

## **SWIM ONTARIO CALL FOR – TEAM MANAGER**

### **Team Ontario at the 2017 Canada Summer Games**

**Swim Ontario is seeking to recruit an enthusiastic volunteer to be the Team Manager for the 2017 Canada Summer Games.** The 2017 Canada Summer Games will be held July 28 – August 13 in Winnipeg. Swimming is taking place from August 8 – 12 and the Travel dates are August 5 & 13.

**Term:** The Team Manager will work over the next 13 months to ensure that all aspects of Team Ontario's preparation are in place for successful Games. The selection of the team Manager will be announced September 16, 2016.

**The Team Manager must be available and be expected to be in Winnipeg for the 9 days of the swimming competition including the travel dates. (Aug 5<sup>th</sup> – Aug 13<sup>th</sup>, 2017 inclusive)** If selected, you will be required to provide a letter from your employer/organization confirming that you will be available to attend the Games during these dates.

**Team Size: 38 Members** including – 24 Able Bodied Swimmers, 4 Para Swimmers, 4 Special Olympic Swimmers, 5 Coaches and 1 Team Manager (You!)

#### **Key Responsibilities:**

##### ***Pre-Games:***

- Participate in all meetings and functions related to the 2017 Canada Summer Games which will include, but are not limited to, the following:
- **5 – 7 Swim Ontario conference calls**
- **The following Camps – at TPASC (TBC)**  
**October 7 & 8, 2016; November 12 & 12, 2016; January 6 & 7, 2017; January 27 & 28, 2017;**  
**February 15, 16, 17&18, 2017; June 9-10, 2017; August 2-5, 2017**
- Establish positive working relationship with Coaching Staff and Swim Ontario Staff.
- Clear understanding of the swimming technical package. (Pool and Open water).
- On-going communication, distribution of Team Ontario information, deadlines and Games details to Coaches and Swimmers.
- Communication and organization, in tandem with Team Ontario Mission Staff, of the sizing and distribution of the kitting required for the Games.
- Work with Swim Ontario to ensure information required by Team Ontario is compiled and collected by prescribed deadlines.
- Read and develop a clear understanding of all Team Ontario policies, procedures and documents as provided by Team Ontario.
- Become familiar with overall details of the 2017 Canada Games.

##### ***Games Time:***

- On-site presence throughout the 9 days of swimming at the Games.
- Overall support of Coaches and Swimmers as required.
- Attend daily Staff meetings and provide necessary updates.
- Attend Coach/Swimmer meetings as required.
- Assist with photos and stories for the communication team.
- Ensure all Team Ontario policies and procedures are followed.
- Complete other duties as assigned.

**Post Games:**

- Complete the final report.
- Participate in post Games evaluations (as applicable).

**Qualifications:**

- Must be a TEAM player!
- Enthusiastic, positive, fun and be ready to work hard with little supervision.
- Committed to being part of the team until the end of the Games.
- Strong interpersonal and written/verbal communications skills.
- Must submit a satisfactory Vulnerable Sector Check
- Knowledge of Competitive Swimming at a provincial/national level considered an asset.
- Experience as a volunteer, notably in a sport environment.
- Previous Games experience is an asset but is not a requirement of the position.
- Ability to communicate in both official languages is an asset.

All interested applicants are to provide the following documentation:

- **Cover Letter - explaining why you are a perfect fit for the role of Team Manager**
- **Resume**

Applications must be sent c/o Darin Muma at Swim Ontario no later than **11:59pm on September 9th.**

Applications are to be sent to: **[darin@swimontario.com](mailto:darin@swimontario.com)**

Additional information on the Canada Games is available at [www.canadagames.ca](http://www.canadagames.ca)