

WORLD UNIVERSITY ORIENTEERING CHAMPIONSHIPS 2014 TEAM MANAGER

Position Description

Responsible to	Orienteering NZ Council through General Manager
Tenure	From appointment to the completion of the competition (approximately). The World University Orienteering Championships (WUOC) for 2014 will be held in Olomouc, Czech Republic, 12-17 August.
Purpose	The primary role of the WUOC Manager is to ensure all financial and logistic matters pertaining to the NZ representative team's participation at WUOC are attended to.
Personal qualities	The position calls for detailed and longer-range planning, administration, report writing and interpersonal skills. The Manager is expected to travel to the World University Orienteering Championships with the team.
Remuneration	The position is voluntary in its nature. Orienteering NZ will cover reasonable expenses incurred by the Team Manager during the time the team in competition.

Principal Tasks & Performance Expectations

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

- ascertain and evaluate alternatives for travel to/from and accommodation at WUOC and associated pre-event competitions (eg car hire, acting as driver)
- 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)
- in conjunction with the General Manager, arrange ordering team uniforms if required

Administer the Team finances

- keep records of all income and expenditure
- inform team members as early as possible of their likely personal financial commitment for specific activities
- manage finances while outside New Zealand
- reconcile finances upon return to New Zealand

Foster team spirit within the squad

- encourage full participation in team activities
- encourage open discussion within the team but avoid individual dominance
- watch for any behavioural or other matters that may have a detrimental effect on the team
- be alert for any dissension within the team and quickly move to resolve it

Promote the purpose of the Team to Orienteering NZ members and the wider New Zealand public.

- provide information on team activities
- assist with publicising results/activities of the team
- work within any Orienteering NZ sponsorship obligations
- write daily article for the Orienteering NZ website
- arrange team member to post blog post per day on Orienteering NZ website

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

- provide appropriate and relevant information received, to team members
- maintain records of correspondence
- liaise with other people/organisations as required
- provide a written report to the General Manager after the completion of the event