

WORLD CUP 2015 TEAM MANAGER

Position Description

Responsible to	Orienteering NZ Council through General Manager
Tenure	<p>From appointment to the completion of the competition (approximately).</p> <p>The Round One of the World Cup 2015 will be held in Tasmania 2-11 January 2015.</p>
Purpose	<p>The Team Manager is one of two officials appointed by Orienteering NZ to lead and manage a Team, once selected, of elite athletes to represent New Zealand at the Australian round of the World Cup in 2015</p> <p>The Manager is expected to travel to Tasmania.</p>
Personal qualities	<p>The primary role of the World Cup Manager is to ensure all financial and logistic matters pertaining to the NZ representative team's participation at World Cup are attended to.</p> <p>An ability to manage finances, undertake advance planning and organisation, and report writing is required.</p> <p>A valid drivers licence is also needed, as group travel requiring driving may be required.</p>
Remuneration	<p>The position is voluntary in its nature.</p> <p>Orienteering NZ will contribute a set amount of money from its budget for World Cup. The amount budgeted will take into account the cost of airfares to and from the competition. (Note: beyond paying all team accreditation/entry fees, Orienteering NZ's emphasis is on supporting the officials. If necessary, athletes may also be asked to contribute to the travel/accommodation costs of the officials.)</p>

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 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