

## NZ SCHOOLS TEAM MANAGER

### Position Description

<b>Responsible to</b>	Orienteering NZ Council through General Manager
<b>Tenure</b>	From appointment to the completion of the New Zealand Schools Team 2014/15 competitions in Ballarat, Victoria as part of the Australian Championships carnival which runs from 25 September to 4 October 2015.
<b>Purpose</b>	The primary role of the NZ Schools Team Manager is to ensure all financial and logistic matters pertaining to the team are attended to, so that the team members can concentrate on their own activities aimed at maximising their performance.
<b>Personal qualities</b>	<p>The position calls for detailed and longer-range planning, administration, report writing and interpersonal skills.</p> <p>The Manager is expected to travel with the team.</p>
<b>Remuneration</b>	<p>Cost of travel will be funded by the Orienteering NZ.</p> <p>Direct expenses will be paid on provision of receipts and only within the budget allowance, as agreed.</p>

### Principal Tasks & Performance Expectations

Ensure adequate pre-tour arrangements are made by communicating with team members. (Note: competition uniforms are provided by the Orienteering NZ.)

- ensure entries are submitted.
- advise members re passports, visas, finances etc.
- circulate itineraries, event dates and times etc.
- arrange ordering/supply of track-suits, t-shirts, sweatshirts etc.
- work within the Orienteering NZ 's sponsorship obligations.

Develop (in conjunction with assistant manager(s)) team spirit and morale.

- organise and participate in team meetings.
- provide pre-tour information.
- be a good leader.
- promote a happy atmosphere.
- organise "buddies" for team members.

Organise travel, accommodation and other logistical details for team members at nominated team events, and for team members as part of New Zealand representation.

- ascertain and evaluate alternatives for travel and accommodation at team and representative activities.
- determine numbers and make bookings as required.
- ensure team members are aware of travel and accommodation arrangements (including passports, visas, inoculations, special food requirements etc when overseas).
- ensure team members are aware of the Orienteering NZ Anti-Doping Policy.



Attend to official/technical matters by liaising with School Sport Australia, Orienteering Australia and Australian team officials.

- provide NZ team (including managers) list to School Sport Australia.
- obtain details about terrain and maps.
- notify team of any special competition rules.
- in conjunction with assistant manager(s) determine relay running order and deal with team changes if necessary.

Act as team spokesperson on general matters relating to the competition.

- in conjunction with Orienteering NZ, publicise results/activities of the team, including maintaining and updating team website and social media presence
- provide press statements, if required.
- liaise with event officials.

Manage touring arrangements by communicating with all team members.

- advise team members of assembly places and times.
- ensure adequate time/provision for shopping, banking etc.
- be aware of special skills/talents of team members and supporters that could be called upon.
- organise a team photo.

Provide a team base at events.

- provide team base with (if appropriate) tent and NZ flag or banner.
- ensure adequate clothing and equipment storage, collection, security.
- ensure water available at start and finish.

Provide ancillary support to team members.

- provide general advice on health, injury avoidance etc.
- provide advice on pre-race preparation.
- arrange treatment for injuries, sickness.
- arrange physiotherapy where necessary.
- provide any other support or arrangements for emergencies as required.
- be aware of any special medical/dietary requirements etc.

Maintain appropriate team discipline and conduct.

- provide basic ground rules for behaviour and ensure team members know what is expected of them.
- be firm but fair (ultimate penalty is dismissal from team).

Attend to such administrative tasks as necessary to ensure the effective functioning of the position.

- maintain records of expenditure and provide receipts for reimbursement.
- maintain records of correspondence.
- Provide post-competition report to Orienteering NZ, within 28 days, including:
  - copy of results (may be long delay from Australia)
  - comment on above functions
  - recommendations for future competitions.

