



<b>Job Title:</b>	Team Manager	<b>Job Category:</b>	Volunteer
<b>Location:</b>	Home Based	<b>Travel Required:</b>	Some Travel
<b>Level/Salary Range:</b>	No Wage. 100% Volunteer. Expenses will be reimbursed.	<b>Position Type:</b>	Part-time
<b>Date Posted:</b>	July 31, 2019	<b>Posting Expires:</b>	Sept 6, 2019
<b>Internal Posting URL:</b>	www.canadiantransplant.com		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b>  cta@txworks.ca Subject Line: Team Manager		<b>MAIL:</b>  c/o Brenda Brown Canadian Transplant Association #4 – 3070 Townline Rd Abbotsford, BC V2T 5M2	
<b>Job Description</b>			
<p><b>OVERVIEW</b></p> <p>The Canadian Transplant Association (CTA) is a registered charitable organization. Therefore, all its Board members are 100% volunteers. This position will operate the same way and report to the President with responsibility to the Board and its members.</p> <p>The Team Manager (TM) is responsible for coordinating and managing a member country’s team for the World Transplant Games Federation’s biennial World Transplant Games (and alternate Winter World Transplant Games) (WTGF). Many of the TM’s responsibilities take place in coordination with the Games Local Organizing Committee (LOC) and the WTGF Office.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Responsible for facilitating and ensuring good communication of all information disseminated by the WTGF and the LOC to team members and by team members to the WTGF and the LOC.</li> <li>• Responsible for ensuring that the rules for the events are read, understood and adhered.</li> <li>• Ensures that the rules for the events are read, understood adhered by team members.</li> <li>• Ensuring team members complete the registration process and return waivers and medical certificates in a timely manner.</li> <li>• Conduct assessment of the athlete’s certification to determine that all information requested is completed on to the certificate. If this information is incomplete, the athlete’s registration will be delayed or cancelled.</li> <li>• Conduct an immediate review of any medical certification, which is found to be inadequate.</li> <li>• Responsible for confirming that the intended athlete is certified to be a transplant recipient and that the certifying Doctor is the Transplant Physician for the athlete.</li> <li>• Responsible for disseminating, collecting and/or submitting Games-related documents, as appropriate, before deadline dates. Ensuring team registration is completed online.</li> <li>• The TM must be willing to be part of the scheduled training sessions via Skype that are organised by the WTGF.</li> <li>• The TM should ensure the team has an appropriate uniform representing his or her country.</li> <li>• Responsible for respecting the agreement(s) between the LOC, the WTGF, and Games sponsors in all areas, including, but not limited to, imaging, name recognition and logo usage.</li> <li>• Must be accessible to World Games management team for crisis management or in case of emergency. Must also be accessible to team members during competition hours in the event of competition issues.</li> </ul>			



- Must attend team manager meetings and responsible for keeping team members informed as to activities, changes in schedules, event starting times, etc.
- Where appropriate and possible, is responsible for contact with sports and Games officials on behalf of athletes. When necessary, files formal protests and represents team or team member when protests are being acted upon.
- Coordinates and/or encourages practice sessions for team members for their respective sports.
- Attend the welcome reception hosted by the WTGF at the start of the Games.
- The TM is responsible for writing a full report covering all aspects of the WTG and the performance of the team and submit it to the relevant authorities/organisations. This report can form the base line for future TMs and ensure continuity. Feedback can also be given to the WTGF and future LOC's.
- Provide support to Canadian Transplant Games LOCs as required.

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum High School diploma.
- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators.
- Strong organisational skills.
- Sound knowledge of the selection procedures and rules/regulations of the competition.

## **PREFERRED SKILLS**

- Previous experience in management of a sports team. Any coaching experience is considered an asset.
- Volunteer experience in other sports events, such as; Paralympics, Olympics, summer games etc.
- Excellent computer skills, including proficiency in the advanced features of the Microsoft Office suite of products.

## **ADDITIONAL NOTES**

If the following describes you, this role might be just what you are looking for:

- **Desire to Learn** – You are constantly learning. You instinctively find ways to create value, add to team culture, and think ahead.
- **Collaborative** – While you are comfortable working on your own, you communicate well and relish being part of a team.
- **Thrive in Ambiguity** – You gather information, communicate with your colleagues, figure out solutions, and find a way to get the job done.
- **Accountable** – You keep your commitments and can be relied on to deliver high-quality work that generates results.
- **Passionate** – You believe in making a difference in the lives of our others and are dedicated to going above and beyond to make a positive impact in the community.