

## **Responsibilities of Rope Skipping Canada's Team Manager 2016**

**This position is ultimately responsible to the board of Rope Skipping Canada (RSC). The RSC Manager is expected to act in accordance with RSC's values:**

**EXCELLENCE** by supporting athletes, coaches and the international Rope Skipping community in promoting wellness and personal achievement

**INTEGRITY** through fairness, equity, accountability and respect for athletes, coaches and international Rope Skipping community

**COLLABORATION** with athletes, coaches and international Rope Skipping community

**DIVERSITY** and everyone's right to participate in an environment that respects all individuals and is free of harassment and discrimination

**These values are expected to be demonstrated through the following activities:**

### **Prior to Canadian National Championships 2016**

1. Communicate with all potential Team Canada athletes
2. Communicate with FISAC and host country as required
3. Create deadlines for deposits and registrations
4. Collect deposits from all potential Team Canada athletes, coaches and chaperones and deposit to RSC bank account
5. Co-ordinate with RSC Treasurer to make payment for the required deposit following FISAC's deadlines
6. Organize for judges training

### **During Nationals 2016**

1. Meet with Team Canada athletes
2. Arrange to have sample uniform sizes for the athletes to try on. Collect payment for team uniforms.
3. Finalize qualification list for Team Canada
4. Have all athletes, coaches and chaperones fill out required paperwork

### **Making arrangements**

1. Coordinate the ordering and delivery of team uniforms
2. Organize accommodations for everyone attending
3. Collect photos for ID badges and submit to FISAC
4. Organize flight information of all athletes, coaches and chaperones. Provide a spreadsheet for everyone complete with rooming information and cell phone numbers

### **At FISAC World Championships**

1. Act as the main contact for FISAC and the organizing committee
2. Act as ambassador for Team Canada
3. Distribute FISAC documents ie. ID badges, lanyards, etc
4. Communicate with athletes, head coach and judges; the practice, competition and judges schedules
5. Help organize outings while on location

### **Upon completion of event**

1. Co-ordinate with RSC Treasurer to provide all Provincial Associations with financial statements