



LIFESAVING SOCIETY®
SOCIÉTÉ DE SAUVETAGE

The Lifeguarding Experts
Les experts en surveillance aquatique

**CALL FOR APPLICATIONS FOR TEAM MANAGER AND ASSISTANT-MANAGER
POSITIONS FOR THE NATIONAL LIFESAVING TEAMS AT THE WORLD LIFESAVING
CHAMPIONSHIPS RESCUE 2012
ADELAIDE, AUSTRALIA**

The Lifesaving Society Sport Commission invites applications to manage the Open and 16-19 years old National Teams for the World Lifesaving Championships Rescue 2012, to be held in Adelaide, Australia from November 7-11*, 2012. These are funded positions. Selected managers must self fund for all personal expenses for duration of the championships.

Applicants are encouraged to apply as a pair for the Team Manager and Assistant-Team Manager Positions but individual applicants will be given equal consideration. Furthermore, application as a pair does not guarantee that both applicants will be selected.

If you wish to be considered, please submit a letter of interest along with a full resume to Patricia Kitchen, Sport Commissioner by 30 November, 2011. An interview process may take place and would be accommodated via conference call. Successful applicants will be advised as early as practicable.

More information is available on the Rescue 2012 website: <http://www.rescue2012.com.au>

All enquiries should be addressed to:
Patricia Kitchen, Sport Commissioner
Lifesaving Society
c/o Department of Athletics and Recreation
Wilfrid Laurier University, 75 University Ave. W.
Waterloo, Ontario N2L 3C5
Fax: (519) 884-0203
Email: pkitchen@wlu.ca

* Dates may be subject to change

Job Description: Team Manager

Reports to:

High Performance Manager, Sports Commission

Basic Function:

Assist the National Team Head Coach by undertaking all logistical tasks before, during and after the World Lifesaving Championships Rescue 2012.

Principal Responsibilities:

- Assisting the Team Coach in all aspects of team development and organization.
- Liaise between Lifesaving Society, the Championship Organizing committee, the coach and team members
- Organize the team transportation, accommodations, and meals
- Secure and coordinate required equipment and uniforms.
- To be available as a knowledgeable resource to the athlete, parents, and coach, and other staff as assigned
- Manage health & safety
- Act as a representative of the Lifesaving Society Canada in absence of other representatives

Specific Duties:

- Ensure entry of all athletes in appropriate event with appropriate times
- Ensure eligibility of all athletes from Lifesaving Society Canada
- Ensure safety of all athletes
- Schedule and co-ordinate daily functions 24/7: including activities, training, food, protocol etc...
- Maintain administrative records as required.
- Transportation as required
- Maintains standards / policies / procedures and ensure compliance
- Liaise with other mission staff as necessary for information, resources, and to assist athletes with further information or contacts.
- Liaise with other outside agencies as necessary for information, resources, and to assist athletes with further information or contacts. (i.e. travel arrangements)
- Assist in the preparation of the training program, under direction of National Team Coach
- Respond to athlete requests for daily needs
- Equipment co-ordination
- Keep athletes up to date on rule changes or changes in competition scheduling
- Assist athletes with specific paper work (i.e.: CCES forms)
- Support National Team Coach with appeals & protests, as appropriate
- Other duties as assigned

Relationships

1. Participate in all national team meetings (conference calls)
2. Ongoing communication with Mission staff, Assistant-Manager, and Coach
3. Open dialogue with the National Sport Commission as well as Provincial Sport Commissions where appropriate
4. Open dialogue with athletes, their parents and coaches where appropriate
5. Communicate with Referee, Officials, and Meet referee when needed
6. Communicate with International coaches, and managers

Qualifications

Mandatory:

- Member in Good Standing of Lifesaving Society Canada
- Management Experience with a lifesaving sport club and/or lifesaving affiliation.
- National and/or International Experience as an athlete, coach or manager
- Knowledgeable in the rules and the organization of the competition
- Available to travel with the team throughout the tour.

Preferable:

- International Experience as an athlete, coach or manager
- Current National Lifeguard Certification

Job Description: Assistant Team Manager

Reports to:

High Performance Manager, Sports Commission

Basic Function:

Assist the National Team Manager by undertaking delegated logistical tasks before, during and after the World Lifesaving Championships Rescue 2012.

Principal Responsibilities:

- Assisting the Team Manager and Head Coach in all aspects of team development and organization.
- Liaise between Lifesaving Society, the Championship Organizing committee, the coach and team members
- Organize the team transportation, accommodations, and meals
- Secure and coordinate required equipment and uniforms.
- To be available as a knowledgeable resource to the athlete, parents, and coach, and other staff as assigned
- Manage health & safety
- Act as a representative of the Lifesaving Society Canada in absence of other representatives

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