



# Responsibilities for Team Leaders

## Prior to the Competition

- Attend a team meeting following the competition, if applicable
- Attend and participate in any pre-competition camp, if applicable
- Assist team captain(s) with motivational materials for team members
- Be familiar with the rules of conduct, both Section and National
- Be sure to check the Skate Canada Web Site for schedule changes

## At the Competition

- You are responsible to the athletes 24 hours a day. You may be assigned a specific group of athletes. Be prepared to spend long hours at the arena.
- Always be visible and available to skaters, coaches and parents to provide assistance
- You may be required to do wake up calls
- You may need to do supervision of skaters' hotel rooms, curfews and do room check.
- Communicate information to skaters and coaches. Ensure skaters are aware of transportation arrangements, times, schedules and changes as required.
- Be available in dressing room areas prior to and during practices and events.
- Carry supplies as needed. A backpack or small satchel is recommended with various necessities such as Kleenex, multi-headed screwdriver; needle nosed pliers, sewing supplies, bandages and minor fist aid supplies, sanitary products, etc.
- Remember that you are here in a parent / support role, not a coach
- Ensure skaters are aware of and maintain appropriate behavior and etiquette
- In the event of unacceptable behavior, team leaders are expected to determine and administer appropriate disciplinary measures.
- Report injury / problems to the host committee chairperson or skater development representative.
- Liaise with media as required. Deal with media requests through coaches and arrange for interviews.
- Interface with host committee as required (i.e. travel arrangements, etc)
- Assist any skater who may be injured to obtain appropriate medical care.
- Where a skater must withdraw from the event, inform the competition Technical Representative of such
- Assist in communicating successes, positive feedback (i.e. newsletters, posters, etc) to all team members.
- If there is a team room – set up and stock team room. Routinely monitor and restock as necessary (if applicable)
- Results should be faxed, emailed or phone to local Saskatchewan media (Section will provide contacts)
- Check Section mailbox in Operations' regularly for any change to schedule, transportation, etc and relay to appropriate team members.

#### After the Competition

- In conjunction with the team leaders, prepare a written report for the Skater Development Committee and / or Section Board of Directors
- Submit expense claims to Skater Development Chairperson for reimbursement

#### Reimbursement of Expenses

- Travel (airfare (booked by Section), mileage, parking)
- Food (\$40.00 / day )
- Accommodations – shared rooms provided (booked by Section)
- Incidentals (fax, phone, etc) – may be considered

#### Team Manager Only

##### Pre-Competition Duties

- Obtain listing of all skaters (Section Office will provide)
- Secure and distribute list of room numbers to athletes and coaches, and other team leaders
- Liaise with other team leaders. If possible have a pre-event planning meeting
- In conjunction with the Section Program Developer, plan and implement a pre-event meeting with the skaters, parents and coaches
- Provide an on-site contact phone number, possibly the hotel or cell phone in the case of flight delays, emergency, etc
- Ensure that the skaters and coaches are correctly registered and entered in the competition
- Knowledge of emergency protocols, re: injuries
- Check out the layout of the rink and hotel; find key areas such as first aid room volunteer room, Operations, etc.
- One (1) team leader should be prepared to arrive at the event one (1) day early in order to make arrangements for rental car(s), cell phone / pager, team room set up, etc

##### At the Competition

- You should have access to emergency contact names and phone numbers if the parent or guardian is not present
- Confirm departure information with the Transportation Desks. Teams that do not verify their departure information will be responsible for their own transportation to the airport.

##### Post Competition Duties

- Pick up the Section Protocol and forward to the Section Office
- Distributing BMO Skate Canada Junior Nationals and Canadians Information Sheet and information as provided by the Section Office
- Faxing list of coaches and entries for the BMO Skate Canada Group Junior Nationals and Canadians to Skate Canada and the Section Office (must be done 24 hours after the completion of the competition).