



Below is a brief overview of the roles associated with our Team appointments. Upon appointment further information, duties and expectations will be provided.

Team Manager will need to liaise with the Athletics New Zealand Performance Department to coordinate the following:

- Travel - Ensure that all necessary travel arrangements are in place.
- Accreditation/Visa requirements - Ensure that all Entry/Accreditation Forms are completed and sent to the LOC and any Visa requirements are in place.
- Budget - Assist with preparation of, and make every endeavor to work within a team budget and to accurately reconcile team finances.
- Outfitting - Ensure each athlete is outfitted appropriately for competition and team functions
- Reporting - Within 21 days of completion of the event, the Team Manager will be required to submit a detailed report including results from events, attend any debriefing meetings as arranged by Athletics New Zealand, furnish Athletics New Zealand with any team photographs, team memorabilia, team signatures and/or information for magazine and/or internet use.

In addition the team management will need a working understanding of:

- Drug Testing - Ensure all team members are familiar with drug testing procedures and attend or appoint an official to attend drug testing. Ensure that the appointed person is familiar with drug testing procedures.
- Media Services – The Team Manager will attend all media conferences involving members of the Team, assist team members by promoting advice and responsibilities on how to handle difficult media attention, including post competition performances, ensuring athletes take positive stances on issues and restricting comments to their own performances. The Team Manager will also co-ordinate meetings and access between athletes and nominated media personnel, ensuring at all times that an athletes' performance will not be affected.

Event Coaches will need to liaise with the Team Manager and the High Performance Director to coordinate the following:

- Training programs of athletes and any specific coaching requirements by liaising with athlete/coaches when on tour.
- Background on facilities available for training and acclimation needs.
- Coordinate with the team manager an appropriate team pre-event planning and competition strategies.
- Take an overview of an athlete's preparation and ensure coach/athlete planning is carried out to maximize performance.

Medical-Support Staff will need to liaise with appointed Team Manager to coordinate the following:

- Appropriate equipment and medical requirements for the team athletes and coaches.

- Coordinate a professional program to assist athlete needs to enhance performance.
- Meet athletes and coaches needs on tour within an agreed working timetable.

Selection Procedure:

We very seriously take the appointment of managers, coaches and support staff for teams that represent Athletics New Zealand. These are some of the qualities we are looking for in team appointments:

- Applicants should be proficient in a range of technical events and knowledge. For Example we may require a coach experienced in Hammer, Shot Put, and Discus at a high level and who can cover other events at times to assist other team coaches. This is why we wait until the team is selected to appoint the coaches.
- Applicants familiar with high level competitions. The World Championships are elite competitions and require support staff who are accustomed to the requirements of these meetings.
- Applicants who have experience coaching a squad of athletes with a variety of needs, a centre team or experience on development trips to events like the Oceania Champs to observe how they operate with other coaches and athletes in a team environment.
- Applicants who will work as part of a team. In the past we have found some coaches who have athletes in the team, subconsciously treat their athletes differently.
- Management and Coaches, who at times can be firms with athletes whose behavior is sometimes inappropriate.
- We need a balance of male and female management staff in order to suit the team requirements.
- Naturally, Athletics New Zealand prefers to appoint applicants who wish to be associated with Athletics New Zealand. For example; members of the coaches association who wish to improve their coaching skills using the Athletics New Zealand Coach Education scheme.

Not every applicant will meet the aforementioned criteria, but this is what we are aiming for. If the overall applicants for a team position do not meet our needs, we will extend our search and invite others to apply.

The selection panel includes staff members with experience managing teams, coach development, high performance and Teams administration. The group also confers with the CEO if necessary. The appointments are then approved by the Athletics New Zealand Board of Directors.