



Canadian Baton Twirling Federation

La Fédération Canadienne de Baton Sportif

Canadian Contingent Team Manager Program

Job Description

Before World Championships

- ✓ Initiate contact and make introduction to Canadian Contingent athletes and coaches.
- ✓ Locate and replenish first aid/medical kit.
- ✓ Hold an information session with the help of the CBTF President and official CBTF Contingent Coordinator at the conclusion of Team Trials or during the National Championships.
- ✓ Organize the athletes' Secret Pal Program. Program is voluntary.
- ✓ Organize the parents' Secret Pal Program. Program is voluntary.
- ✓ In consultation with the CBTF Contingent Coordinator, obtain copies of the athletes' information sheets, Health Care Numbers and medical information in the event of an emergency during practice times or on the days of the competition.
- ✓ Purchase and bring supplies/decorations for the announcement board.
- ✓ Coordinate CBTF Track Suit purchase from the CBTF Official Supplier (MEE Designs) and distribution for all Contingent members (athletes, coaches and officials).
- ✓ Coordinate tracksuit crest purchase and distribution: name crests and World Championships crest with name of host country and year of the competition for all Contingent members (athletes, coaches and officials).
- ✓ In consultation with the CBTF Contingent Coordinator and Contingent Coaches, determine the World Practice Schedule and inform athletes, coaches and parents. Keep accurate record of accommodations, transportation companies, emergency contact information, facility contact names, phone numbers and addresses.
- ✓ Work with the CBTF Contingent Coordinator and CBTF Official Travel Agency (Go-Away Travel) to locate practice gyms, logistics of getting the team to the location, estimated travel time, cost.
- ✓ In consultation with the CBTF Contingent Coordinator, determine the need and arrange Group Meals at or near the designated accommodations, practice or competition sites.
- ✓ Plan the Canadian Contingent Welcome Reception as close to the arrival date as possible.
- ✓ Investigate all aspects of the Contingent Hotel and surrounding area as well as the Athletic Facility and surrounding area. Restaurants, hotel safes, banks, bank machines, grocery stores, hospitals/medical clinics/physio therapy clinics, subways, bus routes, taxi information, land marks, safety precautions.

During World Championships

- ✓ Maintain daily contact with CBTF officials, athletes and coaches through communication and scheduled meetings.
- ✓ Plan and run an Official Welcome Reception for CBTF athletes, coaches, parents and officials.
- ✓ Be the official “Nation Building Strategies” Leader. Always appear enthusiastic and “Pro-Canada”
- ✓ Update the announcement board with important information daily.
- ✓ Create and distribute a rooming list to all contingent members.
- ✓ Ensure the Secret Pal program runs smoothly.
- ✓ Help ensure optimum practice and performance conditions. Be prepared to lead daily warm-ups, games, and scheduled practice.
- ✓ Organize coaches/athletes meetings each evening and offer motivational words of encouragement, anecdotes, and team building strategies.
- ✓ Attend all practices and if certified and capable, administer medical aid.
- ✓ Make order of appearance for Practice Days and Music Tests (when applicable).
- ✓ Sit at Music table for music tests and sign envelopes (when applicable).
- ✓ Organize athletes for Opening and Closing Ceremonies.
- ✓ Announce compulsories for Junior Athletes.
- ✓ Sit at Music table to open envelope and make sure settings are correct during the competition.
- ✓ Be aware of any changes to schedule and alert appropriate parties.
- ✓ Be prepared to pick up Registration Package and possibly Country Results if the CBTF Technical Chairperson is not in attendance.
- ✓ Send any and all results to the CBTF website for posting.
- ✓ Ensure Canadian results appearing on the official WBTF websites are correct.
- ✓ Coordinate the Official Canadian Contingent Picture.
- ✓ Plan the Final Wrap Up and Secret Pal Announcements.
- ✓ Be educated on the Canadian Anti-Doping Program and the World Anti-Doping Code.

After World Championships

- ✓ Prepare a written report for CBTF members.
- ✓ Suggest any changes to the Canadian Contingent Team Manager Position and suggest revisions the Job Description
- ✓ Communicate one final closing message to all Canadian Contingent Members.