

SPECIAL OLYMPICS TEAM USA
2013 SPECIAL OLYMPICS WORLD WINTER GAMES
Sport Manager Job Description

Volunteer Position Title: Sport Manager

Positions Available: 5

Sports: Alpine Skiing, Cross Country Skiing, Snowshoeing/Snowboarding, Figure Skating/Speed Skating and Floor Hockey

Reports to: Special Olympics Team USA Management Team Directors

Position Summary: Each Sport Manager will be appointed by the Management Team to organize, prepare, and provide communication and administrative leadership to the athletes and coaches of their respective sport, from the time of their selection through the post-Games Debrief. Each Sport Manager is to work directly with their sport Head Coach to ensure the athletes and coaches of their sport delegation experience the athletic, physical, cultural and social benefits of participating in a World Games.

Qualifications

All Sport Managers **MUST** have:

- 5 years experience in event and personnel management
- A Special Olympics staff member is preferred but not required
- Exceptional leadership abilities
- Excellent communication, organizational and administrative skills
- An ability to work as a team member within the guidelines of the Team USA management structure
- Experience coaching Special Olympics athletes at a State/Regional level
- Experience at a the World Games level – coach, AS Coach, HOD or Director level
- The ability to work with and support athletes of all ability levels
- CPR and first aid certification by Training Camp
- Written endorsement of your US Special Olympics Program’s President/CEO
- A current Volunteer Background Screening/Protective Behaviors certification on file with your US Special Olympics Program office
- Current U.S. Passport or the ability to obtain

Responsibilities (include but are not limited to the following):

Pre-games

- Manage all aspects of your assigned sport. This includes but is not limited to:
 1. To directly work with the Head Coach to manage your sport delegation.
 2. Assisting the Head Coach with the selection of coaches
 3. Oversee the assigning of coaches to athletes for training and communication purposes
 4. Work with the Management team to ensure that registration guidelines are being followed
 5. Assist with the selection of the Head Coach in your respective sport
 6. Assist in developing your sports schedule for Training Camp
 7. Assist the Management Team with ensuring that post-training camp issues are addressed in a professional and appropriate manner
 8. Attend all meetings on behalf of your sport and share information as it becomes available.

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- Work within the lines of communication established by Team USA to provide and receive information. This includes checking email daily for communication and forwarding the information to your Coaches.
- Actively prepare for and participate in the Team USA Training Camp. This includes traveling with athletes from your state Program, as well as potentially assisting with chaperoning athletes from other Programs to/from Training Camp.
- Participate in scheduled meetings and conference calls as needed
- Provide an open line of communication between yourself and the Head coach. This may include, but is not limited to: emails, conference calls, and mailings to meet the different needs of your sport coaches.
- Work creatively to determine the best way to integrate team building and character building into the structure of your sport
- Act as a role model and conduct yourself within the Team USA Code of Conduct.

During World Games:

- Represent Team USA as the lead person for your sport. This includes providing organizational leadership, attending coaches meetings, leading Team USA sport coaches meetings and communicating with Management Team regarding any issues within your sport.
- Ensure appropriate athlete coverage 24 hours a day/7 days a week.
- Handle conflict resolution within your sport, but also, as needed, with the USA Delegation
- Understand and abide by the Games communication system
- Ensure the safety and well being of athletes and coaches at all times
- Ensure you have copies of athlete and partner medical and release forms.
- Understand and abide by the GOC crisis management plan. Report all incidents to the **HOD or AHOD**.
- Be accessible at all times.
- Ensure that all internal dynamics of your sport are managed appropriately and quickly. This may include reassigning athletes and coaches, working with the Management Team Directors to remove athletes and/or coaches if needed and communicating effectively via Incident Reports any issues within your sport.
- Support your sport Head Coach as it relates to any protests or issues with technical support.
- Act as a role model and conduct yourself within the Team USA Code of Conduct.
- Assist with chaperoning athletes to ensure the appropriate supervision of all athletes. This could also include responsibilities outside of your respective sport.
- Promote ambassadorship in representing the USA

Post Games:

- Evaluate Team USA timeline
- Evaluate Team USA organizational structure
- Attend/participate in a debrief meeting to evaluate feedback for future Games
- Evaluate coach selection process.

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Time Commitment

- Serve and fulfill responsibilities from the time of appointment through World Games and the post Games debrief meeting.
- Conference calls –participate in scheduled conference calls
- Attend National Training Camp
- Games-time – expected to travel to the Games site with the delegation and stay the entire length of the Games through the arrival back to your home state.

Financial Compensation: Individuals and US Programs are not expected to cover expenses associated with serving as a member of Special Olympics Team U.S.A. You are encouraged to meet with your US Program President and CEO to discuss use of their office, phones, computer and office supplies to support your role. Mailings can be sent via Special Olympics North America staff but need to be approved in advance by the Management Team Directors.