



## **Sport Team Leader**

### **Area of Operation**

Managing identified sport or sports up to and during the 2010 Commonwealth Games.

### **Responsible For**

The athletes, appointed coaches and sport specific support staff selected for that sport.

### **Responsible To**

The CGS CEO and Games Team Operations Manager pre Games and during the Games to the Chef De Mission through the General Manager.

### **General Duties**

#### **Pre-Games Duties**

- ✓ Act as the first point of communication with CGS for the sport.
- ✓ Distribute information from the CGS to potential athletes, and support staff and the sports governing body.
- ✓ Familiarise with Zeus Games management system and input personal information on as required by CGS and Games organisers.
- ✓ Assist the CGS with the collection and collation of information on potential athletes as required by CGS and Games organisers.
- ✓ Liaison with the Games Office and Team Media manager to identify and publicise the Games Team and its team members.
- ✓ Collection of sport flag bearer votes
- ✓ Attend and Contribute to pre-Games Team Camps.
- ✓ Assist in development of sport specific selection standards against CGS core standards
- ✓ Monitor athlete performance levels against selection standards and keep the CGS informed
- ✓ Provide advice on selection of athletes and support staff to CGS selection sub-committee.

- ✓ Ensure all potential athletes are aware of eligibility criteria and the CGS is aware of any issues.
- ✓ Ensure all athletes selected are entered in correct events with correct supporting information as required
- ✓ Check accreditation requirements and access requirements with CGS.
- ✓ Management of athlete, coaches and other support staff when within a Games Team environment such as at Team Camps.
- ✓ Provide the central co-ordinating role in support programmes between **sport**scotland High Performance Team, Scottish Institute of Sport network, and the CGS.
- ✓ Liaise with CGS on provision of sport specific Games clothing and equipment provision and transportation requirement
- ✓ Attend site recesses as required and identify and communicate requirements
- ✓ Promote and maintain team ethos as outlined in the code of conduct and Team member Agreement
- ✓ Attend Team functions as required
- ✓ Promote Games Team sponsors as part of Games team duties

### **During Games**

- ✓ Coordinate provision of practice facilities and equipment
- ✓ Check all entries and ensure competition kits and numbers comply with Games regulations
- ✓ Manage all appeals and arrange support from Team staff for athletes when required for doping control
- ✓ Day to day management of all staff and athletes in the sport
- ✓ Communicate with sport staff and athletes such information as required from Scottish Team management and Games organisers
- ✓ Coordinate with transport office to ensure all athletes can compete in entered events
- ✓ Check the Sports technical desk daily
- ✓ Collate individual athlete and sport results against Games Team performance targets and pass to the Head of Media and Technical manager as soon as possible after they occur
- ✓ Speak on behalf of the sport as required in conjunction with the team media staff
- ✓ Attend all daily Team management meetings
- ✓ Promote and help maintain team ethos and ensure sport section compliance with team member agreement and code of conduct and assist application
- ✓ Attend all Team functions as required

**Post-Games Duties**

- ✓ Attend all post Games CGS functions as required
- ✓ Produce report to CGS on individual and sport performances against targets.