



KARATE NOVA SCOTIA



Job Description: Team Manager

The Team Manager has an extremely important role ensuring the successful management of Karate Nova Scotia's (KNS) Karate Team and welfare of the athletes in their care. The Team Manager is an extended member of the Coaching Staff and is responsible to the Head Coach.

Knowledge, Skills, Experience and Requirements

- Strong interpersonal and oral communication
- Strong organizational skills
- Excellent MS Excel, MS Word, email, texting and social media skills
- Patience
- Criminal Records Check
- Knowledge of the selection procedures
- Knowledge of the rules/regulations of the competition is considered an asset
- Preferred previous management of a club or Provincial team is considered an asset
- Current First Aid certificate is considered an asset
- Current Child Abuse Registry Check is considered an asset
- Must be a resident of Nova Scotia

Responsibilities and Duties

The responsibilities and duties of the Team Manager shall include but not be limited to:

- Work effectively with the Coaching Staff.
- Support the Head Coach by directing all questions concerning athlete selection, divisions and event selection to the coach.
- Liaise with all team members, parents, coaches and officials to ensure the athletes are appropriately informed of training, competition and team events.

- Liaise with administrators (KNS, KNB, KPEI, KNFLD, KC, etc.) and others (suppliers, airlines, hotels, restaurants, clothing vendors, etc.) as required.
- Ensure the first aid kit is ready for use, when the team Medical Officer is unavailable.
- Ensure the correct parental/guardian permission is sought and received for athletes under 18.
- Aid in the supervision of athletes under 18 years of age.
- Aid in ensuring all athletes remain together at the competition and support each other whilst they are representing the Province.
- Aid in documentation and resolution of any problems that may arise amongst team members, parents, the coach and supporters.
- Maintain any documentation required to support the successful management of the team and its participation in the competition season. This may include required online registrations, event documentation, team budget, and team roster information.
- Adhere to and be aware of all relevant KNS bylaws, policies and procedures. Where KNS does not have a bylaws, policies and procedures, adherence is to Karate Canada established governance.
- Collect and process all tryout fees relating to the competition season (registration, travel, event, etc.).
- Govern all approved team fundraising activity with support from coaching staff; ensure all funds are distributed fairly.
- Audit any additional fundraising done by parents and athletes outside team approved; ensure fair, open and transparent process.
- Act as a second signee for the KNS Team Account. Primary signee is a designated coach.
- Represent the team when no other member of the Coaching Staff is available.
- Assist in grant requests and fulfillment with Sports NS and other organization.
- Assist in the maintenance of any team related social media sites.
- Assist in the coordination of any team building activities.
- Assist in the development and or enhancement of team related manuals, policies, regulations, etc..

Travel Expectations

As Team composition can change from event to event, outside the approved team training dates, the Head Coach will determine, based on organization needs and funding available, which events the Team Manager will be required to be attend. The Team Manager is encouraged to attend any such event not funded on their own; if they so wish.

Remuneration/Expenses

This is a volunteer position – no salary or honorarium will be paid. Approved expenses can be claimed by filling out the appropriate KNS forms and following team/association policies.

Tenure of Post

The appointment will be for the duration of 3 competition seasons and must be approved by the Head Coach and KNS Treasurer (signing authority); with option to renew for a subsequent term.