

ANZ CHALLENGE 2015 TEAM MANAGER

Position Description

Responsible to	Orienteering NZ Council through General Manager
Tenure	From appointment to the completion of the competition (approximately). The ANZ Challenge will be held as part of the Oceania Championships in Tasmania 2-11 January 2015.
Purpose	The Team Manager is appointed by Orienteering NZ to lead and manage a Team, once selected, of elite athletes to represent New Zealand at the Oceania Championships. The Manager is expected to travel to Tasmania.
Personal qualities	The primary role of the ANZ Challenge Manager is to ensure all financial and logistic matters pertaining to the NZ representative team's participation at Oceania Championships are attended to.
Remuneration	The position is voluntary in its nature. Orienteering NZ will not contribute to the Team Manager's costs.

Principal Tasks & Performance Expectations

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

- 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

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