

**OLYMPIC TEAM SECTION MANAGER
STATEMENT OF DUTIES**

Team Position: Section Manager

Responsibility: Responsible to the Chef de Mission for the proper management and preparation of their section from the date of appointment to date of discharge from the Team

FUNCTIONAL AREA/PROJECT AREA	PHASE OF OPERATION		
	PRE-GAMES	AT GAMES	POST GAMES
ADMINISTRATION			
Communications and Technology	Assist with determination of communication equipment requirements specific to their section.	Liaise with Team Management re use of radio and telecommunications equipment.	
	Advise radio frequency information as requested by the OCOG.	Be available to be contacted 24 hours/day whether by mobile phone or other systems.	
Financial Management and Grants	Assist with the provision of banking details of Team members for the payment of selection grants.	In accordance with the Team Policy and Procedures submit payment requests to Administration for processing.	Follow up on outstanding athlete/ NF debts.
Team Office Set Up and Management		Assist where possible with general Team administration.	Advise the AOC of any issue relating to Team Office operations.
		Check in at Team Office on a daily basis.	
		Attend to all sports specific tasks such as draws, training schedules, technical meetings, etc.	
		Implement directives issued by Team Executive.	
Reception and Ceremonies		Ensure Team members are aware of date/time of function, dress requirements and food availability.	Assist the AOC with the co-ordination of the attendance of athletes/officials at Welcome Home/ Celebration functions.
		Ensure Team members are aware of any VIP/Media who will be in attendance.	
		Co-ordinate/supervise arrival/departure arrangements for their section's attendance at Team Functions.	
		Monitor the behaviour of their section at Team functions.	
Risk Management	Inform AOC of equipment to be used for Team purposes so that insurance can be organised.	Co-ordinate and scrutinise insurance claims.	Follow up any outstanding insurance claims.
	Work with NF to ensure all potential Team members sign Team membership agreement.	Lodge insurance claims with Administration Director.	
		Arrange for signing of Team release forms. Bring any disciplinary matters to the attention of the Team Management.	

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ADMINISTRATION			
Risk Management Cont'd	Become fully conversant with the Team's security and safety procedures.	Advise Team management of any security or safety problems encountered in the Olympic Village or sports venue.	Advise AOC of any comments from their section regarding security and safety issues.
	Advise the AOC of any special security or safety issues related to their section.	Ensure that their section adheres to established Team security and safety procedures.	
		Ensure that their section complies with directives given by OCOG security or co-operating law enforcement agency personnel.	
Team Management Meetings	Attend Team Management Meetings as scheduled by the AOC.	Attend daily Sections Managers' Meetings as scheduled by Team Management.	
	Attend Section Manager workshops as directed by the AOC.		
ATHLETES' SERVICES			
Athletes' Support Services	With agreement of the Head Coach, foster relationships between their section and the Athlete Liaison Officers appointed to the Team.	Ensure that their section is fully aware of the range of services on offer.	Advise the AOC of any additional athlete services which can be included for future Teams.
	Assist with the distribution and collection of documentation related to the issue of phonecards to Team members.	Ensure that their section has access to event tickets and Village guest passes.	
	Ensure that all Shadow Team members have access to pre Games resource material.	Assist in the creation and maintenance of a Team environment that is conducive to elite sports performance.	
		Liaise with Team Management re Village Guest passes.	
Pre Games Athlete Briefings	Ensure attendance by Shadow Team athletes at Winning Attitude Seminars held in conjunction with Team Processing sessions as organised by the AOC.		
MEDIA SERVICES			
Media Relations	Be available to attend AOC media relations briefing.	Attend all media conferences involving members of their sport.	
	Identify Shadow Team athletes competition results and advise AOC immediately.	Assist in providing advice to Team members on how to handle difficult media attention.	

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	PRE-GAMES	AT GAMES	POST GAMES
MEDIA SERVICES Cont'd			
Media Relations Cont'd	Ensure that athlete biography information is given to the AOC as requested.	Assist AOC Media Officers in arranging meetings between athletes and nominated media personnel.	
	Ensure that Team members are aware of the Team Media Guidelines.		
Publications and Internet	Assist with the collection of biographical information and photographs from all Shadow Team athletes and officials for inclusion in Team Handbook.		
MEDICAL SERVICES			
Medical Services	Report any known injuries to Team Medical Director.	Attend or appoint an official to attend drug testing.	
	Liaise with athletes, NF and AOC re the management of any physical or psychological impediment to performance.	Ensure compliance with gender verification procedures.	
	Foster the relationship between medical support personnel and their section.	Report and arrange treatment for any physical or psychological impediment to performance.	
Pre Medical Support Program	Assist with the collection of medical history and therapeutic information from Shadow Team members.		
OPERATIONS			
Equipment and Resources	Advise AOC of any special equipment needs.	Co-ordinate distribution of Team supplies to the section.	Review equipment supply and usage and recommend modifications for future Teams.
	Assist with the identification of suitable suppliers for specialised Team equipment.	Facilitate equipment management and security.	
		Return all equipment to AOC Team Management.	
Logistics	Advise AOC of any special freight requirements, including customs clearance, that their section may have.	Responsible for unpacking and repacking of section equipment into container. Meet departure deadline.	Receive container and unpack equipment.
		Advise section and co-ordinate their use of AOC return freight service.	Follow up with members of section to ensure they have received their return flight.

