

July 16, 2015

General Overview

The Manitoba Games is the largest on-going multi-sport event in the province. Like the Olympics they take place every two years alternating between summer and winter. The program is administered by Sport Manitoba and implemented by the selected host society with each Provincial Sport Organization (PSO) leading their sport specific planning and implementation.

Function and Responsibilities

Leading up to the Games, the Team Manager assists the PSO and coaching staff with logistics and communication tasks for their respective team. Sport Manitoba's Regional Sport Development Officers will support each Team Manager and PSO with the planning and implementation of all tasks. The Team Manager is accountable to their PSO and Regional Sport Development Officer and supports the coaching staff and athletes with planning, logistics and communication both before and at Games.

Pre Games

1. The PSO, Team Manager and coaching staff work closely to plan, communicate, implement and evaluate the regional program.
2. Successfully complete screening procedure according to the Manitoba Games Screening Policy.
3. Review and be familiar with the sport technical package, sport schedule and Team Manager Binder and communicate potential issues or concerns to the Regional Sport Development Officer and Head Coach in a timely manner.
4. Serve as the key communication link for the PSO, Regional Sport Development Officer and coaching staff to communicate and collect necessary information to athletes regarding: registration, schedules, practices, uniforms, accreditation, transportation, host society updates, etc.
5. Ensure team is fully registered by June 15, 2016.
6. Attend regional team practices and meetings and Sport Manitoba regional information session.

At Games

1. Serve as the key communication link between your team and the Host Society including:
 - Review sport schedules and notify your team of any changes regarding events and schedules
 - Provide updates, problems or potential issues, to the Regional Sport Development Officer
 - Assist Regional Sport Development Officer with any discipline and protest-appeals issues
2. Chaperone team athletes 24 hours/day for the duration of the Games.
3. Ensure your team is prepared for the multi-sport Games experience.
4. Ensure that all team members, including coaches, adhere for the duration of the Games to: Manitoba Games village rules, Manitoba Games Code of Conduct and sport technical package.
5. Manage team operations and logistics including: accreditation, accommodation, food, transportation, medal and opening/closing ceremonies, team down-time, arrival/departure, village check in/out, etc.
6. Act as regional team Bus Captain to/from Games when required.
7. Travel on regional team bus, stay in the athlete village and attend opening and/or closing ceremonies.
8. Work closely with the Regional Sport Development Officer, PSO and coaching staff to ensure maximum safety and fun during the Games.
9. Encourage regional team and promote Games spirit and fair play. And most importantly, have fun!

Post Games

1. Complete post evaluation survey.
2. Submit final report if applicable from the PSO.
3. Assist the Provincial Sport Organization in promoting the sport within your specified region.