

Alberta Ski Jumping & Nordic Combined Team Manager Policy

Definition of Team Manager

- A Team Manager (hereafter referred to as Manager) acts as a chaperone and may play an official role in any competitions (ie. Team Captain, attend Team Captain meetings, bib acquisitions, wax room access etc)

Selection of Team Manager

- A female Manager, over the age of 25, will accompany the team whenever a training and/or competition trip includes female athletes
- All training and/or competition trips involving 4 or more male athletes may require a Manager (male or female) **or** an Assistant Coach. The decision will be made prior to departure by the Coach and ASJNC Board (via the Chair)
- Managers will be selected by the ASJNC Coach, in consultation with the ASJNC Board (via the Chair), if necessary

Responsibilities of the Coach

- The *Athletes Code of Conduct* will be reviewed by the Coach with athletes prior to each departure.
- The Coach is required to prepare an itinerary outlining each day's activities, including at the very least the following information:
 - Waking/lights out time (including any curfew times)
 - Departure times to and from training and/or competitions
 - Athletes free time
 - Athlete's homework time
 - Meal timesThe itinerary will be emailed to all parents and athletes prior to departure including the Manager's contact information
- The Coach and the appointed Manager will meet by phone or in person, prior to departure to discuss expectations of the Manager, since each trip has its own specific requirements. At the same time, the itinerary will be reviewed, including any potential modifications (due to weather etc.) and the *Athletes Code of Conduct* will also be reviewed.
- Coaches must be prepared to honor the *ASJNC Code of Conduct* and be prepared to carry out the stipulated consequences, regardless of the influence and/or wishes of a parent at the time of the incident. Coaches must remain mindful that our athletes are subjected to a "zero tolerance" on our Athlete Agreements.

Responsibilities of ASJNC

- The cost of transportation (including rental car on location), meals and accommodation may be covered by ASJNC. Major expenses will be agreed upon prior to departure. The Manager is responsible for all other incidental expenses.
- If a rental vehicle is provided, it will be used by the Manager for transporting athletes who are not travelling at the same time as the rest of the group to and from training/competitions, transportation of injured or ill athletes, purchasing of supplies/food on behalf of the coach, and running any necessary errands as required by the coach. The rental vehicle cannot be used for personal purposes, unless prior agreement has been made
- Whenever possible, the Manager will have her/his own room.
- The Manager may have access to medical information of athletes, as deemed necessary by the Coach and/or ASJNC

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Responsibilities of the Team Manager to ASJNC and its Coaching Staff

- The Manager is responsible to the Coach, and the Coach maintains ultimate responsibility for all decisions
- The Manager is considered a representative of Alberta Ski Jumping & Nordic Combined, and will conduct themselves accordingly
- The Manager must attend parent meetings and preparation meetings as required
- The Manager is required to have a thorough understanding of :
 - the *Athletes Code of Conduct*
 - the Trip Itinerary
 - the *Team Manager's Policy*
- The Manager will refrain from using alcoholic beverages in the presence of athletes, and must not possess/consume illegal drugs
- The Manager is required to fulfill his/her duties for the duration of the trip and is responsible for the athletes at all times (round the clock), so that the Coach can complete his duties as necessary. A rotating schedule, arranged between the Coach and Manager, may be implemented so that a Manager may have personal time
- The Manager is expected to fulfill duties as is deemed necessary by the Coach (eg. picking up results, attending Team Captain meetings, purchasing supplies, cooking)

Responsibilities of the Team Manager to Athletes

- Managers are expected to use common sense and judgment when dealing with athletes' inappropriate behavior. Minor disciplinary issues should be handled whenever possible by the Manager, but will always be communicated afterwards to the Coach. However, when issues/concerns arise with respect to discipline, or the Manager feels uncomfortable about the situation, or misbehaviors of a serious nature take place, the Coach will be notified immediately
- If female athletes are travelling, the Manager must stay in the same accommodations as the female athletes, unless the athletes are being billeted by local families. If the athletes are billeted, the Manager's accommodations and phone number must be known by each host family and all athletes
- The Manager will model appropriate positive behavior, and set a good example when in the presence of athletes
- The Manager will ensure the safety and wellbeing of all athletes at all times
- The Manager will ensure that athletes behave and act responsibly and are respectful of others, as outlined in the *Athletes Code of Conduct*

Alberta Ski Jumping & Nordic Combined Team Manager Agreement

Team Manager's Name: _____

Coach: _____

Event: _____ **Dates of Event:** _____

This is to acknowledge that I have read the ASJNC *Team Manager Policy*. By signing this form, I am stating that I will adhere to all expectations stated in this Policy and that I will conduct myself in a manner consistent with said Policy. I am also aware of possible repercussions if any of the Policy expectations are broken.

Manager's Signature: _____ **Date:** _____