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OPERATIONS Cont'd			
Transport	Ensure that all necessary arrangements are made for their section to travel to the Olympic venue.	Liaise with Team Management re "meet and greet" and airport transfer requirements at Olympic Games.	Advise AOC of any difficulties experienced with transport by section.
	Keep the AOC advised of all travel arrangements made with respect to their section's attendance at the Olympic Games.	Advise Team Management of daily ground transport requirements.	
	Advise AOC of any special ground transport requirements.	Be first point of contact with their section regarding the OCOG's shuttle services for their section's competition and training schedule.	
	Advise AOC of changes in sport's travel and training plans pre-Games.	Advise Team Management and airline booking staff of all flight changes required.	
	Ensure flight bookings are in place.	Oversee and ensure orderly check in and departure whether at airport or Olympic Village.	
SUPPORT SERVICES			
Pre Games Training	Keep AOC advised of pre-Games training details for their section. Act as Team liaison with the identified training site.		
Outfitting (includes Team Processing)	Confirm with the AOC preferred dates to participate in Team Processing.	Ensure that section arrive wearing Olympic Team travel uniform.	Advise AOC any comments from athletes and officials on Team and competition uniforms.
	Ensure all Shadow Team athletes and officials attend and participate in Team Processing and are outfitted.	Oversee Section attendance at Team Processing to receive their Olympic Team uniform.	Provide feedback to AOC regarding the organisation of the Team Processing operation.
	Ensure that all necessary arrangements are in place for the section to attend Team Processing e.g. transport, accommodation, etc.	Take responsibility for the general conduct of their section during the Team Processing session.	
	Take responsibility for the general conduct of their section during the Team Processing session.	Ensure all members of the section wear the Olympic Team uniform, per the Team membership agreement.	
	Follow up any Shadow Team athletes and officials who did not attend Team Processing to obtain their data.	Monitor potential ambush marketing and breaches of Team membership agreements with regard to outfitting.	

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SUPPORT SERVICES (Cont'd)			
Outfitting (incl. Team Processing) Cont'd	Liaise with AOC & competition wear supplier to advise any sport competition uniform requirements, IF regulations and recommended suppliers.	Facilitate the distribution of any clothing which require alterations.	
	In conjunction with NF CEO, sign off on competition uniform requirements.	Ensure that their section complies with regulations governing apparel at Olympic venues.	
	Confirm with the AOC the section's preferred date and time to receive their Olympic Team uniform		
Team Accommodation	Identify and advise AOC of any special services and facilities required for Team members.	Monitor their section's accommodation and report any damage or repair requirements to Team Management.	Advise the AOC of any issues related to Team accommodation.
	Identify and advise AOC of any special accommodation requirements.	Liaise with Team Management re Village room allocation.	
	Assist AOC in village room allocation. Advise AOC of any non-Team or family accommodation requests.	Inform their section of Team, Village and OCOG services and activities.	
Team Planning Activities	Provide information to AOC as requested from time to time.	Distribute Athlete/Official Questionnaires and ensure return of completed questionnaires prior to departure from the Olympic Village.	Provide a comprehensive report on the activities and competition results of their section.
	Provide AOC with copies of IF information relevant to the Team's participation in the Games.	Refer to AOC Team Manual as appropriate. Submit daily reports to Team Management.	
	Assist the AOC in collection of forms containing information on Village services and accommodation and other Team activities.	Advise Team Management of any information requests their section may have of the OCOG.	
Accreditation and Entries	Assist in determining details and updating all accreditation and entry documentation.	Report missing ID documentation to Team Management.	
	Assist with finalisation/distribution of Eligibility/Entry and ID documentation.	Advise Team Management of any venue access problems or lost accreditation cards.	
		Assist with collection of accreditation cards from Team officials whose accreditation is being transferred.	
Appointments and Selections	Assist in identifying Shadow Team athletes.		
	Assist in ensuring that all Shadow Team athletes are fully aware of the nomination/selection requirements of their sport.		