



## TENNIS NL EXPRESSION OF INTEREST TEAM MANAGER - CANADA GAMES 2021

Tennis Newfoundland and Labrador (TNL) is seeking Expressions of Interest for the volunteer position of Team Manager for the 2021 Canada Games Tennis Team. Please apply by email with a short cover letter and a resumé to [tennis@sportnl.ca](mailto:tennis@sportnl.ca) by 5:00pm Monday, July 20, 2020.

The Canada Games celebrate youth and sport as the highest profile national multi-sport competition for Canadian youth from every province and territory. Governed by the Canada Games Council, the Games strengthen sport development in Canada; promote the benefits of sport; build partnerships; and provide the opportunity for Canadians to learn more about themselves, each other, and Canadian culture and values. For prospective high-performance athletes, the Games provide an opportunity to pursue excellence in sport while meeting Canadians from different regions and cultures. For sport, the Games offer an instrument for sport development and for building stronger links between national, provincial/territorial and community sport organization and agencies.

In Newfoundland & Labrador, many amateur sport programs view the Canada Games as the premier sporting event, and there is considerable energy directed towards preparing young athletes to compete in the Games. For many of these athletes, the Canada Games is the pinnacle of their athletic careers. For others, it is a training ground to develop their skills and gain the experience necessary to move onto the next competitive level in their sport. TNL is the Provincial Sport Organization (PSO) affiliated with Tennis Canada and is responsible for overseeing all aspects of tennis in Newfoundland and Labrador, including selection and administration of the team representing tennis within Team NL's Canada Games contingent. The Coach and Manager for the Canada Games tennis team are responsible for preparing our top athletes for Canada Games competition and for making administrative preparations for their participation in the Games. They liaise with the Chef de Mission/Team NL and report to TNL.

### QUALIFICATIONS

- The Team Manager should be familiar with TNL and its members/clubs. They must demonstrate previous event or competition management experience and strong organizational and interpersonal skills are required.
- The Team Manager must be female since a Canada Games requirement is equal sex representation in the Coach/Manager positions and a male coach has been selected.

## RESPONSIBILITIES

Overall responsibility is to work effectively as a member of the Canada Games Coach / Manager Team to successfully prepare and manage our Canada Games athletes in the leadup to, during, and in the evaluation of the Canada Games tennis team. Reporting to the Tennis NL Executive Director, the Manager will:

1. Effectively identify and manage planning aspects to ensure TNL's planning and general approach to the Canada Games is on track.
2. In general, the Coach is responsible for training, team development, and tennis team performance. The Manager is responsible to ensure this happens in a timely and effective manner and in coordination with TNL requirements. Together the Coach and the Manager are responsible for a well developed and responsible performance in the lead-up to and actual performance at the Canada Games.
3. Ensure the Coach is fully qualified/working towards qualifications for all Canada Games, TNL, and/or Team NL requirements.
4. Attend all team meetings, including parent, SportNL, and Board meetings when required.
5. Enter and/or confirm entry of Provincial Team with Head Coach.
6. Coordinate with the Team for planning, evaluation, and budgeting.
7. Collect Team Fees from athletes.
8. Book or confirm travel arrangements through the Executive Director for the Coach and Manager. Coordinate with parents/athletes to ensure athlete travel is arranged appropriately as approved by TNL.
9. Handle all matters relating to uniforms. Pick up uniforms, manager's kit, and expense money.
10. Manage any special needs of athletes, or special medical conditions.
11. Know where to find medical assistance at the matches and tournament sites and how they are accessed.
12. Provide athletes with schedule and transportation specifics to venues.
13. Communicate rules and who is responsible for team discipline. This includes curfews, behaviors and consequences recommended by TNL.
14. Communicate, as soon as possible, results to various Media outlets following completion of the day's competition.
15. Monitor and provide feedback to coaching staff of athlete issues.
16. Carry a Managers' kit including medical kit, and other tennis specific accessories.
17. Become familiar with the Canada Games Team NL policy & procedure manual and ensure reasonable compliance with same and with TNL policies & procedures.
18. Report Submission: A Managers' Report should be submitted to the TNL within one calendar month of returning from the Games. Report to include the following: Team Staff; Team Athletes; Method of travel to and from events; Accommodation – name, address, quality, problems etc.; Competition – note quality of competition, administrative arrangements, conditions, weather, etc.; General comments – note any problems with athletes, staff, meet organization, travel arrangements, uniforms, etc.; Policy and Process Recommendations for future Canada Games activities.; Athlete Results; Expenses (other than the personal expenses)