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JOB DESCRIPTION & COMPETENCIES
TEAM MANAGER
2012 SA JUNIOR TEAM

Event:	2012 ISA World Junior Surfing Championships
Venue:	Playa Venao, Panama
Date:	April 14 – 25, 2012
Reporting To	General Manager: Surfing South Africa
Responsibilities	The Team Manager will be responsible for administration and management of the team. The Team manager will be responsible for the welfare of the team members and officials during team training and from the time of departure until the team returns to South Africa

**Key
Responsibility
Areas**

Prior to departure:

- Work with the GM of SSA in the booking of flights and accommodation
- Be aware of conditions of travel (Surfboards etc.).
- Confirm air tickets and arrange visas for team members if required.
- Check that each team member has a valid South African passport.
- With the SSA GM, arrange kit & blazers for team and officials.
- Work within stipulated budgets & arrange payment methods (credit card, petty cash)
- With the GM arrange & coordinate training camps (flights, accommodation to be arranged through SSA).
- In conjunction with the coaches communicate training info to team members.
- Provide team members with a checklist of what they will be required to take on tour.
- Outline ISA/SSA anti doping policy (TUE's etc).
- Ensure that all documentation such as personal information forms, financial commitment forms, Indemnity forms, Code of Conduct forms and Therapeutic Exemption Forms (athlete specific) are handed / emailed to team members.
- Collect and file completed forms.
- Take charge of athletes, coaches and officials when checking in at airport.
- Ensure all documentation, such as passports are on hand.
- Coordinate team photos.
- Sort out sizes for team kit.
- Attend training sessions.
- Assist GM in organising Colours Awards function.

During the event:

- Liaise with team members regarding appropriate dress codes (March past, event, functions.
- Set disciplinary guidelines.
- Inform team members of schedules (training, competition, official functions etc.).
- Set up sponsors and financial backer's banners at team enclosure.
- Ensure that the South African national flag is flown correctly in the team enclosure at all times.
- Ensure that the South African national flag is treated with respect at all times.
- Ensure that team members know the words to the South African National anthem.
- Act as a liaison officer between the event officials, the coach and the team.
- Adjudicate any challenges that may arise between athletes, coaches, officials and supporters.
- Ensure welfare and safety of all team members at all times.
- Supervise all athletes at all times.
- Deal with any athlete or official's inappropriate behaviour, misconduct, injury or illness.
- Be responsible for all financial details including collection of receipts.
- Provide a financial statement of monies expended.
- Take responsibility for team transport including hiring of vehicles.
- Make meal arrangements and arrange refreshments etc. during competition.
- Coordinate team photos.
- Act as spokesperson for the team at official functions unless otherwise directed by SSA.

Post event:

- Return all equipment, sponsors banners etc.
- Provide a written report to the GM including a full set of results, a balanced budget 21 after the last day of the event.
- Submit expenses on the SSA Expense Claim form with receipts, invoices and statements to the GM within 10 days of return from event.
- Attend an SSA Management debriefing.

Core Competencies	<ul style="list-style-type: none"> • Able to successfully manage a large team of junior athletes and support staff in a major event environment over an extended period. • Able to plan and implement all team media (including items for the SSA website), daily press releases as well as liaison with international media. • Able to relate to coaches and other staff as well as to junior athletes, whilst playing a pivotal role in team harmonics and discipline.
General Competencies	<ul style="list-style-type: none"> • Must have strong interpersonal and oral communication skills. • Must have the ability to effectively liaise with athletes, coaches, administrators, parents and the Board. • Must possess strong organisational skills. • Must know the SSA and ISA Rule Book. • Must possess an unendorsed domestic driver's licence and an International driver's licence. • Must be able to deal with local and international media. • Must ensure exposure for sponsors and financial backers.
Experience	<ul style="list-style-type: none"> • Extensive knowledge and understanding of Team SA, its role in ISA international competition and Surfing South Africa's High Performance programs. • Knowledge of elite coaching strategies and athlete's requirements for major ISA events. • Experience as the manager of a provincial team at least 18 months prior to the 2012 WJSC • Must have a working knowledge of basic First Aid.
Personal Characteristics	<ul style="list-style-type: none"> • Team orientated • Ability to work effectively in a team, with a high degree of responsibility • Results oriented and creative • Self driven • Good communicator, good interpersonal skills • Analytical skills • High levels of initiative • Work well under pressure and react flexibly to change of needs

DECEMBER 2011