

Responsibilities for Team Leaders

Prior to the Competition

- Attend a team meeting following the competition, if applicable
- Attend and participate in any pre-competition camp, if applicable
- Assist team captain(s) with motivational materials for team members
- Be familiar with the rules of conduct, both Section and National
- Be sure to check the Skate Canada Web Site for schedule changes

At the Competition

- You will be assigned a specific group of athletes. Be prepared to spend long hours at the arena.
- Always be visible and available to skaters, coaches and parents to provide assistance
- Communicate information to skaters and coaches. Ensure skaters are aware of transportation arrangements, times, schedules and changes as required.
- Be available in dressing room areas prior to and during practices and events.
- Carry supplies as needed. A backpack or small satchel is recommended with various necessities such as Kleenex, multi-headed screwdriver; needle nosed pliers, sewing supplies, bandages and minor fist aid supplies, sanitary products, etc.
- Remember that you are here in a parent / support role, not a coach
- Ensure skaters are aware of and maintain appropriate behavior and etiquette
- In the event of unacceptable behavior, team leaders are expected to determine and administer appropriate disciplinary measures.
- Report injury / problems to the host committee chairperson or skater development representative.
- Liaise with media as required. Deal with media requests through coaches and arrange for interviews.
- Interface with host committee as required (i.e. travel arrangements, etc)
- Assist any skater who may be injured to obtain appropriate medical care.
- Where a skater must withdraw from the event, inform the competition Technical Representative of such
- Assist in communicating successes, positive feedback (i.e. newsletters, posters, etc) to all team members.
- If there is a team room – set up and stock team room. Routinely monitor and restock as necessary (if applicable)
- Results should be emailed to local Saskatchewan media (Section will provide contacts)
- Check Section mailbox in Operations' regularly for any change to schedule, transportation, etc and relay to appropriate team members.

After the Competition

- In conjunction with the team leaders, prepare a written report for the Skater Development Committee and / or Section Board of Directors
- Submit expense claims to Skater Development Chairperson for reimbursement

Reimbursement of Expenses

- Travel (airfare (booked by Section), mileage, parking)
- Food (\$50.00 / day)
- Accommodations – shared rooms provided (booked by Section)
- Incidentals (fax, phone, etc) – may be considered

Team Manager Only

Pre-Competition Duties

- Obtain listing of all skaters (Section Office will provide)
- Liaise with other team leaders. If possible have a pre-event planning meeting
- In conjunction with the Skater Development Committee, plan and implement a pre-event meeting with the skaters, parents and coaches
- Provide an on-site contact phone number, possibly the hotel or cell phone in the case of flight delays, emergency, etc
- Ensure that the skaters and coaches are correctly registered and entered in the competition
- Knowledge of emergency protocols, re: injuries
- Check out the layout of the rink and hotel; find key areas such as first aid room volunteer room, Operations, etc.

At the Competition

- You should have access to emergency contact names and phone numbers if the parent or guardian is not present
- Confirm departure information with the Transportation Desks. Teams that do not verify their departure information will be responsible for their own transportation to the airport (Canadians only).

Post Challenge Duties:

- Distribute Canadian Tire National Figure Skating Championships Information Sheet, collect entry fee and submit them to the Section Office
- Email a list of coaches and entries for the Canadian Tire National Figure Skating Championships to the Section Office (must be done 24 hours after the completion of the competition).