits a report to GBC within ten (10) days of returning from the Games
- Ensures that the team coach submits his / her report to GBC.